

# **The James Hutton Institute**

## Freedom of Information

### Publication Scheme - Guide to Information

**The James Hutton Institute**

**Invergowrie**

**Dundee DD2 5DA**

**Last Updated 5 December 2018**

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## Freedom of Information (Scotland) Act 2002 (FOISA)

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 James Hutton Institute has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019. You can see this scheme on the Commissioner's website at:

[www.itspublicknowledge.info/PublicationSchemeGuidance](http://www.itspublicknowledge.info/PublicationSchemeGuidance) or by contacting us at the address below.

Full details of the FOISA Act 2002 can be found at:

<http://www.itspublicknowledge.info/Law/FOISA.aspx>

## Guide to Information

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

## 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 James Hutton Institute 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 James Hutton Institute does not hold the copyright in information we publish, we will make this clear.

## Charging for publications

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.

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:

By post: The James Hutton Institute, Invergowrie, Dundee DD2 5DA

By email: [foi@hutton.ac.uk](mailto:foi@hutton.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.

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.

## Class 1: About the James Hutton Institute (the ‘Institute’)

Information about the Institute; who we are, where to find us, how to contact us, how we are managed and our external relations

General Information	
<b>Name and address</b>	The James Hutton Institute, Invergowrie, Dundee DD2 5DA
<b>Senior officers</b>	<a href="http://www.hutton.ac.uk/staff/senior-management-team">http://www.hutton.ac.uk/staff/senior-management-team</a>
<b>Opening hours</b>	Reception opening hours are Monday to Friday 8.30am – 5.00pm  Out of hours media enquiries: <a href="http://www.hutton.ac.uk/about/contact-us">http://www.hutton.ac.uk/about/contact-us</a>
<b>Contact information</b>	Contact us: <a href="http://www.hutton.ac.uk/about/contact-us">http://www.hutton.ac.uk/about/contact-us</a>  For general enquiries: Switchboard Tel: 0844 928 5428 (open Monday to Friday 8.30am – 5.00pm) Email: <a href="mailto:foi@hutton.ac.uk">foi@hutton.ac.uk</a>
<b>Location</b>	Details of the Institute’s facilities: <a href="http://www.hutton.ac.uk/about/facilities">http://www.hutton.ac.uk/about/facilities</a> How to contact each site: <a href="http://www.hutton.ac.uk/about/contact-us">http://www.hutton.ac.uk/about/contact-us</a>
<b>Complaints</b>	Our complaints policy is available on our website: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a>
<b>Customer codes or charters</b>	Our service charter is available on our website: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a>
<b>The Institute’s guide to Information and a link to the Single Model Publication Scheme</b>	The Institute’s guide to information is available on our website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>  Single Model Publication Scheme: <a href="http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx">http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx</a>

<b>Charging schedule for published information, including requests under EIRs</b>	See the earlier section <a href="#">Charging for publications</a>
<b>How to request information</b>	If the information you want is not in our publication scheme, you have the right to request it from us. The Freedom of Information (Scotland) Act 2002 gives you a right of access to the information we hold (whether we publish it or not), subject to certain exemptions. Information should be requested in writing, either: <b>By post:</b> FOI Officer, The James Hutton Institute, Invergowrie, Dundee DD2 5DA <b>By email:</b> <a href="mailto:foi@hutton.ac.uk">foi@hutton.ac.uk</a>
<b>Legal framework</b>	The Memorandum and Articles of Association are available on our website: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>
<b>How the Institute is run</b>	
<b>Description of governance structure, Board, committees and other decision making structures</b>	<p>The Institute's Board of Directors act collectively to ensure that the objectives of the organisation are met. The Board approves the strategic direction of the Institute and creates an environment in which its aims are achieved and its potential realised.</p> <p>Some of the functions of the Board may be delegated to committees, which will act in accordance with Terms of Reference agreed by the Board. Currently there are three such Committees on which Board members sit:</p> <ul style="list-style-type: none"> <li>• <b>Audit &amp; Finance Committee:</b> oversees the financial stewardship for the Institute and wider Group, with both internal and external auditors, and the preparation of budgets and financial plans. The committee is expected to make recommendations regularly to the Board</li> <li>• <b>Advisory Committee on Science:</b> is responsible for ensuring the quality of science carried out in the Institute and for the validation of standards, especially with external examiners. The Committee also advises the Board on science issues and policy.</li> <li>• <b>Nominations &amp; Remuneration Committee:</b> makes recommendations to the Board on the remuneration of the Chief Executive and advises the Chief Executive on the remuneration of other members of management and staff. The committee also makes recommendations to the Board on candidates for Board of committee membership.</li> </ul> <p>The Institute carries out commercial work for profit through a wholly-owned subsidiary, James Hutton Limited. The Board of the Institute is represented on the Board of Directors for James Hutton Limited, along with outside directors to provide industry or market experience.</p> <p>Within the Institute's internal operations, decisions are also made through a committee structure, available on our website at: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p>

<b>Information about the Board of Directors and the Executive team</b>	<p>Board of Directors: <a href="http://www.hutton.ac.uk/staff/directors">http://www.hutton.ac.uk/staff/directors</a></p> <p>Executive Team: <a href="http://www.hutton.ac.uk/staff/senior-management-team">http://www.hutton.ac.uk/staff/senior-management-team</a></p>
<b>Governance policies</b>	<p>Part 1 of our Corporate Governance Arrangements summarise the systems, structures, rules and procedures for making decisions on corporate matters and provides the framework for operating. The governance framework also defines the importance of checks and balances for the reasonable exercise of executive and managerial authority.</p> <p>The Corporate Governance arrangements document is currently in draft form, pending ratification by the appropriate Committee. Once ratified and adopted we intend to publish it and will include the link here.</p>
<b>Corporate Planning</b>	
<b>Corporate Planning</b>	<p>The annual corporate planning cycle commences in September, with operational and implementation plans for all areas of the business developed and finalised by the end of the following March. These are then reviewed on a quarterly basis throughout the year.</p> <p>Our budgets and the Risk Register are also reviewed as part of this process.</p>
<b>Mission statement</b>	Vision, Mission and Values: <a href="http://www.hutton.ac.uk/about/mission-statement">http://www.hutton.ac.uk/about/mission-statement</a>
<b>Corporate plan/strategy</b>	Science Strategy: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>
<b>Corporate strategies, e.g. for economic development etc</b>	We do not have any additional corporate strategies and therefore cannot provide any information in this section.
<b>Corporate policies</b>	Our Health & Safety Policy Statement, Environmental Policy and Quality Policy are available at: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a>
<b>Strategic planning processes</b>	We revise our Corporate Strategy after three years, through a process of visioning with the Board then consultation with senior managers and staff through the organisation.
<b>External Relations</b>	
<b>Accountability relationships, including reports to regulators</b>	<p>Our main funder is RESAS and we submit an annual report to RESAS which includes a number of prescribed metrics. We also submit an annual return to The Scottish Charity Regulator, OSCR.</p> <p>Statutory Audits for the Institute and the commercial subsidiaries are undertaken.</p>

<b>Internal and external audit arrangements</b>	External Auditors: Johnson Carmichael LLP Internal Auditors: Scott- Moncrieff
<b>Subsidiary companies (wholly and part owned) and other significant financial interests</b>	<p>James Hutton Limited is a wholly owned subsidiary of the James Hutton Institute: <a href="http://www.huttonltd.com">www.huttonltd.com</a> . It incorporates both Mylnefield Research Services (MRS) and Macaulay Scientific Consulting (MSC). James Hutton Limited will start trading on 1 April 2015. There will be a period of transition to establish the new brand and build on the strong history of both subsidiaries. MRS and MSC will continue to exist as part of the new structure until such time that projects and activity can be fully integrated.</p> <p>James Hutton Limited has its own Publication Scheme and guide to information, available at <a href="http://www.huttonltd.com">www.huttonltd.com</a>.</p>
<b>Strategic agreements with other bodies</b>	<p>There are broadly three different levels of partnership with external organisations in which the Institute takes part. They range from the more informal Memorandum of Understanding (MOU) to a strategic partnership, where the agreement has strategic oversight through a special committee or Board, to partnerships where staff from an external organisation sit within the Institute (University of Dundee) or Institute staff have broader responsibilities outwith the Institute (BioSS).</p> <p>This third category will have a special agreement tailored to each particular situation, which is likely to vary according to the partner and the objectives of the partnership. In addition, senior managers from partner organisations will have regular meetings with the executive team and may sit on the SMG as participants in the overall planning and policy development for the Institute. Organisations may well move from one category to another and the list of partners will be fairly fluid, but it is important that the main contact within the Institute for each partner is identified.</p> <p>Partnerships are outlined in a document under the 'Other information' section on our webpage: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p>

## Class 2: How the Institute delivers its functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Functions	
<b>Description of functions, including statutory basis for them, where applicable</b>	<p>Information is available on our website about:</p> <ul style="list-style-type: none"> <li>• Our Research: <a href="http://www.hutton.ac.uk/research">http://www.hutton.ac.uk/research</a></li> <li>• Our Science Groups: <a href="http://www.hutton.ac.uk/research/groups">http://www.hutton.ac.uk/research/groups</a></li> </ul> <p>The Institute has no functions with a statutory basis.</p>
<b>Strategies, policies and internal staff procedures for performing statutory functions</b>	No information is available in this section as the institute does not have any statutory functions.
<b>How to apply for a licence, warrant, grant etc where it is a function of the authority to approve</b>	No information is available in this section as the Institute does not have any of these functions.
<b>How to report a concern to us</b>	Our complaints policy is available on our website: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a>
<b>Reports of the Institute's exercise of its statutory functions</b>	No information is available in this section as the Institute does not have any statutory functions.
<b>Statutory registers, NB not if inspection-only</b>	No information is available in this section as the Institute does not have any statutory registers.
<b>Fees and charges for performance of the Institute's function, e.g. fee for making a planning application etc</b>	No information is available in this section as we do not have any fees and charges for the performance of our function.
Services	
<b>List of services, including statutory basis for them, where applicable</b>	No information is available in this section as the Institute does not provide services, statutory or otherwise.
<b>Service policies and internal staff procedures</b>	No information is available in this section as the Institute does not provide services, statutory or otherwise.
<b>Service schedules and delivery plans</b>	No information is available in this section as the Institute does not provide services, statutory or otherwise.
<b>Information for service users</b>	No information is available in this section as the Institute does not provide services, statutory or otherwise.

<b>Service fees and charges, including bursaries</b>	No information is available in this section as the Institute does not provide services, statutory or otherwise.
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### Class 3: How the Institute takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others.

Decisions	
<b>Decision making</b>	<p>For decisions at Board level please see the section '<a href="#">How the Institute is run</a>'.</p> <p>The CEO and Executive Team (Director of Science Impact, Director of Research Excellence, Director of Finance and Company Secretary, Director of Corporate Services) are responsible for strategy development and the leadership and management of the organisation. In practice, this means that the executive team takes decisions affecting the Institute as a whole which cannot be reached through discussions within the senior management group or through normal line management.</p> <p>Within the Institute's internal operations decisions are made through a committee structure. This can be found in the 'Other information' section on our webpage: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p> <p>The committees are split between operational and compliance committees. Compliance committees focus on setting policies and monitoring activities which are required to meet regulatory or legislative standards. Operational committees are there to develop strategy, formulate policies in specific areas and help line managers prioritise expenditure and allocate resources.</p> <p>Decisions made by each of these Committees are then ratified by the Senior Management Group.</p>
<b>Decisions taken by the organisation</b>	Board minutes: <a href="http://www.hutton.ac.uk/staff/directors/minutes">http://www.hutton.ac.uk/staff/directors/minutes</a>
<b>Public consultation and engagement strategies</b>	We participate in consultations as appropriate and all responses are available on our website: <a href="http://www.hutton.ac.uk/publications/consultations">http://www.hutton.ac.uk/publications/consultations</a>
<b>Reports of regulatory inspections, audits and investigations carried out by the Institute</b>	We are committed to providing a safe and healthy working environment to our employees, contractors and members of the public whilst protecting our natural environment. To achieve this we conduct a regular internal audit plan of all our buildings ensuring all our risks are assessed, and thorough inspections are performed. The audit plan is delivered as part of our Health and

	<p>Safety Management System which takes its Plan, Do, Check, Act framework from HSG65 of the HSE.</p> <p>To assist us in our aim of making this a safe environment, all accidents and incidents reported are investigated. This, along with our near miss reporting, help prevent any reoccurrence.</p> <p>Please view our <a href="#">Health &amp; Safety Policy</a> and <a href="#">Environmental Policy</a> for more details on how we strive to keep our organisation safe and healthy whilst protecting our environment.</p>
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## Class 4: What the Institute spends and how it spends it

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)

Financial information	
<b>Financial information</b>	Annual Review and Financial Statements are available at <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>
<b>Financial statements required by statute</b>	The financial accounts required by statute are detailed in the above section
<b>Financial policies and procedures for budget allocation</b>	Budget allocation occurs on an annual basis in line with the <a href="#">strategic planning process</a> outlined in Class 1.
<b>Budget allocation to key policy / function / service areas</b>	Budget allocation occurs on an annual basis in line with the <a href="#">strategic planning process</a> outlined in Class 1.
<b>Purchasing plans and capital funding plans</b>	Purchasing is in line with the <a href="#">procurement policy</a> and all conducted through the Institute's purchasing system.
<b>Financial administration manual / internal financial regulations</b>	This is covered by the Institute's <a href="#">procurement policy</a> .
<b>Expenses policies and procedures</b>	All James Hutton Institute staff are covered by the <a href="#">BBSRC's Travel, subsistence and expenses policy</a>
<b>Senior staff / Board member expenses at category level</b>	<p>Information on Board member expenses can be found in the notes to the Financial Statements: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p> <p>Historically senior staff expenses have been included in the total figure and so the information is not readily available without considerable amount of work and is therefore not able to be provided. However, going forward they will be separated and published at category level.</p>

<b>Board member remuneration other than expenses</b>	There are four Board members who Chair committees and are remunerated for doing so. This information is available in the notes to the Financial Statements: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>																											
<b>Pay and grading structure</b>	<p>All our employees are on Hutton terms and conditions with pay scales as follows:</p> <table border="1"> <thead> <tr> <th><u>Grade</u></th> <th><u>Salary Minimum</u></th> <th><u>Salary Maximum</u></th> </tr> </thead> <tbody> <tr> <td>Hutton 1, 2</td> <td>£16,258</td> <td>£19,000</td> </tr> <tr> <td>Hutton 3</td> <td>£19,000</td> <td>£24,500</td> </tr> <tr> <td>Hutton 4, 5</td> <td>£24,500</td> <td>£30,750</td> </tr> <tr> <td>Hutton 6</td> <td>£30,750</td> <td>£37,500</td> </tr> <tr> <td>Hutton 7</td> <td>£37,500</td> <td>£48,000</td> </tr> <tr> <td>Hutton 8</td> <td>£48,000</td> <td>£61,000</td> </tr> <tr> <td>Hutton 9</td> <td>£61,000</td> <td>£71,000</td> </tr> <tr> <td>Hutton 10</td> <td>£71,000</td> <td>£93,000</td> </tr> </tbody> </table>	<u>Grade</u>	<u>Salary Minimum</u>	<u>Salary Maximum</u>	Hutton 1, 2	£16,258	£19,000	Hutton 3	£19,000	£24,500	Hutton 4, 5	£24,500	£30,750	Hutton 6	£30,750	£37,500	Hutton 7	£37,500	£48,000	Hutton 8	£48,000	£61,000	Hutton 9	£61,000	£71,000	Hutton 10	£71,000	£93,000
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<b>Investments</b>	<p>Summary financial information relating to Investments is available in the Annual Financial Statements: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p> <p>The Board of Directors of the Institute administer the Lewis Endowment Fund: <a href="http://www.hutton.ac.uk/learning/lewis-endowment-fund">http://www.hutton.ac.uk/learning/lewis-endowment-fund</a></p>																											
<b>Funding awards</b>	The Institute runs the application procedure for grants from the Lewis Endowment Fund in collaboration with the Crofters Commission and the Scottish Crofting Foundation: <a href="http://www.hutton.ac.uk/learning/lewis-endowment-fund">http://www.hutton.ac.uk/learning/lewis-endowment-fund</a>																											

## Class 5: How the Institute manages its human, physical and information resources

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

Human resources	
<b>Strategy and management of human resources</b>	<p>The James Hutton Institute has an ambitious vision 'to become a world leader in research and engagement to deliver evidence based solutions to the global challenges facing land and natural resource use both now and in the future'. To achieve this vision the Institute needs to employ and retain the highest quality staff, with the correct skills to deliver this vision. This includes employing:</p> <ul style="list-style-type: none"> <li>• Scientists who can deliver excellent science that focuses on research that will have an impact on the global challenges facing the world, and generate the income required for the organisation to be sustainable and grow in the future.</li> <li>• Staff in Finance and Corporate Services who are experts in their field and can facilitate the delivery of high quality science and operate effectively to enhance income generation opportunities.</li> </ul>

<b>Staffing structure</b>	<p>Annual employee numbers are detailed in the notes to the Financial Statements: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p> <p>Details of the Senior Management Team and an organogram outlining the management structure can be found on our website: <a href="http://www.hutton.ac.uk/staff/senior-management-team">http://www.hutton.ac.uk/staff/senior-management-team</a></p> <p>Details about individual staff members can be found in the staff directory part of the website: <a href="http://www.hutton.ac.uk/staff">http://www.hutton.ac.uk/staff</a></p>
<b>Human resources policies, procedures and guidelines</b>	<p>We follow the <a href="#">BBSRC Employment code</a> and all policies can be found on their website.</p> <p>An employment code for staff on Hutton Terms and Conditions is currently being drafted and will be published in due course.</p>
<b>Employee relations structures and agreements reached with recognised trade unions and professional organisations</b>	<p>The Institute formally recognises Prospect as the Trade Union and the Negotiating and Consultative Committee (NCC) at the Institute provides the machinery for local discussion and contributions to the consultation and negotiation of the terms and conditions of service agreed by the JNCC. It aims to ensure that employer and employed co-operate to meet their respective objectives. Signed local agreements can be found in the 'Other information' section on our webpage: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a></p>
<b>Physical resources</b>	
<b>Management of the authority's land and property assets</b>	<p>The Institute has a small in-house team of property and construction professionals to manage and provide advice on property and estate matters. External consultants and advisors are retained where necessary for major projects and/or other initiatives.</p>
<b>Description of the authority's land and property holdings</b>	<p>The James Hutton Institute estate comprises approximately 55,500m<sup>2</sup> accommodation at two principal sites:</p> <ul style="list-style-type: none"> <li>• Invergowrie, Dundee (27,300m<sup>2</sup>)</li> <li>• Craigiebuckler, Aberdeen (11,345m<sup>2</sup>)</li> </ul> <p>In addition, access to agricultural land is essential to the research activities undertaken by the Institute. To enable the undertaking of research reflecting the variable quality of land and climate conditions in Scotland necessitates the holding of land in several locations:</p> <ul style="list-style-type: none"> <li>• Hartwood, North Lanarkshire - 340 hectares upland stock farm</li> <li>• Glensaugh, Aberdeenshire – 1,024 hectares hill farm with eight staff houses</li> <li>• Mylnefield, Invergowrie – 97 hectares high quality arable land</li> <li>• Balruddery, Angus – 170 hectares high quality arable land</li> </ul> <p>Although held primarily for research purposes the farms are run on a commercial basis where possible and where this does not conflict with research.</p>

	<p>Accommodation at Dundee comprises research laboratories (3,654m<sup>2</sup>), farmland, specialist glasshouse (11,385m<sup>2</sup>) and administrative/ancillary facilities to support the research and agricultural functions (12,262m<sup>2</sup>). The accommodation is provided within a range of one and three storey buildings dating from 1960 – 2000. Three staff houses are provided within the site.</p> <p>Accommodation in Aberdeen comprises office based administration and research, laboratories and necessary support functions. The accommodation is largely based within a single purpose designed building (10,390m<sup>2</sup>) constructed circa 1990 although there are a number of relatively small older ancillary buildings located on the site.</p> <p>Ownership of the site at Aberdeen is split between the Institute and the Macaulay Development Trust (MDT), with the main building located on land owned by the Institute. The Dundee site is owned by the Scottish Government and the land and buildings are held on a long leasehold basis. All farms are held on a leasehold basis from the Scottish Government, with the exception of Balruddery which is owned by the Institute.</p> <p>Further information about the estate:  <a href="http://www.hutton.ac.uk/about/facilities">http://www.hutton.ac.uk/about/facilities</a></p>
<b>Estate development plans</b>	No information available in this section as we do not currently have any Estate development plans in place.
<b>Maintenance arrangements</b>	The Institute employs a number of in-house maintenance staff including joiners, electricians, electronics specialists, plumbing and heating engineers and agricultural maintenance staff.
<b>Information resources</b>	
<b>Records management policy and records management plan, including records retention schedule</b>	Retention arrangements for financial records are outlined in the <a href="#">Corporate Governance Arrangements</a> document which we intend to publish once ratified.
<b>Information governance / asset management policies and procedures</b>	No information available in this section.
<b>Knowledge management policies and procedures</b>	Certain funders require us to demonstrate that we have robust data management and Intellectual Property plans in place. We are currently working on a policy to cover all of these requirements and intend to publish this once ratified and adopted.
<b>List of statistical information published</b>	Publications by Institute staff are available on our website: <a href="http://www.hutton.ac.uk/publications/publications-list">http://www.hutton.ac.uk/publications/publications-list</a>

<b>Freedom of information policies and procedures</b>	See the Freedom of Information page on our website: <a href="http://hutton.ac.uk/foi">http://hutton.ac.uk/foi</a>
<b>Data protection or privacy policy</b>	<p>The James Hutton Institute is registered on the Data Protection Register (Number Z2970726). We adhere to the principles of the Data Protection Act 1998, and follow best practice in the handling of data, ensuring that information is:</p> <ul style="list-style-type: none"> <li>• Held securely and confidentially</li> <li>• Obtained fairly and efficiently</li> <li>• Recorded accurately and reliably</li> <li>• Used effectively and ethically</li> <li>• Shared appropriately and lawfully</li> </ul> <p>Data is handled in accordance with our Information Security policy.</p> <p><b>Quality Assurance</b></p> <p>As part of our quality assurance we also follow a number of standard policies and internal procedures and processes which includes those pertaining to data protection and security of personal data for research purposes. These include:</p> <ul style="list-style-type: none"> <li>• BBSRC Statement on Safeguarding Good Scientific Practice</li> <li>• DEFRA's Joint Code of Practice for Research</li> <li>• SOP006 Maintenance of Research Records (section 7.8 covers security and confidentiality)</li> </ul>

## Class 6: How the Institute procures goods and services from external providers

Information about how we procure goods and services and our contracts with external providers.

Procurement	
<b>Procurement policies and procedures</b>	The Institute's Procurement policy is currently a draft version undergoing iterations but will be published once ratified by the Board and a link included here.
<b>Invitations to tender</b>	Live and expired tenders can be found on the website: <a href="http://www.hutton.ac.uk/tenders">http://www.hutton.ac.uk/tenders</a>
<b>List of contracts which have gone through formal tendering</b>	Contracts awarded can be found on our website: <a href="http://www.hutton.ac.uk/tenders">http://www.hutton.ac.uk/tenders</a>

## Class 7: How the Institute is performing

Information about how the James Hutton Institute performs as an organisation, and how well it delivers its functions and services

Performance	
<b>External reports</b>	Annual Report: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>
<b>Performance indicators and performance against them</b>	We are currently developing Key Performance Indicators and these will be reported on in future annual reviews.

## Class 8: Our commercial publications

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

Commercial publications	
<b>List</b>	Details of Commercial Publications available on our website: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>

## Class 9: Our Open Data

<b>Class description</b>	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.
<b>The information we publish under this class</b>	The Hutton is committed to making its data publicly available where possible as Open Data in accordance with the Scottish Government Open Data Strategy and Resource Pack. Currently, work is ongoing to create and implement new data management processes to support the publishing of Hutton data to the public domain for information and re-use.
<b>How to access it</b>	At present some data which is made publicly available is published via the Hutton website. However, an Open Data repository is being created and will be found via a link on this page once available.

<b>Title</b>	<b>Publication Scheme: Guide to Information</b>
Author/Creator	Information Governance Officer
Owner	Information Governance Officer
Date Published/Approved	1 April 2015
Version	V1
Date of Next Review	12 Months from published/approval date
Audience	All
Related Documents	Freedom of Information (Scotland) Act 2002 (FOISA) Policy
Subject/Description	In accordance with FOISA this Publication Scheme lists the information which Hutton makes available to the public.
Group	Finance and Corporate Services
Department	Research Support

<b>Summary of Changes to Document</b>				
Date	Action by (initials)	Version Updated	New Version Number	Brief Description
1/05/2018	KM	V1	V1.1	Addition of Class 9 – Open Data information
05/12/2018	KM	V1.1	V1.2	Addition of 'last updated' date on the Publication Scheme document.