

RMA Publication Scheme 2021

Last updated 30/08/2022

Guide to information available through the Risk Management Authority (RMA) publication scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) 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 they publish and whether information is available free of charge or on payment.

We have adopted the Model Publication Scheme (MPS) 2021 produced by the Scottish Information Commissioner. The RMA undertakes to maintain and continue to publish a Guide to Information under the Model Publication Scheme and to keep it up to date.

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
- how to access it
- state what charges may be applied
- explain how you can find the information easily
- how to get help to access information
- 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 follows the 6 principles of the Model Publication Scheme 2021:

- Availability and formats
- Exempt information
- Copyright and re-use
- Charges
- Advice and assistance
- Duration

Availability and formats

Information published through the MPS should, wherever possible, be made available on the authority's website.

There must be an alternative arrangement for people who cannot reasonably access the information either online or by inspection at the authority's premises. An authority may e.g., arrange to send out information in paper copy on request (although there may be a charge for doing so).

The information we publish through the 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 seeking to recover costs incurred for this).

Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws e.g., sensitive personal data or a trade secret, the authority may withhold the information or provide a redacted version for publication, but it must explain why it has done so.

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), we may remove or redact the information before publication but we will explain why.

Copyright and re-use

The authority's Guide to Information must include a copyright statement which is consistent with the fair dealing provisions of the Copyright, Designs and Patents Act 1988. Where the authority does not hold the copyright in information it publishes, this should be made clear.

Any conditions applied to the re-use of published information must be consistent with the Re-Use of Public Sector Information Regulations 2015.

Where the RMA 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
- the source of the material is identified.

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

Charges

The Guide to Information must contain a charging schedule, explaining any charges and how they will be calculated.

No charge may be made to view information on the authority's website or at its premises, except where there is a statutory fee e.g., for access to some registers.

The authority may charge for computer discs, photocopying, postage and packing and other costs associated with supplying information. The charge must be no more than these elements actually cost the authority e.g. cost per photocopy or postage. There may be no further charges for information in Classes 1 – 7. An exception is made for commercial publications (see Class 8: Our commercial publications) where pricing may be based on market value.

All information contained within our scheme is available free of charge where it can be downloaded from our website, or where it can be sent to you electronically by email. For those without access to the website, a single print-out as on the web-site or, where available, a hard copy of the document can be requested. We reserve the right to impose charges for providing information in paper copy or on computer disc, 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.

Reproduction costs

Where charges are applied, photocopied information will be charged at a standard rate of £6 for each document up to 10 pages and £0.50 for each page thereafter. Computer disks will be charged at the rate of £5.00 per CD ROM.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Postage costs

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post. Publications may be available in other formats on request.

Advice and Assistance

The authority must provide contact details for enquiries about any aspect of the adoption of the MPS, the authority's Guide to Information and to ask for copies of the authority's published information.

The authority's Guide to Information must provide contact details to access advice and assistance to request unpublished information.

Contact us

You can contact us for assistance with any aspect of this publication scheme or for advice on how to make a complaint if you are dissatisfied with any aspect of this publication scheme:

Risk Management Authority
7 Thread Street
Paisley
PA1 1JR

info@rma.gov.scot

Tel. 0141 278 4478

We will also be pleased to advise you on how to ask for information that we do not routinely publish.

Duration

Once published through the Guide to Information, the information should be available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from the authority under section 1(1) of FOISA).

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.

There are 9 classes of information in the 2021 Publication Scheme:

- Class 1: **About the authority** provides information about the RMA, who we are, where to find us, how to contact us, how we are managed and our external relations.
- Class 2: **How we deliver our functions and services** provides information about our work, our strategy and policies for delivering functions and services and information for our service users.
- Class 3: **How we take decisions and what we have decided** provides information about the decisions we take, how we make decisions and how we involve others.
- Class 4: **What we spend and how we spend it** provides 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).
- Class 5: **How we manage our human, physical and information resources** provides information about how we manage the human, physical and information resources of the authority, including staffing structures and human resources management.
- Class 6: **How we procure goods and services from external providers** provides information about how we procure goods and services, and our contracts with external providers, including invitations to tender and a register of contracts awarded.

- Class 7: **How we are performing** contains information about how the authority performs as an organisation and how well it delivers its functions and services.
- Class 8: **Our commercial publications** contains information packaged and made available for sale on a commercial basis. Please note that we do not hold or publish any information under this class. Class 9: **Our open data** provides open data made available by the authority as described by the Scottish Government Open Data Strategy and Resource Pack, available under an open license.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you can ask us for that information. If you have difficulty in finding information, please contact the **FOI Officer** on 0141 278 4478 or by emailing info@rma.gov.scot.

CLASS 1: ABOUT THE RISK MANAGEMENT AUTHORITY	
Class description: Information about the Risk Management Authority, 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
Authority name, address and contact details for headquarters and principal offices	https://www.rma.gov.scot
Organisational structure, roles and responsibilities of senior officers	https://www.rma.scot/about/our-team/
Contact details for customer care and complaints functions	https://www.rma.scot
Publication scheme and guide to information	https://www.rma.scot/resources/freedom-of-information/
Contact details and advice about how to request information from the authority	https://www.rma.scot/resources/freedom-of-information/
Legal framework for the authority, including constitution, articles of association or charter	https://www.rma.scot/about/governance/
Description of governance structure, Board, committees and other decision making structures	https://www.rma.scot/about/the-board/
Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers	https://www.rma.scot/about/governance/
Governance policies, including standing orders, code of conduct and register of interests	https://www.rma.scot/resource/board-committee/
Corporate plan	https://www.rma.scot/resource/policy/
Strategic planning processes	https://www.rma.scot/about/governance/
Disclosure of senior staff salaries	https://www.rma.scot/resources/disclosure-of-senior-staff-salaries/
Equality Duty	https://www.rma.scot/resources/equality-duty/
Biodiversity Duty	Biodiversity Duty (rma.scot)

CLASS 2: HOW WE DELIVER 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
Description of functions, including statutory basis for them, where applicable	https://www.rma.scot/about/governance/
Strategies, policies and internal staff procedures for performing statutory functions	https://www.rma.scot/about/strategy/
Reports of the authority's exercise of its statutory functions	https://www.rma.scot/resource/governance/
Publications / reports produced by the authority to promote effective practice	https://www.rma.scot/resource/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	How to access it
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	https://www.rma.scot/resource/board-committee/
Public consultation and engagement strategies	

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	How to access it
Financial statements, including annual accounts and quarterly budget statements	https://www.rma.scot/resources/annual-reports/

Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	https://www.rma.scot/resources/annual-reports/
Financial policies and procedures for budget allocation	
Budget allocation to key policy / function / service areas	Business Plans https://www.rma.scot/resource/governance/
Purchasing plans and capital funding plans	Business Plans https://www.rma.scot/resource/governance/
Financial administration manual / internal financial regulations	
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	https://www.rma.scot/resources/annual-reports/
Board member remuneration other than expenses	https://www.rma.scot/resources/annual-reports/

CLASS 5: HOW WE MANAGES OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources

The information we publish under this class	How to access it
Staffing structure Physical resources	https://www.rma.scot/about/our-team/
Records management policy or plan, including records retention schedule	https://www.rma.scot/resources/records-management/
Not all RMA HR and governance policies are currently published on our website, but copies can be made available on request. Examples include: Staff Handbook Code of Conduct Discipline Policy Grievance Policy Attendance Management Policy Flexible Working Hours 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	How to access it
<p>Public Contracts Scotland is the national advertising website for Scottish public sector organisations. The Risk Management Authority uses the Public Contracts Scotland website to advertise its procurement. The website brings together contract opportunities from across the public sector in Scotland. All Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and the Emergency Services make use of the Public Contracts Scotland. Information posted :</p> <ul style="list-style-type: none"> • post Official Journal of the European Union (OJEU) contract notices (contracts over the EU thresholds) • post below-threshold contract notices • invite suppliers to submit quotations for very low value/risk goods and services through the online 'Quick Quote' system • publish contract award notices • can reserve suitable contracts for supported businesses (businesses where 50% or more of the workforce has a disability) 	<p>http://www.publiccontractsscotland.gov.uk/</p>

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how the Risk Management Authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
<p>External reports e.g. annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable)</p>	<p>https://www.rma.scot/resources/annual-reports/</p>
<p>Performance indicators and performance against them</p>	<p>https://www.rma.scot/resources/annual-reports/</p>
<p>Mainstreaming Equality Reports and employee and board equality monitoring reports produced under the Equality Act</p>	<p>https://www.rma.scot/resources/equality-duty/</p>

2010 (Specific Duties) (Scotland) Regulations 201218, as amended	
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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
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N/A

How to access it

The RMA does not currently produce commercial publications

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority 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
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The RMA is in the process of developing a plan for open data. The RMA does not currently hold data in a format suitable for open data publication but we are working towards this position, with reference to the Scottish Government Open Data Strategy and Resource Pack.

How to access it

