



## **GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME**

## **Introduction**

The Freedom of Information (Scotland) Act 2002 (the Act) 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. The Guide sets out:

- what information is available (and what is not 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 Scotland's freedom of information laws (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:

<b>Item</b>	<b>Cost</b>
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](mailto: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](mailto: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 eight classes. 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.

<b>CLASS 1: ABOUT THE AUTHORITY</b>	
<b>Class description:</b> Information about the authority, who we are, how we are managed, where to find us, how to contact us and our external relations.	
<b>Information published under this class</b>	<b>How to access it</b>
<i>Information about NGS, who we are and how we are managed</i>	
General introduction to the work of NGS	<a href="http://www.nationalgalleries.org/aboutus/introduction-23500/">http://www.nationalgalleries.org/aboutus/introduction-23500/</a>
History of NGS	<a href="http://www.nationalgalleries.org/aboutus/history-of-the-national-galleries-of-scotland/">http://www.nationalgalleries.org/aboutus/history-of-the-national-galleries-of-scotland/</a>
Properties, funding, management and legislative basis	<a href="http://www.nationalgalleries.org/aboutus/who-we-are/">http://www.nationalgalleries.org/aboutus/who-we-are/</a>
NGS' Mission and Objectives	<a href="http://www.nationalgalleries.org/aboutus/mission-and-objectives/">http://www.nationalgalleries.org/aboutus/mission-and-objectives/</a>
Board of Trustees – current members	<a href="http://www.nationalgalleries.org/aboutus/board-of-trustees/">http://www.nationalgalleries.org/aboutus/board-of-trustees/</a>
Trustees' Code of Conduct	<a href="http://www.nationalgalleries.org/media/_file/about_us/code_of_conduct_2003_members.pdf">http://www.nationalgalleries.org/media/_file/about_us/code_of_conduct_2003_members.pdf</a>
Trustees' Register of	2014 <a href="..\Board of Trustees\Register of Interests\Register of Interests Master 2014.pdf">..\Board of Trustees\Register of Interests\Register of Interests Master 2014.pdf</a>  Older versions are available by contacting us on the details given above.
Board of Trustees Terms of Reference	<a href="http://www.nationalgalleries.org/media/_file/about_us/board_of_trustees_terms_of_reference.pdf">http://www.nationalgalleries.org/media/_file/about_us/board_of_trustees_terms_of_reference.pdf</a>
Management Team	<a href="http://www.nationalgalleries.org/aboutus/management/">http://www.nationalgalleries.org/aboutus/management/</a>
Organisation Structure	<a href="http://www.nationalgalleries.org/aboutus/organisation-structure/">http://www.nationalgalleries.org/aboutus/organisation-structure/</a>
Corporate Plan (current)	<a href="http://www.nationalgalleries.org/aboutus/corporate-publications/">http://www.nationalgalleries.org/aboutus/corporate-publications/</a>
Annual Reviews	<a href="http://www.nationalgalleries.org/aboutus/corporate-publications/">http://www.nationalgalleries.org/aboutus/corporate-publications/</a>

Our Brand	<a href="http://www.nationalgalleries.org/aboutus/our-new-brand/">http://www.nationalgalleries.org/aboutus/our-new-brand/</a>
<i>Where to find us</i>	
Map of NGS sites	Current 'What's On' leaflets available in public spaces <a href="http://www.nationalgalleries.org/visit/introduction/">http://www.nationalgalleries.org/visit/introduction/</a>
How to find us – transport links and access	Current 'What's On' leaflets available in public spaces SNG: <a href="http://www.nationalgalleries.org/visit/how-to-find-us/">http://www.nationalgalleries.org/visit/how-to-find-us/</a> SNPG: <a href="http://www.nationalgalleries.org/visit/how-to-find-us-301/">http://www.nationalgalleries.org/visit/how-to-find-us-301/</a> SNGMA: <a href="http://www.nationalgalleries.org/visit/how-to-find-us-119/">http://www.nationalgalleries.org/visit/how-to-find-us-119/</a>
<i>How to contact us</i>	
Galleries	<a href="http://www.nationalgalleries.org/aboutus/galleries/">http://www.nationalgalleries.org/aboutus/galleries/</a>
Departments	<a href="http://www.nationalgalleries.org/aboutus/departments/">http://www.nationalgalleries.org/aboutus/departments/</a>
Curatorial	<a href="http://www.nationalgalleries.org/aboutus/curatorial/">http://www.nationalgalleries.org/aboutus/curatorial/</a>
Other contacts	<a href="http://www.nationalgalleries.org/aboutus/other-contacts">http://www.nationalgalleries.org/aboutus/other-contacts</a>
<i>Our external relations</i>	
Press office overview, press releases and contact details	<a href="http://www.nationalgalleries.org/aboutus/press-office/">http://www.nationalgalleries.org/aboutus/press-office/</a>
Partnership with Duff House	<a href="http://www.nationalgalleries.org/visit/duff-house/">http://www.nationalgalleries.org/visit/duff-house/</a>
Partnership with Paxton House	<a href="http://www.nationalgalleries.org/visit/paxton-house/">http://www.nationalgalleries.org/visit/paxton-house/</a>
Education Outreach projects	<a href="http://www.nationalgalleries.org/education/outreach/">http://www.nationalgalleries.org/education/outreach/</a>
Freedom of Information Guide to Information (this document)	<a href="http://www.nationalgalleries.org/aboutus/freedom-of-information/">http://www.nationalgalleries.org/aboutus/freedom-of-information/</a>
Complaints Procedure	<a href="http://www.nationalgalleries.org/aboutus/complaints-procedure">http://www.nationalgalleries.org/aboutus/complaints-procedure</a>
ebulletin sign-up	<a href="http://www.nationalgalleries.org/aboutus/ebulletin/">http://www.nationalgalleries.org/aboutus/ebulletin/</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>	
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
<b>Information published under this class</b>	<b>How to access it</b>
NGS' Purpose (functions)	<a href="http://www.nationalgalleries.org/aboutus/mission-and-objectives/">http://www.nationalgalleries.org/aboutus/mission-and-objectives/</a>
NGS Services (shown in organisation chart)	<a href="http://www.nationalgalleries.org/aboutus/organisation-structure/">http://www.nationalgalleries.org/aboutus/organisation-structure/</a>

Special Projects	<a href="http://www.nationalgalleries.org/aboutus/special-projects/">http://www.nationalgalleries.org/aboutus/special-projects/</a>
Loans Out from NGS	Details of loans to other organisations are available by contacting us on the details given above.
Gaelic Language Plan/ Plana Gàidhlig	<a href="http://www.nationalgalleries.org/aboutus/gaelic-language-plan-plana-gaidhlig/">http://www.nationalgalleries.org/aboutus/gaelic-language-plan-plana-gaidhlig/</a>
Equality Overview	<a href="http://www.nationalgalleries.org/aboutus/equality/">http://www.nationalgalleries.org/aboutus/equality/</a>
Equality Outcomes	<a href="http://www.nationalgalleries.org/media/file/about_us/NGS_Equality_Outcomes_April_2013v21.pdf">http://www.nationalgalleries.org/media/file/about_us/NGS_Equality_Outcomes_April_2013v21.pdf</a>
Mainstreaming Equality Report	<a href="http://www.nationalgalleries.org/media/file/about_us/FOR_PUBLICATION_Mainstreaming_Equality_at_NGS_020513.pdf">http://www.nationalgalleries.org/media/file/about_us/FOR_PUBLICATION_Mainstreaming_Equality_at_NGS_020513.pdf</a>
Gender Pay Gap Report	<a href="http://www.nationalgalleries.org/media/file/about_us/NGS_Gender_Pay_Gap_Statement.pdf">http://www.nationalgalleries.org/media/file/about_us/NGS_Gender_Pay_Gap_Statement.pdf</a>
Statements on Equal Pay and Occupational Segregation	<a href="http://www.nationalgalleries.org/media/file/about_us/Statements_on_Equal_Pay_and_Occupational_Segregation.pdf">http://www.nationalgalleries.org/media/file/about_us/Statements_on_Equal_Pay_and_Occupational_Segregation.pdf</a>
Equal Pay Policy	<a href="http://www.nationalgalleries.org/aboutus/policy-statements/article/equal-pay-policy">http://www.nationalgalleries.org/aboutus/policy-statements/article/equal-pay-policy</a>
Copyright and Reproduction of Works Policy	<a href="http://www.nationalgalleries.org/aboutus/policy-statements/article/copyright-and-reproduction-of-works">http://www.nationalgalleries.org/aboutus/policy-statements/article/copyright-and-reproduction-of-works</a>
Online privacy and publication statement	<a href="http://www.nationalgalleries.org/aboutus/policy-statements/article/online-privacy-and-publication-statement">http://www.nationalgalleries.org/aboutus/policy-statements/article/online-privacy-and-publication-statement</a>
Ethical Fundraising statement	<a href="http://www.nationalgalleries.org/aboutus/policy-statements/article/ethical-fundraising-statement">http://www.nationalgalleries.org/aboutus/policy-statements/article/ethical-fundraising-statement</a>
Gift Aid information	<a href="http://www.nationalgalleries.org/shop/ticket-information-6011/">http://www.nationalgalleries.org/shop/ticket-information-6011/</a>
Immunity from Seizure Policy	<a href="http://www.nationalgalleries.org/aboutus/immunity-from-seizure/">http://www.nationalgalleries.org/aboutus/immunity-from-seizure/</a>
Due Diligence Policy for Loans	<a href="http://www.nationalgalleries.org/media/file/about_us/ngs_due_diligence_policy_for_loans_for_temporary_exhibition.pdf">http://www.nationalgalleries.org/media/file/about_us/ngs_due_diligence_policy_for_loans_for_temporary_exhibition.pdf</a>
Immunity from Seizure reports	<a href="http://www.nationalgalleries.org/aboutus/immunity-from-seizure/">http://www.nationalgalleries.org/aboutus/immunity-from-seizure/</a>
Internet Cookie Policy	<a href="http://www.nationalgalleries.org/aboutus/cookies/">http://www.nationalgalleries.org/aboutus/cookies/</a>
Education activity including outreach projects, competitions and guidance for schools	<a href="http://www.nationalgalleries.org/education">http://www.nationalgalleries.org/education</a>
Research and Care	<a href="http://www.nationalgalleries.org/research/introduction-254/">http://www.nationalgalleries.org/research/introduction-254/</a>
Venue Hire	<a href="http://www.nationalgalleries.org/venuehire">http://www.nationalgalleries.org/venuehire</a>
Online transaction terms and conditions	<a href="http://www.nationalgalleries.org/shop/online-transaction-terms-conditions/">http://www.nationalgalleries.org/shop/online-transaction-terms-conditions/</a>
Visitor Bag Search Policy	<a href="http://www.nationalgalleries.org/aboutus/visitor-safety-bag-searches/">http://www.nationalgalleries.org/aboutus/visitor-safety-bag-searches/</a>
<i>Information for visitors</i>	
Visitor information including opening hours, parents' survival guide, group	<a href="http://www.nationalgalleries.org/visit/introduction/">http://www.nationalgalleries.org/visit/introduction/</a>

tour information and research resources	
Gallery information including floor plans, trails, access arrangements, cafes and shops, history and architecture	SNG: <a href="http://www.nationalgalleries.org/visit/introduction-114">http://www.nationalgalleries.org/visit/introduction-114</a> SNPG: <a href="http://www.nationalgalleries.org/visit/introduction-298">http://www.nationalgalleries.org/visit/introduction-298</a> SNGMA: <a href="http://www.nationalgalleries.org/visit/introduction-118">http://www.nationalgalleries.org/visit/introduction-118</a>
Works in the collection	There is information on over 4,000 works in our collection online at: <a href="http://www.nationalgalleries.org/collection/online-collection/">http://www.nationalgalleries.org/collection/online-collection/</a> 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.
Current/ forthcoming exhibitions	Current 'What's On' leaflets available in public spaces <a href="http://www.nationalgalleries.org/whatson/calendar/">http://www.nationalgalleries.org/whatson/calendar/</a>
Events, tours, lectures	Current 'What's On' leaflets available in public spaces <a href="http://www.nationalgalleries.org/whatson/events-calendar/">http://www.nationalgalleries.org/whatson/events-calendar/</a>
Ticket information	<a href="http://www.nationalgalleries.org/whatson/exhibition-tickets/">http://www.nationalgalleries.org/whatson/exhibition-tickets/</a>
How to Donate	<a href="http://www.nationalgalleries.org/supportus/donate">http://www.nationalgalleries.org/supportus/donate</a>
Membership	Membership leaflets available in public spaces <a href="http://www.nationalgalleries.org/supportus/become-a-friend/">http://www.nationalgalleries.org/supportus/become-a-friend/</a>
Health and Safety Advice for Visitors	<a href="http://www.nationalgalleries.org/education/health-safety-advice-for-visitors/">http://www.nationalgalleries.org/education/health-safety-advice-for-visitors/</a>
Scottish National Gallery Prints and Drawings Study Room	<a href="http://www.nationalgalleries.org/research/scottish-national-gallery-prints-and-drawings-study-room/">http://www.nationalgalleries.org/research/scottish-national-gallery-prints-and-drawings-study-room/</a>
Scottish National Gallery of Modern Art Print Room	<a href="http://www.nationalgalleries.org/research/scottish-national-gallery-of-modern-art-print-room/">http://www.nationalgalleries.org/research/scottish-national-gallery-of-modern-art-print-room/</a>
SNGMA Archive and Special Books Collection	<a href="http://www.nationalgalleries.org/research/scottish-national-gallery-of-modern-art-library-archive-and-special-books-collection/">http://www.nationalgalleries.org/research/scottish-national-gallery-of-modern-art-library-archive-and-special-books-collection/</a>
Scottish National Portrait Gallery Print Room and Photography Collection	<a href="http://www.nationalgalleries.org/research/scottish-national-portrait-gallery-print-room-and-photography-collection/">http://www.nationalgalleries.org/research/scottish-national-portrait-gallery-print-room-and-photography-collection/</a>
SNPG Reference Section	<a href="http://www.nationalgalleries.org/research/scottish-national-portrait-gallery-library-reference-section-and-archive/">http://www.nationalgalleries.org/research/scottish-national-portrait-gallery-library-reference-section-and-archive/</a>
Painting in Galleries	

### **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	
<b>The information we publish under this class</b>	<b>How to access it</b>
Public minutes of the Board of Trustees (from January 2012)	<a href="http://www.nationalgalleries.org/aboutus/board-of-trustees/">http://www.nationalgalleries.org/aboutus/board-of-trustees/</a>
Previous minutes of the Board of Trustees	Contact us on details given above
Current public consultations	<i>Page under development</i>
Results of public consultations	<i>Page under development</i>

<b>CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT</b>	
<b>Class description:</b> 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.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Accounts	<a href="http://www.nationalgalleries.org/aboutus/corporate-publications/">http://www.nationalgalleries.org/aboutus/corporate-publications/</a>
Expenses Policy	Contact us on details given above
Public Services Reform Act expenditure (financial disclosure) statements	<a href="http://www.nationalgalleries.org/aboutus/corporate-publications/">http://www.nationalgalleries.org/aboutus/corporate-publications/</a>

<b>CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>	
<b>Class description:</b> Information about how we manage the human, physical and information resources of the authority	
<b>The information we publish under this class</b>	<b>How to access it</b>
Recruitment procedure	Contact us on details given above
Vacancies	<a href="http://www.nationalgalleries.org/aboutus/jobs">http://www.nationalgalleries.org/aboutus/jobs</a>
Staff policies	Contact us on details given above
Environmental Policy	Contact us on details given above
Carbon Management Plan	Contact us on details given above

Environmental Management Plan	Contact us on details given above
Data Protection Policy	<i>Currently under revision: to be published once complete</i>

<b>CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>	
<b>Class description:</b> Information about how we procure goods and services, and our contracts with external providers	
<b>The information we publish under this class</b>	<b>How to access it</b>
Introduction to Procurement at NGS	<a href="http://www.nationalgalleries.org/aboutus/procurement/">http://www.nationalgalleries.org/aboutus/procurement/</a>
Procurement Policy	<a href="http://www.nationalgalleries.org/media/file/about_us/Procurement_Policy_v1.2_ONLINE_.pdf">http://www.nationalgalleries.org/media/file/about_us/Procurement_Policy_v1.2_ONLINE_.pdf</a>
Procurement Strategy 2012-15	<a href="http://www.nationalgalleries.org/media/file/about_us/Procurement_Strategy_Dec_2012.pdf">http://www.nationalgalleries.org/media/file/about_us/Procurement_Strategy_Dec_2012.pdf</a>
Information for Suppliers	<a href="http://www.nationalgalleries.org/aboutus/information-for-suppliers">http://www.nationalgalleries.org/aboutus/information-for-suppliers</a>
Conditions of Contract	<a href="http://www.nationalgalleries.org/aboutus/information-for-suppliers">http://www.nationalgalleries.org/aboutus/information-for-suppliers</a>
Fraud Prevention: Suppliers' data	<a href="http://www.nationalgalleries.org/aboutus/fraud-prevention-suppliers-data">http://www.nationalgalleries.org/aboutus/fraud-prevention-suppliers-data</a>

<b>CLASS 7: HOW OUR AUTHORITY IS PERFORMING</b>	
<b>Class description:</b> Information about how the authority performs as an organisation, and how well it delivers its functions and services	
<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Reviews	<a href="http://www.nationalgalleries.org/aboutus/corporate-publications/">http://www.nationalgalleries.org/aboutus/corporate-publications/</a>
Performance against indicators	Contact us on details given above
Public Services Reform Act statement on exercise of functions	<i>To be added when available</i>

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>	
<b>Class description:</b> 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.	
<b>The information we</b>	<b>How to access it</b>

<b>publish under this class</b>	
Catalogues, companion guides	Through our gallery shops or online shop: