



GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

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Terms Used

Term used	Explanation
Freedom of Information	The Freedom of Information (Scotland) Act 2002
FOISA	The Freedom of Information (Scotland) Act 2002
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
Classes of information	Nine broad categories describe the types of information authorities must publish (if they 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 adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner (SIC). This scheme has approval until 31 May 2019 and can be viewed on the SIC's website at <http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.asp> or by contacting us at the address below.

What is in the *Guide*?

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 information is available to the public in relation to each class
- the schedule of charges that may be applied
- how to find the information easily
- contact details for enquiries and where to get help with accessing the information
- how to request information we hold that has not been published

How can I access NGS' information?

The information we publish through the model scheme is, wherever possible, available on our website. If someone cannot access the information online or would prefer not to, we can make alternative arrangements for them, for example through offering the opportunity to view documents at our premises or sending paper copies by post (although there may be a charge for the latter, see charging schedule below).

What information is exempt?

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.

Where does copyright apply?

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.

Are there any charges for information?

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.

Where can I get assistance?

You can contact us for assistance with any aspect of this publication scheme:

Elaine Anderson
Head of Planning and Performance
National Galleries of Scotland
73 Belford Road
Edinburgh
EH4 3DS
Email: eanderson@nationalgalleries.org
Telephone: 0131 624 6284

Kathryn Farrell
Policy and Performance Manager
National Galleries of Scotland
73 Belford Road
Edinburgh
EH4 3DS
Email: kfarrell@nationalgalleries.org
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.

What information is available?

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

Once information is published under a class 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.

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	https://www.nationalgalleries.org/
About NGS	https://www.nationalgalleries.org/about-us
History of NGS	https://www.nationalgalleries.org/about-us/our-history
NGS Purpose	https://www.nationalgalleries.org/about-us/who-we-are
Edinburgh galleries opening hours, finding us and contacting us	Current 'What's On' leaflets available in public spaces Scottish National Gallery: https://www.nationalgalleries.org/visit/scottish-national-gallery Scottish National Gallery of Modern Art: https://www.nationalgalleries.org/visit/scottish-national-gallery-modern-art Scottish National Portrait Gallery: https://www.nationalgalleries.org/visit/scottish-national-portrait-gallery
NGS customer enquiries and complaints contact details	https://www.nationalgalleries.org/content/contact-us
Guide to information available through our publication scheme (this document)	https://www.nationalgalleries.org/about-us/plans-policies
<i>How the authority is run</i>	
Corporate Governance and Management (in Annual Accounts)	https://www.nationalgalleries.org/about-us/plans-policies
Board of Trustees Governance: members and biographies	https://www.nationalgalleries.org/about-us/who-we-are
Board of Trustees Code of Conduct	https://www.nationalgalleries.org/sites/default/files/features/pdfs/board-of-trustees-code-of-conduct-2015_0.pdf
Board of Trustees Terms of Reference	https://www.nationalgalleries.org/sites/default/files/features/pdfs/board_of_trustees_terms_of_reference_1.pdf
Trustees' Register of Interests 2016	https://www.nationalgalleries.org/sites/default/files/features/pdfs/board-of-trustees-register-of-interests-master-2016_0.pdf Older versions are available by contacting us on the details given above.

Senior Management Team: members and biographies	https://www.nationalgalleries.org/about-us/who-we-are
National Galleries of Scotland Foundation	https://www.nationalgalleries.org/about-us/who-we-are
NGS Organisational Structure	Contact us on details given above
<i>Corporate planning</i>	
Corporate Plans and Policies	https://www.nationalgalleries.org/about-us/plans-policies
Annual Reviews and Accounts	https://www.nationalgalleries.org/about-us/reports-board-minutes
<i>Our external relations</i>	
Partnership with Paxton House, Berwickshire	https://www.nationalgalleries.org/about-us/who-we-are http://paxtonhouse.co.uk/
Partnership with Duff House, Banff	https://www.nationalgalleries.org/about-us/who-we-are https://www.historicenvironment.scot/visit-a-place/places/duff-house/
Support NGS	https://www.nationalgalleries.org/support/donate/other-ways-of-giving
Press office overview, press releases and contact details	https://www.nationalgalleries.org/press-office
Subscribe to our newsletters	https://www.nationalgalleries.org/

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 published under this class	How to access it
<i>Our functions and services</i>	
NGS' Purpose (functions)	https://www.nationalgalleries.org/about-us/who-we-are
NGS Services (shown in organisation chart)	Contact us on details given above
Corporate Plans and Policies	https://www.nationalgalleries.org/about-us/plans-policies
Gaelic Language Plan/ Plana Gàidhlig	https://www.nationalgalleries.org/sites/default/files/features/pdfs/Gaelic%20Language%20Plan%20-%20English%20Version.pdf https://www.nationalgalleries.org/sites/default/files/features/pdfs/Gaelic%20Language%20Plan%20-

	%20Gaelic%20Version.pdf
Immunity from Seizure: Overview and Current Documents	https://www.nationalgalleries.org/about-us/plans-policies/immunity-from-seizure
Procurement: Policy, Strategy, and Information for Suppliers	https://www.nationalgalleries.org/about-us/plans-policies/procurement
Equality: Overview and Compliance Reports	https://www.nationalgalleries.org/about-us/plans-policies/equality
Collections Management: Overview and Policies	https://www.nationalgalleries.org/about-us/collections-management
Loans Out from NGS	Details of loans to other organisations are available by contacting us on the details given above.
Ethical Fundraising Statement	https://www.nationalgalleries.org/sites/default/files/features/pdfs/EthicalFundraisingStatement.pdf
<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 Scottish National Gallery: https://www.nationalgalleries.org/visit/scottish-national-gallery Scottish National Gallery of Modern Art: https://www.nationalgalleries.org/visit/scottish-national-gallery-modern-art Scottish National Portrait Gallery: https://www.nationalgalleries.org/visit/scottish-national-portrait-gallery
Exhibitions	Current 'What's On' leaflets available in public spaces https://www.nationalgalleries.org/whats-on
Events	Current 'What's On' leaflets available in public spaces https://www.nationalgalleries.org/whats-on
Venue Hire	https://www.nationalgalleries.org/venue-hire
Educators in Scotland: school group tours, workshops and learning activities	https://www.nationalgalleries.org/art-and-artists/for-educators
Group sessions: tours and workshops	https://www.nationalgalleries.org/visit/groups-tours-workshops
Families: Family activities and visiting with children	https://www.nationalgalleries.org/visit/families
Gallery bus: information and departure times	https://www.nationalgalleries.org/visit/gallery-bus
Print rooms: overview	https://www.nationalgalleries.org/visit/print-rooms

and resources	
Archives and Special Collections: overview and resources	https://www.nationalgalleries.org/visit/archives-special-collections
Libraries: overview and resources	https://www.nationalgalleries.org/visit/libraries
Granton Art Centre: visiting information	https://www.nationalgalleries.org/visit/granton-art-centre
Artists A-Z	https://www.nationalgalleries.org/art-and-artists/artists/a
Artworks: search over 90,000 artworks online	https://www.nationalgalleries.org/search
Features: Blog or Articles on Artists, Artworks, Projects, Movements, Themes etc.	https://www.nationalgalleries.org/art-and-artists/features
Collections information	https://www.nationalgalleries.org/art-and-artists/collections In addition, there are catalogues and collection guides available for purchase. See 'Class 8' below. Other information on works in our collection is available on request.
Publishing: overview and catalogue	https://www.nationalgalleries.org/art-and-artists/publishing
Website Terms of Use	https://www.nationalgalleries.org/website-terms-of-use
Shop: gifts, art books, prints and more	https://www.nationalgalleries.org/shop
Online Purchases Terms and Conditions	https://www.nationalgalleries.org/terms-and-conditions
Copyright and Image Licensing: Overview, Fees and Terms, and Image Reproduction Application Form	https://www.nationalgalleries.org/copyright-image-licensing
Custom Prints Service	https://www.nationalgalleries.org/custom-prints
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/MobileUsePolicy_0.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	https://www.nationalgalleries.org/support

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	https://www.nationalgalleries.org/about-us/reports-board-minutes
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	http://www.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	https://www.nationalgalleries.org/about-us/reports-board-minutes
Expenses Policy	Contact us on details given above
Public Services Reform Act expenditure (financial disclosure) statements	https://www.nationalgalleries.org/about-us/reports-board-minutes

Budget allocation process	Contact us on details given above
Financial income and expenditure by category (in Annual Accounts)	https://www.nationalgalleries.org/about-us/reports-board-minutes
Financial investments (in Annual Accounts)	https://www.nationalgalleries.org/about-us/reports-board-minutes
Board of Trustees Remuneration and NGS Staff Costs (in Annual Accounts)	https://www.nationalgalleries.org/about-us/reports-board-minutes
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	https://www.nationalgalleries.org/jobs
Staff policies	Contact us on details given above
Gender Pay Gap Statement	https://www.nationalgalleries.org/sites/default/files/features/pdfs/NGS%20Gender%20Pay%20Gap%20Statement%202017.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	https://www.nationalgalleries.org/about-us/reports-board-minutes
Description of land and property assets (in Annual Accounts)	https://www.nationalgalleries.org/about-us/reports-board-minutes
Carbon Management Plan	Contact us on details given above
Climate Change Report	https://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/climate-change-

	reporting/climate-change-reports/?alpha=T
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)	https://www.nationalgalleries.org/about-us/plans-policies
Data Protection Policy	https://www.nationalgalleries.org/sites/default/files/features/pdfs/DataProtectionPolicy_0.pdf
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	https://www.nationalgalleries.org/about-us/plans-policies/procurement
Policy Statement on the Procurement of Goods and Services by NGS	https://www.nationalgalleries.org/about-us/plans-policies/procurement
Procurement: information for suppliers	https://www.nationalgalleries.org/about-us/plans-policies/procurement
Procurement: terms and conditions	https://www.nationalgalleries.org/about-us/plans-policies/procurement
Fraud Prevention: Suppliers' data	https://www.nationalgalleries.org/about-us/plans-policies/procurement
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	https://www.nationalgalleries.org/about-us/reports-board-minutes
Performance against indicators	Contact us on details given above
Equality Mainstreaming Report	https://www.nationalgalleries.org/sites/default/files/features/pdfs/NGS%20Equality%20Mainstreaming%20Report%202017_0.pdf

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: https://www.nationalgalleries.org/shop

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	https://www.nationalgalleries.org/sites/default/files/features/pdfs/OurPublicTask_0.pdf

