

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

Terms used	Term 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)

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 Botanics Trading Company Ltd. 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).

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

Where the Botanics Trading Company Ltd. 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 Botanics Trading Company Ltd. 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	10p	20p

Information provided on CD-Rom will be charged at £0.50 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.

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 Botanics Trading Company Limited

20A Inverleith Row

Edinburgh

EH3 5LR

United Kingdom

Tel: 0131 552 7171

Email: secretariat@rbge.ac.uk

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.

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 BOTANICS TRADING COMPANY LTD.
Class description: Information about the Botanics Trading Company Ltd., 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
Current directors	contact us as above for the information
Information that the company is required, by statute, to submit to Companies House	contact us as above for the information

CLASS 2: HOW THE BOTANICS TRADING COMPANY LTD. 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
No information held under this class	N/A

CLASS 3: HOW THE BOTANICS TRADING COMPANY LTD.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	contact us as above for the information

CLASS 4: WHAT THE BOTANICS TRADING COMPANY LTD.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	contact us as above for the information

CLASS 5: HOW THE BOTANICS TRADING COMPANY LTD.MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources of the Botanics Trading Company Ltd.

The information we publish under this class	How to access it
No information held under this class	N/A

CLASS 6: HOW THE BOTANICS TRADING COMPANY LTD.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
No information held under this class	N/A

CLASS 7: HOW THE BOTANICS TRADING COMPANY LTD.IS PERFORMING	
Class description: Information about how Botanics Trading Company Ltd. performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
No information held under this class	N/A

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
No information held under this class	N/A

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
No information held under this class	N/A