

## **ROWETT RESEARCH INSTITUTE LIMITED**

### Guide to information available through our publication scheme

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 Rowett Research Institute Limited has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. The scheme is available on the Commissioner's website, [www.itspublicknowledge.info](http://www.itspublicknowledge.info), or by contacting us at the address below if you prefer a copy to be provided to you in another format.

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to 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:

1. Availability and formats
2. Exempt information
3. Copyright
4. Charges
5. Contact us
6. The classes of information that we publish

If you prefer you can contact us on 01224 273079 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 the University of Aberdeen 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 will remove or redact the information before publication and explain why.

## Copyright

Where the Rowett Research Institute Limited 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 Rowett Research Institute Limited 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 the University of Aberdeen 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	Output	Pence per sheet of paper
A4	Black and white	£0.10
A4	Colour	£0.30

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

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:

Post: Freedom of Information office, The University of Aberdeen,  
The Sir Duncan Rice Library, Bedford Road, Aberdeen AB24 3AA  
Telephone: + 44(0)1224 273079  
Email: [foi@abdn.ac.uk](mailto:foi@abdn.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 may make a request to us for that information.

<b>CLASS 1: ABOUT THE AUTHORITY</b>	
<b>Class description:</b> Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations	
<b>Information we publish under this class</b>	<b>How to access it</b>
Name of company Company number History Membership of the Governing Body Statement of Governing Body's Responsibilities Organisational Structure Names of Advisors	Financial statements published on the University of Aberdeen website  <a href="http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php">http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php</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 we publish under this class</b>	<b>How to access it</b>

Objectives and activities	Financial statements published on the University of Aberdeen website  <a href="http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php">http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php</a>
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### **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

**Information we publish under this class**

**How to access it**

The company does not publish any information under this class

Not applicable

### **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.

**Information we publish under this class**

**How to access it**

Financial statements

Financial statements published on the University of Aberdeen website

<http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php>

### **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

**Information we publish under this class**

**How to access it**

Investment Policy Reserves Policy	Financial statements published on the University of Aberdeen website  <a href="http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php">http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php</a>
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### 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

**Information we publish under this class**

**How to access it**

The company does not publish any information under this class

Not applicable

### 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

**Information we publish under this class**

**How to access it**

Independent Auditor's report

Financial statements published on the University of Aberdeen website

<http://www.abdn.ac.uk/staffnet/governance/subsidiary-companies-5555.php>

### 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.

**Information we publish under this class**

**How to access it**

The company does not publish any commercial publications

Not applicable

**CLASS 9: OUR OPEN DATA****Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

**Information we publish under this class****How to access it**

The company does not publish any open data

Not applicable