Scottish Charity Regulator (OSCR)

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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 Scottish Information Commissioner's **Model Publication Scheme**. You can view this scheme on our website at: https://www.oscr.org.uk/about-oscr/our-work-2/freedom-of-information/ or by contacting us - details at the end of this guide.

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, for example, we can 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 in this guide. 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 withhold the

information or provide a redacted (blacked out) version to you, but we will explain our reasoning for doing so.

Copyright and reuse

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: [OSCR | 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 access to the internet.

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:

- Black and white photocopying
    - Size of paper = A4

- o Pence per sheet of paper = 11p

- Colour photocopying
  - o Size of paper = A4
  - o Pence per sheet of paper = 33p

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. There will be no charge if you decide not to proceed with the request.

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

- Photocopying is charged at 11p per A4 sheet for black and white copying, 33p 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

FOISA.Officer@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 09:30 and 12:30 and 13:30 to 15:30, Monday to Thursday and 09:30 and 12:30 and 13:30 and 15:00 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 Us
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	How to access it
Scotland's Charity Regulator Overview of OSCR's role and structure	**OSCR | About OSCR** **https://www.oscr.org.uk/about-oscr/our-work-2/**
Corporate Reports Details our operating priorities, targets and outputs	**https://www.oscr.org.uk/about-oscr/our-work/corporate-reports/**
OSCR Management and operations	
OSCR Board Details of Board membership, Register of Interests Code of Conduct	**https://www.oscr.org.uk/about-oscr/oscr-management/oscr-board/**
Senior Management Team (SMT) Details of membership	**https://www.oscr.org.uk/about-oscr/oscr-management/senior-management-team/**

Organisational chart OSCR's staffing structure	**https://www.oscr.org.uk/about-oscr/who-we-are/our-people/**
Our contact details Details of how to contact us and our opening hours	**https://www.oscr.org.uk/contact-oscr/**
How you can complain about OSCR	**https://www.oscr.org.uk/contact-oscr/complain-about-oscr/**
Equalities strategy 2020-22	**https://www.oscr.org.uk/media/4185/equality-strategy-20-22-final-update-pdf.pdf**
Our work with others	
Memoranda of Understanding OSCR's formal agreements with other organisations	**https://www.oscr.org.uk/about-oscr/our-work-2/memoranda-of-understanding/**
Statement of Recommended Practice (SORP) committee Minutes of meetings	**https://www.oscr.org.uk/about-oscr/our-work-2/sorp-committee/**
Communications	
Press releases Recently published news items	**https://www.oscr.org.uk/news/**
OSCR Reporter eNewsletter Previous editions of our newsletter	**https://www.oscr.org.uk/about-oscr/oscr-management/newsletter/**
OSCR events Details of all our planned events	**https://www.oscr.org.uk/events/**
Publication scheme and guide to information	**https://www.oscr.org.uk/about-oscr/our-work-2/freedom-of-information/**
Website link form For those wishing to link to OSCR's website	**https://www.oscr.org.uk/contact-oscr/**

CLASS 2: How we deliver our functions and services
Class description:
Information about our work, our strategy and policies for delivering functions and services, and information for our service users.

The information we publish under this class	How to access it
The Scottish Charity Register OSCR is required to keep a public register of charities	**https://www.oscr.org.uk/about-charities/search-the-register/register-search/**
Publications and guidance	
Becoming a Charity in Scotland Useful advice about applying for charitable status	**https://www.oscr.org.uk/guidance-and-forms/becoming-a-charity-guidance/**
Meeting the Charity Test Guidance on the charity test and how we apply it	**https://www.oscr.org.uk/guidance-and-forms/becoming-a-charity-guidance/meeting-the-charity-test-guidance/**
Reviews of charitable status The work we undertake to review the Scottish Charity Register	**https://www.oscr.org.uk/about-oscr/reviews-of-charitable-status/**
Charity reorganisations Guidance for charity trustees and their advisers on reorganising a charity or restricted fund	**https://www.oscr.org.uk/guidance-and-forms/making-changes-to-a-charity-guidance/updated-charity-reorganisation-guidance/**
Public collection and Exempt Promoters	**https://www.oscr.org.uk/guidance-and-forms/fundraising-guidance-**

Guidance on public fundraising activities	**for-charity-trustees/public-collections-and-exempt-promoters/**
Applying for charitable status How to apply to OSCR for charitable status	**https://www.oscr.org.uk/becoming-a-charity/thinking-about-becoming-a-charity/step-5-how-to-apply/**
Scottish Charitable Incorporated Organisations (SCIOs) OSCR's guidance document about SCIOs for charities and their advisers	**https://www.oscr.org.uk/managing-a-charity/faqs/#what-is-a-scio-**
Guidance for Charities	
Good governance Advice for charity trustees on how to run their charities	**https://www.oscr.org.uk/managing-a-charity/trustee-duties/good-governance/**
Making changes to your charity Guidance and application forms for seeking OSCR's consent for changes to your charity	**https://www.oscr.org.uk/guidance-and-forms/making-changes-to-a-charity-guidance/**
References in documents guidance OSCR's guidance to the Charities References in Documents (Scotland) Regulations 2007	**https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/publicising-that-you-are-a-charity/**
Benevolent Fundraising Guidance OSCR's guidance on the Charities and Benevolent Fundraising (Scotland) Regulations 2009	**https://www.oscr.org.uk/guidance-and-forms/fundraising-guidance/fundraising-guidance-for-charity-trustees/**

Apparently inactive charities OSCR's policy on apparently inactive charities	**https://www.oscr.org.uk/managing-a-charity/annual-monitoring/#inactive-charities**
Cross-border charity regulation in Scotland Guidance for cross-border charities registered with both the Charity Commission for England and Wales and OSCR	**https://www.oscr.org.uk/guidance-and-forms/becoming-a-charity-guidance/cross-border-charity-regulation-in-scotland/**
Ukraine: Guidance from the Scottish Charity Regulator Guidance for charities to ensure safe methods of giving support to Ukraine.	**https://www.oscr.org.uk/guidance-and-forms/ukraine-guidance-from-the-scottish-charity-regulator/**
Annual Monitoring and Accounting guidance	
Monitoring Under Section 19 guidance Implications of being removed from the Register	**https://www.oscr.org.uk/guidance-and-forms/accounts-and-finance-guidance/monitoring-of-former-charities/**
Scottish Charity Accounts full guidance How to prepare charity accounts and make sure that they are properly scrutinised	**https://www.oscr.org.uk/managing-a-charity/charity-accounting/**
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	**https://www.oscr.org.uk/guidance-and-forms/accounts-and-finance-guidance/receipts-and-payments-accounts/**

Complaints about charities	
Inquiry and intervention policy How we deal with complaints about charities	**https://www.oscr.org.uk/about-charities/raise-a-concern/how-oscr-deals-with-concerns-and-inquiries/**
How to complain about a charity Information on how to complain about a charity	**https://www.oscr.org.uk/about-charities/raise-a-concern/**
Whistleblowing guidance Guidance on reporting matters of material significance to OSCR and the Charity Commission	**https://www.oscr.org.uk/about-charities/raise-a-concern/whistleblowing/**
Anti Fraud strategy How to reduce fraud risks in charities	**https://www.oscr.org.uk/guidance-and-forms/fraud-how-to-reduce-the-risks-in-your-charity/#developing-an-anti-fraud-strategy**

CLASS 3: How we make decisions and what is decided
Class description: Information about the decisions we take, how we make decisions and how we involve others

The information we publish	How to access it
OSCR Board meeting minutes Copies of abridged minutes	**https://www.oscr.org.uk/about-oscr/oscr-management/oscr-board/minutes-of-oscr-board-meetings/**
Consultations Details of our open and closed consultations and our responses to external consultations	**https://www.oscr.org.uk/about-oscr/our-work-2/consultations/**
Inquiry reports Current and past reports made under section 33 of the 2005 Act	**https://www.oscr.org.uk/about-charities/raise-a-concern/inquiry-reports/**
Complain about OSCR How we deal with customer complaints about our services	**https://www.oscr.org.uk/contact-oscr/complain-about-oscr/**

CLASS 4: our expenditure
Class description: Information about our strategy for, and management of, financial resources.

The information we publish under this class	How to access it
Funding OSCR is funded by the Scottish Administration with budgets and spending priorities published in the annual Budget Act (Scotland) and the Spending Review	**Monthly expenditure and Annual report and accounts** **https://www.oscr.org.uk/about-oscr/our-work/corporate-reports/** Our financial procedures and reporting are detailed in the Scottish Public Finance Manual: **http://www.scotland.gov.uk/Topics/Government/Finance/spfm/Intro** And the Financial Reporting Manual (FReM): **http://www.hm-treasury.gov.uk/frem_index.htm**
Pay and grading	
OSCR staff grades	**https://www.oscr.org.uk/about-oscr/oscr-management/oscr-organisational-chart/**

CLASS 5: How we manage our 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**
Records management policy	Please contact us at the address above.
Data Protection policy	**https://www.oscr.org.uk/privacy/**
Environmental, biodiversity and environmental annual reporting Our approach to protecting our environment	**https://www.oscr.org.uk/about-oscr/our-work-2/carbon-management-climate-change/**
Electronic copies of Scottish Charity Register Details the extent to which we make available electronic copies of the Scottish Charity Register	**https://www.oscr.org.uk/about-charities/search-the-register/charity-register-download/**

CLASS 6: How we procure goods and services from external providers
Class description: Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Procurement OSCR procures goods and services primarily from Scottish public sector collaborative contracts	When purchasing our goods and services we have adopted the policies and procedures published by the Scottish Government Procurement Directorate: https://www.gov.scot/policies/public-sector-procurement/
Procurement strategy How we intend to procure our goods and services	Contact us on the details above
Tendering opportunities our tender opportunities and outcomes	A list of OSCRs current and past tender opportunities is currently available from the Public Contracts Scotland 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 we are 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
Corporate reports Including: Annual Report and Accounts Annual Review Performance statistics	**https://www.oscr.org.uk/about-oscr/our-work/corporate-reports/**

CLASS 8: Our commercial publications

Class description:
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

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

Class 9: Our open data
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.

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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