

Office of the Scottish Charity Regulator (OSCR)

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2018

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.

OSCR has adopted the **Model Publication Scheme 2018** produced by the Scottish Information Commissioner. This guide was last updated on 4th December 2018 with current information links. You can see this scheme on our website at: <https://www.oscr.org.uk/about/our-work/freedom-of-information> or by contacting us at the address below.

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

OSCR holds the copyright for the vast majority of its published information. At OSCR, we are generally content to let people use and reproduce most of the Crown copyright material that we produce (including material from the Scottish Charity Register) free of charge, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context
- the source of the material is identified , and
- it is acknowledged as Crown copyright.

Where OSCR does not hold the copyright for information we publish, we will make this clear. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before

reproducing the material or in any other way breaching the rights of the copyright holder. Further information can be found at: <https://www.oscr.org.uk/crown-copyright>

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at: www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

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 below:

- Black and white photocopying
 - Size of paper = A4
 - Pence per sheet of paper = 10p

- Colour photocopying
 - Size of paper = A4
 - Pence per sheet of paper = 30p

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.

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.

Charges for information we do not routinely publish (including environmental information):

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge. Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Where the cost of providing non-environmental information exceeds £600 we may refuse to deal with your request as permitted by section 12 of the Freedom of Information (Scotland) Act 2002 and associated Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004.

Contact us

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

Online

www.oscr.org.uk

Email

info@oscr.org.uk

Phone

General enquiries: 01382 220446

Post

Freedom of Information Officer
OSCR
2nd Floor

Quadrant House
9 Riverside Drive
Dundee
DD1 4NY

We are available between 08:30 and 16:30, Monday to Thursday and 08:30 and 16:00 on Friday, excluding bank holidays.

If you require the Publication Scheme or information within the Publication Scheme in an alternative format or medium, please state the details when you request the information. OSCR will take all reasonable steps to meet requests to provide information in a particular format.

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 may make a request to us for that information.

CLASS 1: ABOUT OSCR

Class description:
 Information about OSCR, 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
Scotland's Charity Regulator Overview of OSCR's role and structure	https://www.oscr.org.uk/about/objectives
Organisational contact details Contact details and opening hours	https://www.oscr.org.uk/homepage-links/contact-us/
Publication scheme and guide to information	https://www.oscr.org.uk/about/our-work/freedom-of-information
OSCR Management and operations	
OSCR Board Details of membership Register of interests Code of Conduct	https://www.oscr.org.uk/about/oscr-management/oscr-board
Senior Management Team (SMT) Details of Membership	https://www.oscr.org.uk/about/oscr-management/senior-management-team
Organisational chart OSCR's staffing structure	https://www.oscr.org.uk/about/oscr-management/oscr-organisational-chart

<p>OSCR's service standards OSCR's customer service standards</p>	<p>https://www.oscr.org.uk/about/our-work</p>
<p>How you can complain about OSCR</p>	<p>https://www.oscr.org.uk/complaints</p>
<p>Corporate Planning</p>	
<p>Corporate plan OSCR's Corporate Plan sets out our operating priorities, targets and outputs for the period</p>	<p>https://www.oscr.org.uk/about/oscr-management/oscr-corporate-business-plans</p>
<p>Equalities strategy OSCR's Equality Strategy for 2016-2018</p>	<p>https://www.oscr.org.uk/about-oscr/our-work/equalities-and-diversity https://www.oscr.org.uk/media/2353/2016-18-equality-strategy.pdf</p>
<p>Business Plan</p>	<p>https://www.oscr.org.uk/media/3179/2018-19-business-plan.pdf</p>
<p>Our work with others</p>	
<p>Memoranda of Understanding OSCR's formal agreements with other organisations</p>	<p>https://www.oscr.org.uk/about/our-work/memoranda-of-understanding</p>
<p>Statement of Recommended Practice (SORP) committee Minutes of meetings and information sheets</p>	<p>https://www.oscr.org.uk/about/our-work/sorp-committee</p>
<p>Communications</p>	

Press releases Recently published news items	https://www.oscr.org.uk/hot-topics
OSCR Reporter eNewsletter Previous editions of our newsletter	https://www.oscr.org.uk/about/oscr-management/newsletter
OSCR events Details of all our planned events, including those delivered as part of our Outreach Programme	https://www.oscr.org.uk/hot-topics
Website link form For those wishing to link to OSCR's website	https://www.oscr.org.uk/charities/managing-your-charity/registration-logo-media-pack

CLASS 2: HOW OSCR 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
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<p>The Scottish Charity Register OSCR is required to keep a public register of charities</p>	<p>https://www.oscr.org.uk/charities/search-scottish-charity-register</p>
<p>Publications and guidance</p>	
<p>Becoming a Charity in Scotland This leaflet provides useful advice to those organisations considering applying for charitable status</p>	<p>https://www.oscr.org.uk/charities/becoming-a-charity</p>
<p>Meeting the Charity Test: a brief guide OSCR's summary guidance to understanding the charity test and how we apply it</p>	<p>https://www.oscr.org.uk/charities/becoming-a-charity/meeting-the-charity-test</p>
<p>Meeting the Charity Test: full guidance OSCR's full guidance to understanding the charity test and how we apply it</p>	<p>https://www.oscr.org.uk/charities/guidance/meeting-the-charity-test-guidance</p>
<p>Reviews of charitable status OSCR is under a duty to review entries in the Register</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/reviews-of-charitable-status</p>
<p>Non Submitting Charities Information about charities failing to submit documents to OSCR on time</p>	<p>https://www.oscr.org.uk/managing-a-charity/annual-monitoring</p>

<p>Charity reorganisations Guidance for charity trustees and their advisers on reorganising a charity or restricted fund</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/reorganisation-of-your-charity</p>
<p>Exempt promoters list Exempt organisers of public charitable collection</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/fundraising/exempt-promoters-list</p>
<p>Applying for charitable status How to apply to OSCR for charitable status</p>	<p>https://www.oscr.org.uk/charities/becoming-a-charity/</p>
<p>Scottish Charitable Incorporated Organisations (SCIOs) OSCR's guidance document about SCIOs for charities and their advisers</p>	<p>https://www.oscr.org.uk/becoming-a-charity/becoming-a-scio</p>
<p>Guidance for Charities</p>	
<p>Guidance for Charity trustees Advice for trustees of a charity in Scotland on what the law says they must do or must not do</p>	<p>https://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees</p>
<p>Making changes to your charity (consents and notifications) Guidance and application forms for seeking</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/making-changes-to-your-charity</p>

<p>OSCR's consent for changes to your charity</p>	
<p>References in documents guidance OSCR's guidance to the Charities References in Documents (Scotland) Regulations 2007</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/trustee-duties/publicising-charitable-status</p>
<p>Public charitable collections guidance Public charitable collections are a fundraising method that is the subject of specific regulations, which are administered and enforced by local authorities and by OSCR</p>	<p>https://www.oscr.org.uk/media/1355/im-ict-005-002-c-public-charitable-collections-1.pdf</p>
<p>Benevolent Fundraising Guidance OSCR's guidance on the Charities and Benevolent Fundraising (Scotland) Regulations 2009</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/fundraising</p>
<p>Apparently inactive charities OSCR's policy on apparently inactive charities</p>	<p>https://www.oscr.org.uk/managing-a-charity/annual-monitoring/#inactive-charities</p>
<p>Cross-border charity regulation in Scotland Guidance for cross-border charities registered with both the Charity Commission for England and Wales and OSCR</p>	<p>https://www.oscr.org.uk/guidance-and-forms/cross-border-charity-regulation-in-scotland</p>

<p>Charities and the independence referendum</p> <p>Guidance on the key issues for charities when considering the referendum on Scottish independence</p>	<p>https://www.oscr.org.uk/charities/fags/#charities-and-campaigning-on-political-issues</p>
<p>Annual Monitoring and Accounting guidance</p>	
<p>Monitoring Policy</p> <p>OSCR's statutory responsibility for monitoring charities compliance</p>	<p>https://www.oscr.org.uk/managing-a-charity/annual-monitoring</p> <p>https://www.oscr.org.uk/guidance-and-forms/accounts-and-finance-guidance/monitoring-of-former-charities</p>
<p>Monitoring Under Section 19 guidance</p> <p>The guidance explains to existing charities some of the implications of being removed from the Register</p>	<p>https://www.oscr.org.uk/media/1263/guidance-on-oscr-monitoring-under-section-19.pdf</p>
<p>Scottish Charity Accounts full guidance</p> <p>This guidance will assist charities to understand their accounting requirements</p>	<p>https://www.oscr.org.uk/media/2064/2015-10-28-amended-scottish-charity-accounts-guide.pdf</p>
<p>Independent Examiner's Guidance</p>	<p>https://www.oscr.org.uk/media/1937/2015-08-12-ie-guidance-</p>

<p>A guidance booklet about independent examination</p>	<p>final.pdf</p>
<p>Receipts and Payments Accounts (R&P) work pack guidance OSCR's guidance on the preparation and examination of accounts using the Receipts and Payments (R&P) method</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/charity-accounting/receipts-and-payments-accounts</p>
<p>Complaints about charities</p>	<p></p>
<p>Inquiry and intervention policy Our policy in respect of formal specific inquiries into individual charities and details our procedures for the benefit of charities and complainers</p>	<p>https://www.oscr.org.uk/media/1768/2014-12-22-oscr-inquiry-policy-document.pdf</p>
<p>How to complain about a charity Information on how to complain about a charity</p>	<p>https://www.oscr.org.uk/charities/raise-a-concern-about-a-charity</p>
<p>Whistleblowing guidance Guidance for auditors and independent examiners to report matters of material significance to OSCR and the Charity Commission</p>	<p>https://www.oscr.org.uk/charities/raise-a-concern-about-a-charity/whistleblowing</p>
<p>Anti Fraud strategy OSCR's role in the prevention and targeting of action in relation to fraud through co-operation</p>	<p>https://www.oscr.org.uk/guidance-and-forms/fraud-how-to-reduce-the-risks-in-your-charity/how-oscr-looks-at-fraud</p>

with others agencies and public bodies	
Compliance and Support strategy OSCR's strategy to encourage compliance with the legislation	https://www.oscr.org.uk/about-oscr/how-we-regulate

CLASS 3: HOW OSCR 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
OSCR Board meeting minutes	https://www.oscr.org.uk/about/oscr-management/oscr-board/minutes-of-oscr-board-meetings
Consultations OSCR's open consultations and strategy for consulting and engaging with stakeholders	https://www.oscr.org.uk/about/our-work/consultations
Court decisions Any court decisions are published under latest news	https://www.oscr.org.uk/hot-topics

<p>Inquiry reports Current reports made under section 33 of the 2005 Act</p>	<p>https://www.oscr.org.uk/charities/managing-your-charity/reviews-of-charitable-status/inquiry-reports</p>
<p>Unacceptable Actions Policy How we will manage the relatively few complainants whose actions or behaviour we consider unacceptable</p>	<p>https://www.oscr.org.uk/media/1532/unacceptable-actions-policy.pdf</p>
<p>Our Environmental Strategy How we intend to manage our environmental sustainability and cut our carbon emissions</p>	<p>https://www.oscr.org.uk/about-oscr/our-work/carbon-management-climate-change</p>

<p>CLASS 4: WHAT OSCR SPENDS AND HOW IT SPENDS IT</p>	
<p>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.</p>	

<p>The information we publish under this class</p>	<p>How to access it</p>
<p>Funding OSCR is funded by the Scottish Administration with budgets and spending priorities published in</p>	<p>Further details of our budget priorities are published in our Corporate Plan: https://www.oscr.org.uk/about/our-</p>

<p>the annual Budget Act (Scotland) and the Spending Review</p>	<p>work/annual-reports-accounts</p> <p>Our financial procedures and reporting are detailed in the Scottish Public Finance Manual: http://www.scotland.gov.uk/Topics/Government/Finance/spfm/Intro</p> <p>and the Financial Reporting Manual (FReM): https://www.gov.uk/government/publications/government-financial-reporting-manual-2018-to-2019</p>
<p>Financial Reporting OSCR's expenditure reports as required under the Public Services Reform (Scotland) Act 2010</p>	<p>https://www.oscr.org.uk/about/our-work/monthly-expenditure-reports</p>
<p>Annual Report and Accounts OSCR's annual report and accounts</p>	<p>https://www.oscr.org.uk/about/our-work/annual-reports-accounts</p>
<p>Board member remuneration Other than expenses</p>	<p>Annual Report remuneration section: https://www.oscr.org.uk/media/3214/2018-06-12-oscr-annual-report-and-accounts-2017-18-final-signed-new-front-cover.pdf</p> <p>Public Sector Pay Policy for Senior Public Appointments: https://www.gov.scot/publications/senior-appointments-technical-guide-2018-2019/</p>
<p>Expenses policies and procedures OSCR staff are entitled to receive expenses for</p>	<p>Scottish Government Allowances Guidance: http://www.scotland.gov.uk/About/Services-</p>

business travel under the Scottish Government Allowances Guidance	Groups/HR/HR/policies-guidance/pay-benefits/Allowances/AllowancesGuidance
Pay and grading	
OSCR staff are employed by Scottish Ministers as Home Civil Servants. Pay policy for senior civil servants and staff is determined by central government sector pay policies	Scottish Government Pay and Benefits section: https://www.gov.scot/policies/public-sector-pay/staff-pay-remits/
Senior management team Details provided in the remuneration section of our annual report and accounts	https://www.oscr.org.uk/about-oscr/our-work/annual-reports-accounts
OSCR staff grades	https://www.oscr.org.uk/about/oscr-management/oscr-organisational-chart

CLASS 5: HOW OSCR MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources OSCR

The information we publish under this class	How to access it
Privacy policy	https://www.oscr.org.uk/privacy

<p>Privacy Notices</p> <p>There are Privacy Notices which relate directly to our use of data in two specific areas - OSCR Online and our Online Status Application Form</p>	<p>https://www.oscr.org.uk/media/3292/2018-07-12-oscr-online-privacy-notice-pdf.pdf</p> <p>https://www.oscr.org.uk/media/3201/2018-05-15-gdpr-online-application-privacy-notice-pdf-va2112442.pdf</p>
<p>Records management policy</p>	<p>Please contact us at the address above.</p>
<p>Data Protection policy</p>	<p>https://www.oscr.org.uk/media/3149/2018-05-01-oscr-data-protection-policy.pdf</p>
<p>Freedom of Information policy</p>	<p>https://www.oscr.org.uk/about/our-work/freedom-of-information</p>
<p>Carbon Management plan</p> <p>Our plan sets out how we will reduce our carbon emissions</p>	<p>https://www.oscr.org.uk/about-oscr/our-work/carbon-management-climate-change</p>
<p>Electronic copies of Scottish Charity Register procedure</p> <p>The policy details the extent to which OSCR may make available electronic copies of the Scottish Charity Register</p>	<p>https://www.oscr.org.uk/about-charities/search-the-register/charity-register-download</p>
<p>Human Resources</p> <p>OSCR staff are employed by Scottish Ministers as Home Civil Servants. This means that OSCR staff have the same terms and conditions as staff within the Scottish Government. OSCR HR and payroll</p>	<p>Scottish Government HR policies and guidance: http://www.scotland.gov.uk/About/Services-Groups/HR/HR/policies-guidance</p>

<p>functions are carried out by the Scottish Government Human Resource Division on a shared service basis.</p>	<p>Civil Service Code: https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code</p>
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<p>CLASS 6: HOW OSCR PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</p>
<p>Class description: Information about how we procure goods and services, and our contracts with external providers</p>

<p>The information we publish under this class</p>	<p>How to access it</p>
<p>Procurement OSCR procures goods and services primarily from Scottish public sector collaborative contracts</p>	<p>When purchasing our goods and services we have adopted the policies and procedures published by the Scottish Government Procurement Directorate: https://www2.gov.scot/Topics/Government/Procurement/policy</p>
<p>Procurement strategy How we intend to procure our goods and services</p>	<p>Contact us on the details above</p>
<p>Tendering opportunities our tender opportunities and outcomes</p>	<p>A list of OSCRs current and past tender opportunities is currently available from the Public Contracts Scotland</p>

	Portal: http://www.publiccontractsscotland.gov.uk/
Contracts List of contracts	A list of OSCR contracts is currently available from the Public Contracts Scotland Portal : http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00379

CLASS 7: HOW OSCR IS PERFORMING	
Class description: Information about how OSCR performs as an organisation, and how well it delivers its functions and services	

The information we publish under this class	How to access it
Annual Report and Accounts OSCR's annual report and accounts	https://www.oscr.org.uk/about/our-work/annual-reports-accounts
Annual Review OSCR's Annual Review provides a summary of activity and key statistics for the year	https://www.oscr.org.uk/about/our-work/annual-reports-accounts
Performance statistics We publish monthly management information	https://www.oscr.org.uk/about/our-work/performance-indicators

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>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.</p>

The information we publish under this class	How to access it
OSCR does not hold or publish information under this class	

Class 9: Our open data	
<p>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.</p>	
The information we publish under this class	How to access it
Extract of the Charity Register available for download, updated daily.	https://www.oscr.org.uk/about-charities/search-the-register/charity-register-download

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