

EDINBURGH BUSINESS SCHOOL

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

Contents

- Section 1: About Edinburgh Business School
- Section 2: How Edinburgh Business School delivers its functions and services
- Section 3: How Edinburgh Business School takes decisions and what it has decided
- Section 4: What Edinburgh Business School spends and how it spends it
- Section 5: How Edinburgh Business School manages its human, physical and information resources
- Section 6: How Edinburgh Business School procures goods and services from external providers
- Section 7: How Edinburgh Business School is performing
- Section 8: Edinburgh Business School's commercial publications

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.

Edinburgh Business School 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 at

<https://www.hw.ac.uk/services/heritage-information-governance/access/foi/8-3-governance.htm>

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) for Edinburgh Business School 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

Unless otherwise stated, Edinburgh Business School reserves copyright in all information available under this publication scheme, whether that information is electronic or hard-copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright, and the consent of the copyright holder should always be sought.

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 except where there is a statutory fee. You can see a list of our statutory fees here:

<https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm>

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	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p

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

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.

The charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 is available at:

<https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm>

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:

Mr Stewart Smith
Student Compliance Manager
Edinburgh Business School
Heriot-Watt University
Edinburgh Business School EH14 4AS
(s.smith@hw.ac.uk)
0131 451 4764

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 are welcome to make a request to us for that information.

CLASS 1: ABOUT EDINBURGH BUSINESS SCHOOL
Class description: Information about Edinburgh Business School, 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
General information about the authority
Name, address and contact details for the principal office: Edinburgh Business School Heriot-Watt University Edinburgh EH14 4AS http://www.ebsglobal.net/ Tel: 0131 451 3090 Fax: 0131 451 3002 Email: enquiries@ebs.hw.ac.uk
Organisational structure, roles and responsibilities of senior officers: An organisational structure and a list of the names of senior officers, their roles and responsibilities is available by writing to: foi@hw.ac.uk or by clicking on the link below: https://www.ebsglobal.net/about-us/our-team

Additional information regarding Edinburgh Business School Senior Officers and Heriot-Watt University is available at: <http://www.hw.ac.uk/about/governance.htm>

Business opening hours

General office hours are normally Monday to Friday 08.30 am to 5.30 pm. Telephones may be manned outside these hours or voice-mail facilities may be available.

Contact details for customer care and complaints functions

Mr Stewart Smith
Student Compliance Manager
Edinburgh Business School
Heriot-Watt University
Edinburgh Business School EH14 4AS
(s.smith@hw.ac.uk)
0131 451 4764

Publication scheme and guide to information

Information is available at: <https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm>

Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 (if authority charges for environmental information)

Information is available at:
<https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm>

Constitution

Legal framework for the authority, including constitution, articles of association or charter

Edinburgh Business School is a charity registered in Scotland with the Office of the Scottish Charities Regulator (SC026900).

The principal objective of Edinburgh Business School is the advancement of education in any aspect of corporate or strategic management techniques, education and research through the establishment and running of a business school.

The company's certificate of incorporation, memorandum of association, articles of association and address of registered office are available from Companies House at: <https://www.gov.uk/government/organisations/companies-house>.

Or

Contact the person names on page 2 3 of the Guide to obtain a paper or electronic copy.

How the authority is run
Description of governance structure, Board, committees and other decision making structures Information on Edinburgh Business School's governance structure, Board, committees and other decision making structures is available by writing to: foi@hw.ac.uk.
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. Information on the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority is available by writing to: foi@hw.ac.uk. Additional information can be viewed at: https://www.ebsglobal.net/about-us/our-team/board-of-directors
Governance policies, including standing orders, code of conduct and register of interests Governance policies, including code of conduct and register of interests is available by writing to: foi@hw.ac.uk.

Corporate planning
Mission statement Information on the mission statement is available by writing to: foi@hw.ac.uk.
Corporate plan Information on the corporate plan is available on request by writing to foi@hw.ac.uk.
Corporate strategies e.g. for economic development, etc Information on corporate strategies is available on request by writing to: foi@hw.ac.uk.
Corporate policies e.g. health and safety, equality, sustainability Information on corporate policies is available on request by writing to: foi@hw.ac.uk.
Strategic planning processes Information on strategic planning processes is available by writing to: foi@hw.ac.uk.
External relations
Accountability relationships, including reports to regulators

Information on accountability relationships including reports to regulators, internal and external audit arrangements, and strategic agreements with other bodies are available on request by writing to foi@hw.ac.uk .
Internal and external audit arrangements Information on internal and external audit arrangements is available on request by writing to foi@hw.ac.uk.
Subsidiary companies (wholly and part owned) and other significant financial interests Not applicable.
Strategic agreements with other bodies Information on strategic agreements with other bodies is available on request by writing to foi@hw.ac.uk.
Additional information (add rows as needed)
None

CLASS 2: HOW EDINBURGH BUSINESS SCHOOL DELIVERS ITS FUNCTIONS AND SERVICES

Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.
Functions
Description of functions, including statutory basis for them, where applicable Information on functions is available at: http://www.ebsglobal.net/.
Strategies, policies and internal staff procedures for performing statutory functions Information on strategies, policies and internal staff procedures for performing statutory functions is available on request by writing to: foi@hw.ac.uk.
How to report a concern to the authority Contact details for customer care and complaints functions Mr Stewart Smith Student Compliance Manager Edinburgh Business School Heriot-Watt University Edinburgh Business School EH14 4AS (s.smith@hw.ac.uk) 0131 451 4764

Or http://www.hw.ac.uk/students/studies/complaints/complaints.htm.
Reports of the authority's exercise of its statutory functions Reports of the authority's exercise of its statutory functions are available at: foi@hw.ac.uk.
Statutory registers Information on statutory registers is available from Companies House at: https://www.gov.uk/government/organisations/companies-house. There may be a charge for this information.
Fees and charges for performance of the authority's function e.g. fee for making a planning application, etc Tuition fees (for home/EU and overseas students) and any other costs to students including information on payment methods available at: http://www.ebsglobal.net. Rules governing fees, charges, fines and debts covered by Ordinance 2 of the University at: http://www.hw.ac.uk/ordinances/. Information is also available at: http://www.hw.ac.uk/students/money/tuition-fees.htm.
Services
List of services, including statutory basis for them, where applicable Information on services, including statutory basis for them, is available at: https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm
Service policies and internal staff procedures, including allocation, quality and standards Information on service policies and internal staff procedures, including allocation, quality and standards is available on request by writing to: foi@hw.ac.uk.
Service schedules and delivery plans Information not held.
Information for service users, including how to access the services Information on service users, including how to access the services is available at: http://www.ebsglobal.net

Service fees and charges, including bursaries
Information on service fees and charges is available at: http://www.ebsglobal.net .
Information on bursaries is available on request by writing to foi@hw.ac.uk .
Additional information (add rows as needed)
None

CLASS 3: HOW EDINBURGH BUSINESS SCHOOL TAKES DECISIONS AND WHAT IT HAS DECIDED
Class description: Information about the decisions we take, how we make decisions and how we involve others
Decision making
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings Information on decisions taken by the organisation including: agendas, papers provided for consideration, and minutes of Board meetings, is available on request by writing to foi@hw.ac.uk .
Public consultation and engagement strategies Information not held.
Reports of regulatory inspections, audits and investigations carried out by the authority Information on reports of regulatory inspections, audits and investigations is available on request by writing to foi@hw.ac.uk .
Additional information (add rows as needed)
None

CLASS 4: WHAT EDINBURGH BUSINESS SCHOOL 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)
What we spend
Financial statements, including annual accounts and quarterly budget statements The annual accounts and auditors' reports from 2003 onwards are available on request by writing to foi@hw.ac.uk. The annual accounts will be made available two weeks after they have been lodged at Companies House.
Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority Information not held.
Financial policies and procedures for budget allocation Financial policies and procedures, including the Financial Regulations and budget planning process are available on request by writing to foi@hw.ac.uk.
Budget allocation to key policy/function/service Information in this Category currently includes: Overarching policies and procedures for making budgetary allocations to major units included in our Financial Regulations are available at on request by writing to foi@hw.ac.uk. Information on the annual planning/budgeting round is available on request by writing to foi@hw.ac.uk.
Purchasing plans and capital funding plans Information on our purchasing policy and procedures is available on request by writing to foi@hw.ac.uk.
Financial administration manual/internal financial regulations Our Financial Regulations are available on request by writing to foi@hw.ac.uk.

Expenses policies and procedures A copy of our expenses policy and procedures is available on request by writing to foi@hw.ac.uk.
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation Information on senior staff/board member expenses is available on request by writing to foi@hw.ac.uk.
Board member remuneration other expenses Information on board member remuneration other than expenses is available on request by writing to foi@hw.ac.uk.
Pay and grading structure (levels of pay rather than individual salaries) Information on the pay and grading structure is available on request by writing to foi@hw.ac.uk.
Investments, summary information about endowments, investments and authority pension fund Information on investments, summary information about endowments, investments and authority pension fund is available on request by writing to foi@hw.ac.uk. Policies and guidelines on pension arrangements for staff: Information in this category currently includes: Information on contribution rates (institutional and individual), benefits and benefit accrual rates, and funding valuations of pension schemes Brief details of the superannuation schemes are available at: http://www.hw.ac.uk/hr/pens_index.php. Information on contribution rates (institutional and individual), benefits and benefit accrual rates and funding valuations of pension schemes: Additional information is available at: http://www.hw.ac.uk/hr/pens_index.php.
Funding awards available from the authority, how to apply for them and funding awards made by the authority Information on funding awards available from the authority, how to apply for them and funding awards made by the authority is available on request by writing to foi@hw.ac.uk.
Additional information (add rows as needed)
None

CLASS 5: HOW EDINBURGH BUSINESS SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of Edinburgh Business School
Human resources
Strategy and management of human resources Information on strategy and management of human resources available by writing to foi@hw.ac.uk.
Staffing structure Information on Edinburgh Business School's staffing structure is available on request by writing to foi@hw.ac.uk.
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records Information on Edinburgh Business School's human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records is available on request by writing to foi@hw.ac.uk.
Employee relations structures and agreements reached with recognised trade unions and professional organisations Not applicable.
Physical resources
Management of the authority's land and property assets, including environmental/sustainability reports Information on the management of the authority's land and property assets, including environmental/sustainability reports is available at: https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm
Description of the authority's land and property holdings A description of the authority's land and property holdings is available by writing to: foi@hw.ac.uk. Additional information regarding the Heriot-Watt Estate can be found at: http://www.hw.ac.uk/student-life/campus-life.htm.

--

Estate development plans
Information on the authority's estate development plans is available at: https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm
Maintenance arrangements
Information on the authority's maintenance arrangements is available at: https://www.hw.ac.uk/services/heritage-information-governance/access/foi/guide-information.htm
Information resources
Records management policy or plan, including records retention schedule
Information on the authority's records management policy or plan, including records retention schedule is available at: https://www.hw.ac.uk/services/heritage-information-governance/manage/what-to-keep.htm
Information governance/asset management policies and procedures
Information on information governance and asset management policies and procedures is available by writing to: foi@hw.ac.uk .
Knowledge management policies and procedures
Information on the authority's knowledge management policies and procedures is available by writing to: foi@hw.ac.uk .
List of statistical information published by the authority
Statistical information published by the authority is available by writing to foi@hw.ac.uk .
Additional information (add rows as needed)
None

CLASS 6: HOW EDINBURGH BUSINESS SCHOOL PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS
Information about how we procure goods and services, and our contracts with external providers
Procurement and contracts
Procurement policies and procedures Information on Edinburgh Business School's procurement policies and procedures is available on request by writing to foi@hw.ac.uk.
Invitations to tender Information on Edinburgh Business School's procedures for invitations to tender is available on request by writing to foi@hw.ac.uk.
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value Information on contracts which have gone through formal tendering is available by writing to foi@hw.ac.uk.
Additional information (add rows as needed)
None

CLASS 7: HOW EDINBURGH BUSINESS SCHOOL IS PERFORMING
Class description: Information about how Edinburgh Business School performs as an organisation, and how well it delivers its functions and services
External reports e.g. annual report, performance statements required by statute (e.g. section 32 of the Public Services Reform (Scotland) Act 2010) if applicable Information on external reports is available on request by writing to foi@hw.ac.uk. Information is also available from Heriot-Watt University publications which can be viewed at: http://www.hw.ac.uk/about/publications.htm
Performance indicators and performance against them.

Information on our performance indicators and performance against them is available on request by writing to foi@hw.ac.uk .
Additional information (add rows as needed)
None

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.
Materials for the courses offered by Edinburgh Business School can be purchased at: https://enrolments.ebsglobal.net/pppages/userdetailsentryform.aspx?page=course .