

QUALITY MEAT SCOTLAND

GUIDE TO INFORMATION AVAILABLE THROUGH THE QUALITY MEAT SCOTLAND PUBLICATION SCHEME 2016

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 whether information is available free of charge or on payment

Quality Meat Scotland has adopted the Model Publication Scheme 29 March, 2016 produced by the Scottish Information Commissioner.

You can see this scheme on our website at <http://www.qmscotland.co.uk/corporate-policies> or by contacting us at the address below.

Freedom of Information Officer
Quality Meat Scotland
The Rural Centre
Ingliston
EH28 8NZ

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

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 Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright and Re-Use

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

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. However, if you ask for several copies of documents we may charge for the cost of retrieval, photocopying and postage. We will tell you if we intend to charge at the time of your request. Any charge will be payable in advance.

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy). Computer discs will be charged at the rate of £1.00 per CD-Rom. We will pass on the postage charges to the requester at the cost to QMS of sending the information by first class post.

If your request requires additional work we will apply the following considerations:

We will respond within 20 working days to requests that will take less than 40 hours of aggregated staff time to fulfil. This information will be provided at no cost to the applicant.

Where a request will require more than 40 hours of aggregated staff time we will make a charge for this request within the limits established in FOISA. We will notify you of this charge, which will be payable in advance of carrying out the work needed to address your request.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Contact us

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

Freedom of Information Officer

Quality Meat Scotland

The Rural Centre

Ingliston

EH28 8NZ

E-mail: info@qmScotland.co.uk

Tel: 0131 472 4040

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following 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 are welcome to make a request to us for that information.

CLASS 1: ABOUT QUALITY MEAT SCOTLAND
<p>Class description:</p> <p>Information about Quality Meat Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations</p>

The information we publish under this class	How to access it
Quality Meat Scotland Order which sets out the establishment, functions and constitution of Quality Meat Scotland.	Hard copy on request. Or available on Government legislation website: http://www.legislation.gov.uk/ssi/2008/77/contents/made
Management Statement and Financial Memorandum setting out the broad framework within which QMS operates.	Hard copy on request.
Board member profiles	On the QMS web site: http://www.qmscotland.co.uk/qms-board
Code of Conduct for Board members	Hard copy on request.
Register of Interests of Board members and Senior Staff.	Available to view on request.
Remuneration of Board members.	In Annual Report and Accounts on the QMS web site: http://www.qmscotland.co.uk/sites/default/files/qms_accounts_to_31.3.2015.pdf Hard copy on request.
Who we are and how to contact us.	On QMS web site: http://www.qmscotland.co.uk/ http://www.qmscotland.co.uk/qms-team

CLASS 2: HOW QUALITY MEAT SCOTLAND DELIVERS ITS FUNCTIONS AND SERVICES
<p>Class description:</p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

The information we publish under this class	How to access it
Corporate and Business Plan which sets out the industry operating environment and QMS' strategies for the delivery of its work.	On the QMS web site: http://www.qmscotland.co.uk/sites/default/files/qms_corporate_business_plan_2015_2016_0.pdf Or hard copy on request.

CLASS 3: HOW QUALITY MEAT SCOTLAND 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
Minutes of Board meetings.	On QMS web site: http://www.qmscotland.co.uk/search/site/Minutes%20of%20Board Hard copy on request.
Advisory Committees	Details of stakeholder participation on QMS Advisory Committees are on the QMS web site: http://www.qmscotland.co.uk/advisory-committees The Terms of Reference for each Advisory Committee is available on request.

CLASS 4: WHAT QUALITY MEAT SCOTLAND SPENDS AND HOW IT SPENDS IT
Class description: Information about our strategy for, and management of, financial resources

The information we publish under this class	How to access it
Annual Report and Accounts	On QMS web site at http://www.qmscotland.co.uk/sites/default/files/qms_accounts_to_31.3.2015.pdf

	Or hard copy on request.
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CLASS 5: HOW QUALITY MEAT SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources at Quality Meat Scotland

The information we publish under this class	How to access it
Freedom of Information Publication Scheme	On QMS web site at http://www.qmscotland.co.uk/corporate-policies Or hard copy on request.
Vacancies	Published on QMS website home page http://www.qmscotland.co.uk And if required advertised on commercial web sites or in publications
Employee Handbook	Available for inspection at the QMS office. Hard copies of sections available on request.
News releases	Published on QMS web site http://www.qmscotland.co.uk/news-and-events
Industry events	Calendar of industry events published on QMS web site http://www.qmscotland.co.uk/news-and-events

CLASS 6: HOW QUALITY MEAT SCOTLAND 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 statement and guidance on tendering.	Hard copy on request.

CLASS 7: HOW QUALITY MEAT SCOTLAND IS PERFORMING
<p>Class description:</p> <p>Information about how Quality Meat Scotland performs as an organisation, and how well it delivers its functions and services</p>

The information we publish under this class	How to access it
Annual summary of completed management plan with objectives, activities and performance measures.	Hard copy on request.

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>Class description:</p> <p>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.</p>

The information we publish under this class	How to access it
QMS does not currently sell publications on a commercial basis.	Not applicable.

CLASS 9: OUR OPEN DATA
<p>Class description:</p> <p>Open data made available by Quality Meat Scotland as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence</p>

The information we publish under this class	How to access it
QMS currently has no original open data sets which fall into this information category	Not applicable