

Royal Botanic Garden Edinburgh

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

Terms used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The 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 information published under the MPS must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)

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.

The Royal Botanic Garden Edinburgh adopted the Model Publication Scheme. You can see this scheme by clicking on the following link: [model publication scheme](#) or by contacting us at the address below if you prefer a copy to be provided in another format.

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

The guide is split into the following six sections:

- availability and formats
- Exempt information
- Copyright
- Charges
- Contact us
- The classes of information that we publish

If you prefer you can contact us on 0131 552 7171 to ask for a hard copy of the guide to be posted to you.

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

Copyright

Where the Royal Botanic Garden Edinburgh 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 the Royal Botanic Garden Edinburgh 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.

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.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by 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.

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

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 book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

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

The Royal Botanic Garden Edinburgh

20A Inverleith Row

Edinburgh

EH3 5LR

United Kingdom

Tel: 0131 552 7171

Email: secretariat@rbge.ac.uk

We will also 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.

The classes are:

- Class 1: About the authority
- Class 2: How we deliver our functions and services
- Class 3: How the authority takes decisions and what it has decided
- Class 4: What the authority spends and what it spends
- Class 5: How the authority manages its human, physical and information resources
- Class 6: how the authority procures goods and services from external providers
- Class 7: How our authority is performing
- Class 8: Our commercial publications
- Class 9: Our open data

CLASS 1: ABOUT THE ROYAL BOTANIC GARDEN EDINBURGH	
Class description:	
Information about The Royal Botanic Garden Edinburgh, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access it
About Us	
What we do	what-we-do
History	history
How we are run	
Management structure	management-structure
Board of Trustees	rbge-board-of-trustees
Code of conduct	rbge-board-of-trustees – downloadable file
Register of Interests	rbge-board-of-trustees – downloadable file
Science advisory Committee	Science Advisory Committee members
Corporate Planning	
Mission Statement	Mission statement
Business Plan	Business plan
Corporate Policies	corporate-policies
Corporate Objectives	corporate-objectives

External relations	
Framework between Scottish Government and RBGE	corporate-information - Downloadable file
External Audit arrangements	Contact us on details above
News Releases/ Contact the media team	press-centre
The Botanics Magazine – (Quarterly publication)	The-Botanics-magazine
Contact us/Where to find us	Contact-us
Complain about us	Complain about us
General	
Opening times - Edinburgh	opening times-Edinburgh
Opening times and charges - Benmore	opening times-Benmore
Opening times and charges - Logan	opening times - Logan
Opening times and charges - Dawyck	opening times - Dawyck

CLASS 2: HOW THE ROYAL BOTANIC GARDEN EDINBURGH DELIVERS 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.	
The information we publish under this class	How to access it
Functions	
Science Resources	
Herbarium	http://www.rbge.org.uk/science/herbarium
Herbarium Collection	herbarium collection
Herbarium Loans	Herbarium Loans
Destructive sampling information and policy	Destructive sampling
Information on Tropical Diversity	Tropical Diversity
Information on Major Floras	Major Floras
Cryptogamic plants and Fungi	Cryptogamic plants and fungi
Scottish Biodiversity	Scottish Biodiversity
Conservation	Conservation
Research Plant	http://www.rbge.org.uk/science/research-plant-collections

Collections	
Library and Archives	http://www.rbge.org.uk/science/library-and-archives
Scientific and Technical Services	http://www.rbge.org.uk/science/scientific-and-technical-services
Horticulture	
Edinburgh	http://www.rbge.org.uk/the-gardens/edinburgh
Benmore	http://www.rbge.org.uk/the-gardens/benmore
Dawyck	http://www.rbge.org.uk/the-gardens/dawyck
Logan	http://www.rbge.org.uk/the-gardens/logan
Education	
Schools	http://www.rbge.org.uk/education/schools
Professional courses	http://www.rbge.org.uk/education/professional-courses
Horticulture Internship programme	http://www.rbge.org.uk/education/horticultural-internship-programme
The Edible Gardening Project	Edible Gardening Project
How to book a course	How to book a course
Visitor Services	http://www.rbge.org.uk/whats-on/home

CLASS 3: HOW THE ROYAL BOTANIC GARDEN EDINBURGH 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
Board of Trustees Minutes	Board of Trustees Minutes
Annual Review Report	Annual Report
Biodiversity Duty Report	Biodiversity report
Consultation on changes to Nursery area	Consultation on proposed Nursery changes
External Audit Reports	Contact us on details above
Environmental Impact assessment reports	Contact us on details above

CLASS 4: WHAT THE ROYAL BOTANIC GARDEN EDINBURGH 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
How we are financed	How we are financed
Annual Report and accounts	Annual report and Accounts
Financial statement required by statute	http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/Public%20Services%20Reform%20(Scotland)%20Act%202010%20year%20ending%2031%20March%202015.pdf

Expenses policy and procedures	Contact us on details above
Board members expenses (Page 46)	http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/Annual%20Report%20and_Accounts_2015-16(1).pdf
Pay and Grading structure	Contact us on details above
Budget allocation	http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/The%20RBGE%20Corporate%20Plan%202015-2020..pdf
Capital Development plan	http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/The%20RBGE%20Corporate%20Plan%202015-2020..pdf

CLASS 5: HOW THE ROYAL BOTANIC GARDEN EDINBURGH MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Class description: Information about how we manage the human, physical and information resources of the Royal Botanic Garden Edinburgh	
The information we publish under this class	How to access it
Human Resources	
People Strategy	http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/RBGE_Corporate_Plan_2015.pdf
Staffing Structure	Contact us on details above
HR Policies and procedures	Contact us on details above
Physical Resources	
Estates Strategy	Contact us on details above
Information Resources	
Records Management Policy including retention schedule	Contact us on details above

CLASS 6: HOW THE ROYAL BOTANIC GARDEN EDINBURGH 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 procedures	http://www.rbge.org.uk/about-us/corporate-information

CLASS 7: HOW THE ROYAL BOTANIC GARDEN EDINBURGH IS PERFORMING	
Class description: Information about how The Royal Botanic Garden Edinburgh 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 Report	http://www.rbge.org.uk/about-us/corporate-information/annual-report-and-accounts
Corporate Plan	Corporate Plan 2015-2020

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
RBGE Publications	http://www.rbge.org.uk/about-us/publications

CLASS 9: OUR OPEN DATA	
Class description: The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.	
The information we publish under this class	How to access it
Catalogue of the Living collections	Catalogue of the Living collection
Herbarium Catalogue	Herbarium Catalogue
Archives catalogue	Archives catalogue