

Guide to information available through the Model Publication Scheme 2022

Introduction

As a public authority, we are required to:

- publish the classes of information that we make routinely available
- tell you how you can access this information and what it might cost

We have adopted the Model Publication Scheme, produced by the Scottish Information Commissioner. You can see this scheme at www.itspublicknowledge.info/mps

The purpose of this Guide to Information is to:

- let you to see what information Food Standards Scotland publishes under each class of the Model Publication Scheme
- tell you how to find the information easily
- tell you about any charges for the information
- give contact details for enquiries and help with accessing the information
- explain how to request information we haven't published

Availability and formats

The information we publish through the model scheme is, where possible, published on our website. We will 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 send information to you in paper copy. We may charge for this.

Exempt information

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. If we do, we will explain why.

Copyright and re-use

You may use and reproduce most of the Crown copyright material we produce free of charge and in any format or medium. We ask that you reproduce it accurately and in an appropriate context. Please acknowledge the material as crown copyright. There may be some exceptions to this position. Where these apply you will find special copyright notices in the document.

Charges

You can view information on the Food Standards Scotland website or at our premises free of charge, when our offices are open. We may charge for photocopying and postage, but only the costs we incur. We will tell you what the costs are before you commit to any expenditure. Our photocopying charges per sheet of A4 paper are 10p for black and white copies and 30p for colour copies.

Contact us

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

Food Standards Scotland, Pilgrim House, Old Ford Road, Aberdeen, AB11 5RL

Email: openness@fss.scot

Telephone: 01224 285100

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.

Classes

We publish information in eight of the nine classes below. Once information is published under a class we will continue to make it available for the current and previous 2 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 Food Standards Scotland

Information about Food Standards Scotland: 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
General information	
About us	About us
How to contact us	How to contact us
Who we are – our Board, Senior Management and organisation chart	Who we are
What we do - our roles and responsibilities	Our remit
The Food (Scotland) Act 2015	The Food (Scotland) Act 2015
How we are run	
Food Standards Scotland Board	Food Standards Scotland Board
Register of Interests – Food Standards Scotland Board members	Food Standards Scotland Board
Food Standards Scotland Framework Document	Corporate governance documents
Food Standards Scotland Terms of Reference for the Board	Corporate governance documents
Food Standards Scotland Standing Orders	Corporate governance documents
Food Standards Scotland - Code of Conduct	Corporate governance documents
Food Standards Scotland - Delegation Scheme	Corporate governance documents
Corporate planning	
Food Standards Scotland Corporate Plan	Corporate Plan
External Relations/Partnerships	
Memorandum of Understanding with the Food Standards Agency	Corporate governance documents

Class 2: How we deliver our functions and services

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

The information we publish under this class	How to access it
General Information	
Statement on Performance of Functions	Corporate governance documents
Complaints procedure	How we work
Annual statement of the steps taken by FSS: <ul style="list-style-type: none"> a) to promote and increase sustainable growth through the exercise of its functions; and b) to improve efficiency, effectiveness and economy in the exercise of its functions 	How we work
Food safety and standards	Safety and regulation
Regulation and enforcement of food and feed law	Safety and regulation
Business and industry information	Business and industry
Guide to Food & Feed Law in Scotland	Regulation and legislation
Regulation and enforcement of wine law	Wine
Multi-Annual National Control Plan	Food and feed law
Approval of meat plants	FSS approved establishments
Manual of Official Controls	FSS approved establishments
Meat Hygiene Charging regime and guidance	FSS approved establishments

Export Health Certification Charging regime	Charging regime for certification hubs
Export Health Certification guidance	Guidance for certification hubs
Shellfish safety and sanitation	Shellfish monitoring
Local authority approvals	Local authority approvals
Enforcement Codes of Practice and letters for local authorities	Food and feed law
Find your local authority	Local authorities
Audit and monitoring	Audit and monitoring
Risk analysis	Risk Analysis
Food incidents	Food crime and incidents
Incident Management Framework	Incident management framework
Incidents guidance for businesses	Food incidents
Incidents report form	Food incident report form
How to report suspected food fraud	Reporting a food crime
Food safety and hygiene	Food safety
Food Hygiene Information Scheme	Food hygiene information scheme
EatSafe	EatSafe
Labelling and food information law	Labelling and composition standards
Foodborne illness	Foodborne illness
Contaminants	Contaminants
Food allergies	Food allergies

Nutrition and healthy eating	Healthy eating
Nutrition remit	Diet and nutrition remit
Eating healthily	Healthy eating
Science and evidence strategy	Scientists and researchers
Research programmes	Scientists and researchers
Food surveillance	Food surveillance system
Scientific committees	Scientific committees
How to apply for research contracts	Scientists and researchers
Published and ongoing research	Scientists and researchers
Official feed and food laboratories	Official feed and food laboratories

Class 3: How we take decisions and what we have decided

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
Board papers and minutes	Who we are
Consultations	Consultations

Class 4: What we spend and how we spend 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).

The information we publish under this class	How to access it
Annual report and accounts	How we work
Annual statement on expenditure on public relations, overseas travel, hospitality and entertainment, and external consultancy	How we work

Annual statement of payments made over £25,000	How we work
Annual statement of specifying the number of individuals (if any) who received remuneration of £150,000 or more in the service of Food Standards Scotland as a member of staff or member of the body	How we work
Electronic procurement card (EPC) transactions	How we work

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

Information about how we manage our human, physical and information resources.

The information we publish under this class	How to access it
Human resources	
Food Standards Scotland has a Shared Service Agreement with the Scottish Government for human resources systems.	
Job opportunities and our approach to recruitment	Vacancies
Physical resources	
We provide sustainability information along with our Annual Report and Accounts	How we work
Climate change report	Climate change duties report
Information resources	
Freedom of information	Freedom of information
Data protection – privacy statement	Privacy

Class 6: How we procure goods and services from external providers

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
Food Standards Scotland has a Shared Service Agreement with the Scottish Government for procurement. You can read about our approach to procurement on our website.	How we work
As our total regulated procurement spend per year falls below £5 million (ex VAT), we are not legally obliged to produce an annual procurement report in accordance with the Procurement Reform (Scotland) Act 2014. Procurement information, including a register of contracts awarded, can be found on the Public Contracts website.	Public Contracts Scotland

Class 7: How we are performing

Information about how we perform as an organisation and how well we deliver our functions and services.

The information we publish under this class	How to access it
Food Standards Scotland Strategy	Strategy
Food Standards Scotland Corporate Plan	Corporate Plan
Annual Report and Accounts	How we work
Mainstreaming Equality Report	Equality mainstreaming report
Audit Official Control Delivery	How we work
We will report regularly to our Board on our performance against our strategy and corporate plan.	Who we are

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.

The information we publish under this class	How to access it
Food Standards Scotland does not produce any information for sale on a commercial basis.	

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

The information we publish under this class	How to access it
Our Open Data Publication Plan is aligned to Scottish Government Digital Strategy with a vision of a Scotland which makes it public data open by default and freely available for others to reuse to deliver better public services. The plan outlines our strategy for the release of our official datasets to the public under Open Government 3.0 Licence	Open Data Portal Copyright and re-use statement