

# Guide to information available through our publication scheme

January 2025

SCOTTISH  
FUTURES  
TRUST

## 1. 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

This guide to information applies both to Scottish Futures Trust Limited (SFT), and to Scottish Futures Trust Investments Limited (SFTi), a wholly owned subsidiary of SFT. References to SFT throughout shall include SFTi.

SFT has adopted the **Model Publication Scheme** produced and approved by the Scottish Information Commissioner on 01 November 2018 (Updated 26 March 2021) without amendment and has made the commitment to publish all information we hold which fall within the classes in the scheme. The information we publish is, where possible, available on our website.

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 information easily
- Provide contact details for enquiries and to get help with accessing the information
- Explain how to request information SFT holds that has not been published

## 2. Availability and formats

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). Please see section 5 below on SFT's requirements to provide information to you in an accessible format where required under the Equality Act 2010.

## 3. Exempt information

We will publish the information we hold that falls within the classes of information below and our aim is to be as open as possible. You should note that there may be circumstances where information will be withheld from publication.

Information will only be withheld, where the Act (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it being withheld.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Where we withhold information we will remove it or redact it before publication and explain why.

#### 4. Copyright

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

#### 5. Charges

There is no charge to view information contained within our scheme where it can be downloaded from our website or can be sent to you electronically by email.

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 tables below:

	Size of paper	Pence per sheet of paper
Black and White	A4	10p
Colour	A4	30p

Information provided on removable storage devices will be charged at 50p per device.

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.

We are required by the Equality Act 2010 to take steps to meet the needs of people who share a relevant protected characteristic. In terms of access to information, this means making reasonable adjustments to our practices to ensure that information is physically accessible. This may, for example, involve producing information in a larger script or different format where it is practicable to do so. The costs of this will be met by us.

## **6. Contact us**

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

Scottish Futures Trust  
4th Floor, Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HE

[mailbox@scottishfuturestrust.org.uk](mailto:mailbox@scottishfuturestrust.org.uk)

0131 510 0800

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.

## **7. The classes of information 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.

The Classes are:

- Class 1: About the Scottish Futures Trust
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our corporate publications
- Class 9: How we manage open data

### Class 1: About the Scottish Futures Trust (SFT)

**Class Description:** Information about SFT, 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 is as follows:**

#### About Us

- [About us](#)
- [Our Leadership Team](#)
- [Contact us](#)

#### Governance and Accountability

- [Board Structure and Governance](#)
- [Board Meeting Agendas and Minutes](#)
- [Board Members' Register of Interests](#)

#### External Relations/Working with Others

- [Bulletins](#)
- [News and Press Releases](#)
- [Contact our Communications Team](#)
- [Contact us](#)

## Class 2: How we deliver our functions and services

**Class Description:** Information about SFT’s work, our strategy and policies for delivering functions and services and information for our service users.

**The information we publish under this class is as follows:**

### Our Work

Information about all our workstream activities is available from the landing page of the [SFT website](#).

Publications relating to all our workstreams are available on the [workstream publications page](#).

### Corporate Planning

The following, alphabetically listed information is available from the [Corporate Publications](#) section of the SFT website:

- Biodiversity Reports
- Business Plans
- Code of Conduct
- Corporate Plans
- Framework Agreement
- Gender Representation
- Public Services Reform (Scotland) Act 2010
- Register of Interests
- SFT Annual Reports
- SFT Board Minutes
- SFT Group Audit Committee Minutes
- SFTi Annual Reports
- SFTi Board Minutes
- Sustainability Reports
- Workstream Reports

## Class 3: How we take decisions and what we have 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 is as follows:**

Decisions taken and minutes of Board Meetings

- [Board Structure and Governance](#)

#### Class 4: What we spend and how we spend 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 is as follows:**

The following information is available from the [Corporate Publications](#) section of the SFT website:

- Financial Statements and Annual Reports
- Public Services Reform (Scotland) Act 2010

Details of our annual budget are included in our current Business Plan which is available from the [Corporate Publications](#) section of the SFT website.

#### Class 5: How we manage our human, physical and information resources

**Class Description:** Information about how we manage our human, physical and information resources.

**The information we publish under this class is as follows:**

- [Working at SFT](#)
- [Privacy and Data Protection Policy](#)

#### Class 6: How we procure 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 is as follows:**

This information is not currently available on-line but can be accessed by contacting SFT.

#### Class 7: How we are performing

**Class Description:** Information about how SFT performs as an organisation, and how well it delivers its functions and services.

**The information we publish under this class is as follows:**

- [Outcomes Reporting](#)
- [Annual Workstream Report](#)

#### 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 is as follows:**

We do not hold or publish any information under this class.

**Class 9: 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 is as follows:**

We do not publish any information under this class at present, but this is being considered by SFT and this Guide to Information will be reviewed and updated accordingly.