

**Scottish Tourist Board Limited
Tourist Board Training Limited
TourCo Limited
Etourism limited**

Hereinafter referred to as “The Companies” unless individually stated.

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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.

The above Companies [*all of which are wholly-owned subsidiaries of VisitScotland*] have adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. This scheme has the Commissioner’s approval until 31 May 2019.

The details of the Model Publication Scheme can be found on the Commissioner’s website at www.itspubliknowledge.info/PublicationSchemeGuidance or by contacting us via the visitscotland.org web-site : -

http://www.visitscotland.org/about_us/our_policies/freedom_of_information.aspx

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

The Companies have adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder.

Where the Companies do not hold the copyright in information we publish, we will make this clear in this guide.

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, for example, for access to registers, for which we charge **£1.00** per document.

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)
A1	N/A	N/A
A2	N/A	N/A
A3	5p	10p
A4	5p	10p
A5	5p	7p

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

We will recharge any postage costs 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.

How to contact us

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

The Company Secretary, c/o VISITSCOTLAND, Ocean Point One, 94 Ocean Drive, Edinburgh, EH6. 6JH. E-mail: les.dingley@visitscotland.com : Tel: 0131-472-2247

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 THE COMPANIES
Class description: Information about the Companies, 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 – For ALL the Companies
Name of Authority & Address : Scottish Tourist Board Limited Tourist Board Training Limited TourCo Limited Etourism Limited	Please write to THE COMPANY SECRETARY c/o VisitScotland, Ocean Point One, 94, Ocean Drive, Edinburgh EH6. 6JH
Head of the Companies	Malcolm Roughead OBE CEO – VisitScotland and Ken Neilson , Director of Corporate Services – VisitScotland.
Company Secretary	Leslie G Dingley FCA
Contact for FOI requests	Douglas Keith: Business Affairs Douglas.keith@visitscotland.com Tel: 0131-472-2053
Copies of Annual Returns	C/o Company Secretary at above address

Copies of Annual Accounts	C/o Company Secretary at above address
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CLASS 2: HOW THE COMPANIES DELIVER THEIR 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 Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than the following:	All information can be obtained from: The Company Secretary c/o VisitScotland, Ocean Point One, 94 Ocean Drive, Edinburgh. EH6. 6JH
Annual Accounts produced as at 31 March each year	As above
Statutory Annual Returns	As above
Minutes of Board Meetings held	As above
All other statutory company records held	As above

CLASS 3: HOW THE COMPANIES TAKE DECISIONS AND WHAT THEY HAVE 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
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within the Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2

CLASS 4: WHAT THE COMPANIES SPEND AND HOW THEY SPEND 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.

The information we publish under this class	How to access it
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within the Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2

CLASS 5: HOW THE COMPANIES MANAGES THEIR HUMAN, PHYSICAL AND INFORMATION RESOURCES
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources of the Companies.</p>

The information we publish under this class	How to access it
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within the Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2

CLASS 6: HOW THE COMPANIES PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS
<p>Class description:</p> <p>Information about how we procure goods and services, and our contracts with external providers</p>

The information we publish under this class	How to access it
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within the Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2

CLASS 7: HOW THE COMPANIES ARE PERFORMING
<p>Class description:</p> <p>Information about how each company performs as an organisation, and how well it delivers its functions and services</p>

The information we publish under this class	How to access it
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within the Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>Class description:</p> <p>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
The Companies are no longer active, and do not trade, and therefore, to all intents and purposes are considered to be DORMANT, and as a consequence there is no information to publish under this class other than that which is disclosed within Annual Accounts produced as at 31 March each year, together with Annual Board Meeting minutes.	As per Class 2