



GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

Table of Contents

Table of Contents	2
Terms Used.....	2
Introduction	3
Publication scheme principles	3
Availability and format	3
Exempt information	4
Copyright and re-use.....	4
Charges.....	4
Contact details	5
Duration.....	5
Classes of information.....	6
Class 1: About the Authority	6
Class 2: How we deliver our functions and services.....	7
Class 3: How the authority takes decisions and what it has decided	9
Class 4: What the authority spends and how it spends it	10
Class 5: How the authority manages its human, physical and information resources	10
Class 6: How the authority procures goods and services from external providers ...	12
Class 7: How our authority is performing.....	12
Class 8: Our commercial publications	12
Class 9: Our open data	13

Terms Used

Term used	Explanation
Commissioner	The Scottish Information Commissioner (SIC)
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all authorities adopting the MPS must comply
Classes of information	Nine broad categories describe the types of information authorities must publish (if we hold it)

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act or FOISA) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost

National Galleries of Scotland (NGS) has chosen to adopt the **Model Publication Scheme (MPS)** produced by the Scottish Information Commissioner (SIC). This scheme can be viewed on the SIC's website at [The Model Publication Scheme \(itspublicknowledge.info\)](https://www.sic.scot.nhs.uk/the-model-publication-scheme/) or by contacting us at the address below.

Adoption of the MPS commits NGS to:

- use the MPS as its publication scheme, and accept any future updates to the MPS, without amendment
- publish the information, including environmental information, it holds which falls within the classes of information (see below)
- ensure that the way we publish our information meets the MPS Principles (see below)
- produce a Guide to Information (this document) which sets out:
 - (a) the information the authority publishes through the MPS;
 - (b) how to access it;
 - (c) whether there is a charge for it; and
 - (d) how to get help to access information

Publication scheme principles

This *Guide to Information* has been produced to meet our obligations under the Act and to deliver our commitments under the Model Publication Scheme (MPS). The Guide sets out what we publish under certain classes of information based on the following principles, which apply to all information published through the MPS:

- availability and format
- exempt information
- copyright and re-use
- charges
- contact details
- duration

Availability and format

The information we publish through the model scheme is, wherever possible, available on our website. If you cannot access the information online or would prefer not to, we can make alternative arrangements for you. This might include, but is not limited to:

- an alternative electronic format;

- the opportunity to view documents at our premises;
- sending paper copies to you by post (although there may be a charge for this in line with the charges detailed below).

For information that we hold which is not covered by the publication scheme, you can make a request under the Freedom of Information (Scotland) Act 2002 using the contact details provided below.

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under FOISA (for example sensitive personal information), we will remove or redact the information before publication and explain why where possible.

Copyright and re-use

Where NGS holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where NGS does not hold the copyright in information we publish, we will make this clear.

If you wish to apply for access to our information under the Re-use of Public Sector Information Regulations please email our Secretariat Team stating your requirements and purpose for which you intend to use the information. A response, including costing information, will be given within 28 days. Further information on re-use and our public task is available [on our website](#) or on request.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you and we will not pass on any other costs to you in relation to our published information.

Our schedule of costs is as follows:

Item	Cost
A4 paper – black and white copy	10p per sheet
A3 paper – black and white copy	15p per sheet

A4 paper – colour copy	20p per sheet
A3 paper – colour copy	30p per sheet
CD-Rom	50p per disc
Pre-printed publications	Unit cost
Postage	Royal Mail First Class

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run (unit cost). In general, the first copy of a pre-printed publication will be free but we may levy a charge for requests for multiple copies.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as gallery shops, our online shop, book shops and academic journal websites and their price reflects a ‘market value’ which may include the cost of production.

Contact details

You can contact us for assistance with any aspect of this publication scheme by email to FOIRequests@nationalgalleries.org or by writing or phone to:

Planning and Performance Team
National Galleries of Scotland
73 Belford Road
Edinburgh
EH4 3DS
Telephone: 0131 624 6473

We can also offer advice on asking for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Duration

Once information is published under one of the classes set out in the following section, we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information. The following tables set out the classes of information, what type of information is contained within them, what information NGS publishes under that class and how the information can be accessed.

Classes of information

We publish information that we hold within nine classes of information:

Class 1: About the Authority

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

Class 1: About the Authority

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.	
Information published under this class	How to access it
<i>General information about the authority</i>	
NGS address and contact details	National Galleries of Scotland Art Museums in Edinburgh
About NGS	About us National Galleries of Scotland
History of NGS	Our history National Galleries of Scotland
NGS Purpose	Who we are National Galleries of Scotland
Edinburgh galleries opening hours, finding us and contacting us	Current 'What's On' leaflets available in public spaces Visit National Galleries of Scotland Scottish National Gallery: Scottish National Gallery National Galleries of Scotland Scottish National Gallery of Modern Art: Scottish National Gallery of Modern Art National Galleries of Scotland Scottish National Portrait Gallery: Scottish National Portrait Gallery National Galleries of Scotland
NGS customer enquiries and complaints contact details	Contact us National Galleries of Scotland
Guide to information available through our publication scheme (this document)	Plans and policies National Galleries of Scotland
<i>How the authority is run</i>	

Corporate Governance and Management (in Annual Accounts)	Reports and board minutes National Galleries of Scotland
Board of Trustees Governance: members and biographies	Who we are National Galleries of Scotland
Board of Trustees Code of Conduct	Microsoft Word - Code of Conduct for Trustees - revised March 2021 (nationalgalleries.org)
Board of Trustees Terms of Reference	board of trustees terms of reference 1.pdf (nationalgalleries.org)
Trustees' Register of Interests 2021	https://www.nationalgalleries.org/sites/default/files/features/pdfs/Register%20of%20Interests%20Master%202021.pdf Older versions are available by contacting us on the details given above.
Senior Management Team: members and biographies	Who we are National Galleries of Scotland
National Galleries of Scotland Foundation	Who we are National Galleries of Scotland
NGS Organisational Structure	Contact us on details given above
<i>Corporate planning</i>	
Strategic Plan	Strategic Plan 2019-23 0.pdf (nationalgalleries.org)
Corporate Plans and Policies	Plans and policies National Galleries of Scotland
Annual Reviews and Accounts	Reports and board minutes National Galleries of Scotland
<i>Our external relations</i>	
Partnership with Paxton House, Berwickshire	Who we are National Galleries of Scotland Paxton House - A Great Day Out in the Scottish Borders
Partnership with Duff House, Banff	Who we are National Galleries of Scotland Duff House Leading Public Body for Scotland's Historic Environment
Support NGS	Join & Support National Galleries of Scotland
Press office overview, press releases and contact details	Press office National Galleries of Scotland
Subscribe to our newsletters	National Galleries of Scotland Art Museums in Edinburgh

Class 2: How we deliver our functions and services

Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
Information	How to access it

published under this class	
<i>Our functions and services</i>	
NGS' Purpose (functions)	Who we are National Galleries of Scotland
NGS Services (shown in organisation chart)	Contact us on details given above
Corporate Plans and Policies	Plans and policies National Galleries of Scotland
Gaelic Language Plan/ Plana Gàidhlig	Gaelic Language Plan - English Version.pdf (nationalgalleries.org) Gaelic Language Plan - Gaelic Version.pdf (nationalgalleries.org)
Immunity from Seizure: Overview and Current Documents	Immunity From Seizure National Galleries of Scotland
Procurement: Policy, Strategy, and Information for Suppliers	Procurement National Galleries of Scotland
Equality: Overview and Compliance Reports	Equality National Galleries of Scotland
Collections Management: Overview and Policies	Managing the Collection National Galleries of Scotland
Loans Out from NGS	Microsoft Word - NGS Due Diligence Policy for Loans for Temporary Exhibition.doc (nationalgalleries.org) Details of loans to other organisations are available by contacting us on the details given above.
Data Protection Policy	Data Protection (nationalgalleries.org)
Ethical Fundraising Statement	Microsoft Word - NGS Ethical Fundraising Statement for Website.docx (nationalgalleries.org)
<i>Information for users and visitors</i>	
Edinburgh galleries information: opening hours, finding us, contacting us, accessibility & facilities, gallery map, café's & shops	Current 'What's On' leaflets available in public spaces Visit National Galleries of Scotland Scottish National Gallery: Scottish National Gallery National Galleries of Scotland Scottish National Gallery of Modern Art: Scottish National Gallery of Modern Art National Galleries of Scotland Scottish National Portrait Gallery: Scottish National Portrait Gallery National Galleries of Scotland
Exhibitions	Current 'What's On' leaflets available in public spaces What's on National Galleries of Scotland
Events	Current 'What's On' leaflets available in public spaces What's on National Galleries of Scotland

Venue Hire	Venue Hire National Galleries of Scotland
School visits	School Visits National Galleries of Scotland
Group visits	Group visits National Galleries of Scotland
Families	Families National Galleries of Scotland
Gallery bus: information and departure times	Gallery bus National Galleries of Scotland
Research facilities	Research Facilities National Galleries of Scotland Library and Print Room at the Portrait Gallery National Galleries of Scotland Prints and Drawings Study Room at Modern Two National Galleries of Scotland Reading Room at Modern Two National Galleries of Scotland Gabrielle Keiller Library National Galleries of Scotland
Granton Art Centre: visiting information	Granton Art Centre National Galleries of Scotland
Art and Artists A-Z: Search the collection, themes, features	Art and Artists National Galleries of Scotland
Website Terms of Use	Website terms of use National Galleries of Scotland
Shop: gifts, art books, prints and more	Shop home National Galleries of Scotland
Online Purchases Terms and Conditions	Terms & conditions National Galleries of Scotland
Copyright and Image Licensing: Overview, Fees and Terms, and Image Reproduction Application Form	Copyright & Image Licensing National Galleries of Scotland
Data Protection Privacy Notices	Plans and policies National Galleries of Scotland
Custom Prints Service	Buy a Custom print National Galleries of Scotland
Visitor bag search policy	https://www.nationalgalleries.org/sites/default/files/features/pdfs/bagsearchpolicyentry%20010517%20%282%29.pdf
Mobile use policy	https://www.nationalgalleries.org/sites/default/files/features/pdfs/mobile%20use%20policy-national-galleries-of-scotland_1.pdf
Policy for the Protection of Children, Young People and Adults at Risk of Harm	https://www.nationalgalleries.org/sites/default/files/features/pdfs/NGS%20Protection%20of%20Children%20Young%20People%20and%20Vulnerable%20Adults%20Policy.pdf
Support NGS	Join & Support National Galleries of Scotland

Class 3: How the authority takes decisions and what it has decided

Class description:

Information about the decisions we take, how we make decisions, and how we involve

others.	
The information we publish under this class	How to access it
Public minutes of the Board of Trustees	Reports and board minutes National Galleries of Scotland
Previous minutes of the Board of Trustees	Contact us on details given above
Public consultations and results	Contact us on details given above
External Audit Reports	Home Audit Scotland (audit-scotland.gov.uk)
Environmental Impact Assessment Reports	Contact us on details given above

Class 4: What the authority spends and how it spends it

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).	
The information we publish under this class	How to access it
Annual Accounts	Reports and board minutes National Galleries of Scotland
Expenses Policy	Contact us on details given above
Public Services Reform Act expenditure (financial disclosure) statements	Reports and board minutes National Galleries of Scotland
Budget allocation process	Contact us on details given above
Financial income and expenditure by category (in Annual Accounts)	Reports and board minutes National Galleries of Scotland
Financial investments (in Annual Accounts)	Reports and board minutes National Galleries of Scotland
Board of Trustees Remuneration and NGS Staff Costs (in Annual Accounts)	Reports and board minutes National Galleries of Scotland
Staff pay and grading structure	Contact us on details given above

Class 5: How the authority manages its human, physical and information resources

Class description: Information about how we manage the human, physical and information resources of

the authority	
The information we publish under this class	How to access it
<i>Human resources</i>	
NGS Organisational Structure	Contact us on details given above
Recruitment procedure	Contact us on details given above
Vacancies	Jobs National Galleries of Scotland
Staff policies	Contact us on details given above
Gender Pay Gap Statement	https://www.nationalgalleries.org/sites/default/files/features/pdfs/Gender%20Pay%20Gap%20Report%202021.pdf
<i>Physical resources</i>	
Environmental Policy	Contact us on details given above
Environmental Management Plan	Contact us on details given above
Environmental Sustainability Reports	Sustainability Accounting and Reporting (nationalgalleries.org) NGS Biodiversity Report 2018-20 FINAL.pdf (nationalgalleries.org) Reports and board minutes National Galleries of Scotland
Description of land and property assets (in Annual Accounts)	Reports and board minutes National Galleries of Scotland National Galleries of Scotland
Carbon Management Plan	Contact us on details given above
Climate Change Report	Reports (sustainable-scotland-network.org)
Maintenance contracts awarded through formal tendering (search online)	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11042
<i>Information resources</i>	
Guide to information available through our publication scheme (this document)	Plans and policies National Galleries of Scotland
Data Protection Policy	Data Protection (nationalgalleries.org)
Freedom of Information Policy	Contact us on details given above
Records Management Policy and Retention Schedule	Contact us on details given above

Class 6: How the authority procures goods and services from external providers

Class description: Information about how we procure goods and services, and our contracts with external providers	
The information we publish under this class	How to access it
Procurement: Policy and Strategy	Procurement National Galleries of Scotland
Policy Statement on the Procurement of Goods and Services by NGS	Procurement National Galleries of Scotland
Procurement: information for suppliers	Procurement National Galleries of Scotland
Procurement: terms and conditions	Procurement National Galleries of Scotland
Fraud Prevention: Suppliers' data	Procurement National Galleries of Scotland
Invitations to tender	https://www.publiccontractsscotland.gov.uk/
Information published on Public Contracts Scotland Website	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11042
Register of contracts awarded through formal tendering	Over £50K search online: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11042 Under £50K contact us on details given above

Class 7: How our authority is performing

Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
Annual Reviews	Reports and board minutes National Galleries of Scotland
Performance against indicators	Contact us on details given above
Equality Mainstreaming Report	Equality Outcomes and Mainstreaming Progress Report April 2021.pdf (nationalgalleries.org)

Class 8: Our commercial publications

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Catalogues, companion guides	Through our gallery shops or online shop: Shop home National Galleries of Scotland

Class 9: Our open data

Class description: Open data made available by the authority as described in the Scottish Government's Open Data Resource Pack and available under open license.	
The information we publish under this class	How to access it
Our Public Task and access to information under Re-use of Public Sector Information Regulations	OurPublicTask_1.pdf (nationalgalleries.org)