

# **Guide to information available through the Scottish Agricultural Wages Board Publication Scheme**

## **Introduction**

This is the guide to information published by the Scottish Agricultural Wages Board (SAWB) which is required by the Freedom of Information (Scotland) Act 2002 to maintain a publication scheme. The SAWB is a non-departmental public body of the Scottish Government and we follow a number of Scottish Government policies in relation to freedom of information law.

The SAWB has adopted the Scottish Information Commissioner's [Model Publication Scheme](#) 2015

## **Availability and formats**

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 - see charges below).

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## **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 will remove or 'black out' the information before publication and explain why. To find out more about accessing

If you wish to complain about any information which has been withheld by the SAWB please write to the Deputy Director, Scottish Government, Agriculture and Rural Development, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

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## **Copyright**

Where the SAWB 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 SAWB does not hold the copyright in information we publish, we will make this clear.

## **Charges**

Information about the SAWB is available on the Scottish Government's website. There is no charge to users for information which can be downloaded from the Scottish Government's web site. For those without access to the web site a single printout as on the web site or, where available, a hard copy of the document can be requested from us. This will be provided free of charge. However, requests for multiple printouts of material on the web site or for multiple hard copies may attract a charge.

<http://www.gov.scot/Topics/Government/Finance/spfm/feescharges/feeschargesannex3>

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## **Contact us**

You can contact us for assistance with any aspect of this guide to information:

Scottish Agricultural Wages Board (SAWB)

D Spur, Saughton House

Broomhouse Drive

Edinburgh

EH11 3XD

Tel: 0300 244 9249

Fax: 0300 244 6777

Email: [sawb@scotland.gsi.gov.uk](mailto:sawb@scotland.gsi.gov.uk)

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme, you could also click on this link: ( [How to Access Information](#) )

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## **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.

The classes are:

- Class 1: About our authority
- Class 2: How we deliver our functions and services
- Class 3: How our authority takes decisions and what it has decided
- Class 4: What our authority spends and how it spends it
- Class 5: How our authority manages its human, physical and information resources
- Class 6: How our authority procures goods and services from external providers
- Class 7: How our authority is performing
- Class 8: Our commercial publications

<b>CLASS 1: ABOUT OUR AUTHORITY</b>
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<b>Class description:</b> Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations
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| <ul style="list-style-type: none"><li>• <a href="#">Scottish Agricultural Wages Board (SAWB)</a></li><li>• <a href="#">The Board</a></li><li>• <a href="#">The members</a></li></ul> |
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<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>
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<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.
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| <ul style="list-style-type: none"><li>• <a href="#">SAWB Code of Conduct</a></li><li>• <a href="#">SAWB Members Handbook</a></li><li>• <a href="#">SAWB Register of Interest</a></li></ul> |
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**CLASS 3: HOW OUR AUTHORITY 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 Agricultural Wages \(Scotland\) Order \(No. 63\)](#)

**CLASS 4: WHAT OUR AUTHORITY 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).

Unlike most NDPB's the Scottish Agricultural Wages Board has no staff, accommodation or budget of its own. Secretariat services are provided by Scottish Government staff and the board normally meets twice a year in Scottish Government premises.

**CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

**Class description:** Information about how we manage the human, physical and information resources of the authority

- ***SAWB follows the Scottish Government's policy for:-***
- ***<http://www.gov.scot/About/Information/FOI/guidetoinformation>***

**CLASS 6: HOW OUR AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

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

- SAWB follows the Scottish Government's [Public Sector Procurement in Scotland](#) process
- Scottish Government's [Publication Scheme](#)
- SAWB follows the Scottish Government's:- [Scottish Procurement contracts & strategy directory](#) process

**CLASS 7: HOW OUR AUTHORITY IS PERFORMING**

Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services

- [Scottish Agricultural Wages Board: Annual Report for 1 April 2007 - 31 March 2008 and 1 April 2008 - 31 March 2009](#)
- [Scottish Agricultural Wages Board: Annual Report for 9 October 2015 – 30 September 2015](#)

**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.

Not applicable