

# ILF Scotland Guide to Information

## **ILF SCOTLAND 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.

Independent Living Fund Scotland (ILF Scotland) has adopted the Model Publication Scheme 2019 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval.

You can see this scheme on our website at:

<https://ilf.scot/freedom-of-information/>

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) 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, and
- 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 or by email.

## **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**

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

## **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 shown in the table below:

### **Black and white photocopying**

Size of paper	Pence per sheet
A4	10p

### **Colour photocopying**

Size of paper	Pence per sheet
A4	10p

Information provided on CD-Rom will be charged at 50p 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.

### **Contact**

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

ILF Scotland  
Ground Floor  
Denholm House  
Almondvale Business Park  
Almondvale Way  
Livingston  
EH54 6GA  
E: [FOI@ILF.scot](mailto:FOI@ILF.scot)  
T: 0300 200 2022

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 ILF Scotland

Class description: Information about ILF 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
About ILF Scotland	<a href="https://ilf.scot/about-us/">https://ilf.scot/about-us/</a>
Contact details	<a href="https://ilf.scot/contact-us/">https://ilf.scot/contact-us/</a>
What we do	<a href="https://ilf.scot/about-us/how-we-work/">https://ilf.scot/about-us/how-we-work/</a>
Board of Directors	<a href="https://ilf.scot/staff-member/board-members/">https://ilf.scot/staff-member/board-members/</a>
Executive Team	<a href="https://ilf.scot/staff-member/executive-team/">https://ilf.scot/staff-member/executive-team/</a>

### Class 2: How ILF Scotland delivers 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
ILF Scotland policies	<a href="https://ilf.scot/2015-fund/ilf-policies/">https://ilf.scot/2015-fund/ilf-policies/</a>
Transition Fund policies	<a href="https://ilf.scot/transition-fund/transition-fund-policies/">https://ilf.scot/transition-fund/transition-fund-policies/</a>
Strategic Plan 2016 - 2020	<a href="https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Strategic-Plan-2016-2020.pdf">https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Strategic-Plan-2016-2020.pdf</a>
Corporate reports (these can all be found in the adjacent link)	<a href="https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/">https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/</a>

### Class 3: How ILF Scotland 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 information we publish under this class	How to access it
ILF Scotland Board Meeting Minutes (these are all available through the adjacent link)	<a href="https://ilf.scot/publications-and-documentation/hr-and-information-resources/">https://ilf.scot/publications-and-documentation/hr-and-information-resources/</a>
ILF Scotland policies	<a href="https://ilf.scot/2015-fund/ilf-policies/">https://ilf.scot/2015-fund/ilf-policies/</a>
Transition Fund policies	<a href="https://ilf.scot/transition-fund/transition-fund-policies/">https://ilf.scot/transition-fund/transition-fund-policies/</a>
Discretionary decisions, appeals and complaints procedure	<a href="https://ilf.scot/2015-fund/how-to-make-a-complaint/">https://ilf.scot/2015-fund/how-to-make-a-complaint/</a>
ILF Scotland Strategic Plan 2016 - 2020	<a href="https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Strategic-Plan-2016-2020.pdf">https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Strategic-Plan-2016-2020.pdf</a>
ILF Scotland Working Group Report on the Transition Fund	<a href="https://ilf.scot/wp-content/uploads/2017/08/Final-Report-and-Recommendations-ILFWG.pdf">https://ilf.scot/wp-content/uploads/2017/08/Final-Report-and-Recommendations-ILFWG.pdf</a>
ILF Scotland Stakeholder Engagement Events Transition Fund Report	<a href="https://ilf.scot/wp-content/uploads/2017/08/FINAL-Stakeholder-Engagement-Events-Feedback-Full-Report-">https://ilf.scot/wp-content/uploads/2017/08/FINAL-Stakeholder-Engagement-Events-Feedback-Full-Report-</a>

	<a href="#">August-2016.pdf</a>
Scotland and Northern Ireland Stakeholder Groups	<a href="https://ilf.scot/2015-fund/scotland-stakeholder-group/">https://ilf.scot/2015-fund/scotland-stakeholder-group/</a> <a href="https://ilf.scot/northern-ireland/northern-ireland-stakeholder-group/">https://ilf.scot/northern-ireland/northern-ireland-stakeholder-group/</a>

#### **Class 4: What ILF Scotland 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Reports and Accounts	<a href="https://ilf.scot/wp-content/uploads/2018/07/ILF-Scotland-Annual-Accounts-Report-2015-2016-v1-PDF.pdf">https://ilf.scot/wp-content/uploads/2018/07/ILF-Scotland-Annual-Accounts-Report-2015-2016-v1-PDF.pdf</a>  <a href="https://ilf.scot/wp-content/uploads/2017/08/ILF-Scotland-Corporate-Communications-Marketing-Publications-Annual-Review-15-16.pdf">https://ilf.scot/wp-content/uploads/2017/08/ILF-Scotland-Corporate-Communications-Marketing-Publications-Annual-Review-15-16.pdf</a>  <a href="https://ilf.scot/wp-content/uploads/2018/07/Annual-Report-and-Accounts-2016-17.pdf">https://ilf.scot/wp-content/uploads/2018/07/Annual-Report-and-Accounts-2016-17.pdf</a>  <a href="https://ilf.scot/wp-content/uploads/2019/01/Annual-Report-and-Accounts-2017-18-v1-AN-Edits.pdf">https://ilf.scot/wp-content/uploads/2019/01/Annual-Report-and-Accounts-2017-18-v1-AN-Edits.pdf</a>
Corporate reports <b>(these can all be found in the adjacent link)</b>	<a href="https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/">https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/</a>



**Class 5: How ILF Scotland manages its human, physical and information resources**

Class description: Information about how we manage the human, physical and information resources.

<b>The information we publish under this class</b>	<b>How to access it</b>
Terms of reference for the Board	<a href="https://ilf.scot/wp-content/uploads/2019/03/ILF-Scotland-Code-of-Conduct-for-Board-Members.pdf">https://ilf.scot/wp-content/uploads/2019/03/ILF-Scotland-Code-of-Conduct-for-Board-Members.pdf</a>
Terms of reference for the Board Committees	<a href="https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Terms-of-Reference-All-Committees.pdf">https://ilf.scot/wp-content/uploads/2019/04/ILF-Scotland-Terms-of-Reference-All-Committees.pdf</a>
Code of Conduct for Board Members	<a href="https://ilf.scot/wp-content/uploads/2019/03/ILF-Scotland-Code-of-Conduct-for-Board-Members.pdf">https://ilf.scot/wp-content/uploads/2019/03/ILF-Scotland-Code-of-Conduct-for-Board-Members.pdf</a>
Register of Declared Interests	<a href="https://ilf.scot/wp-content/uploads/2018/10/ILF-Scotland-Governance-REGISTER-OF-DECLARED-INTERESTS-2018.pdf">https://ilf.scot/wp-content/uploads/2018/10/ILF-Scotland-Governance-REGISTER-OF-DECLARED-INTERESTS-2018.pdf</a>
ILF Scotland Whistleblowing Policy	<a href="https://ilf.scot/wp-content/uploads/2018/09/ILF-Scotland-Whistleblowing-Policy.pdf">https://ilf.scot/wp-content/uploads/2018/09/ILF-Scotland-Whistleblowing-Policy.pdf</a>
Privacy Notice	<a href="https://ilf.scot/wp-content/uploads/2018/05/ILF_Scotland_Privacy_Notice.pdf">https://ilf.scot/wp-content/uploads/2018/05/ILF_Scotland_Privacy_Notice.pdf</a>
Freedom of Information Guidelines/ Policy	<a href="https://ilf.scot/freedom-of-information/">https://ilf.scot/freedom-of-information/</a>



**Class 6: How ILF Scotland procures 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 procedure	<a href="https://www.gov.scot/publications/scottish-public-finance-manual/procurement/procurement/">https://www.gov.scot/publications/scottish-public-finance-manual/procurement/procurement/</a>

**Class 7: How ILF Scotland is performing**

Information about how ILF Scotland performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Reports and Accounts	<p><a href="https://ilf.scot/wp-content/uploads/2018/07/ILF-Scotland-Annual-Accounts-Report-2015-2016-v1-PDF.pdf">https://ilf.scot/wp-content/uploads/2018/07/ILF-Scotland-Annual-Accounts-Report-2015-2016-v1-PDF.pdf</a></p> <p><a href="https://ilf.scot/wp-content/uploads/2017/08/ILF-Scotland-Corporate-Communications-Marketing-Publications-Annual-Review-15-16.pdf">https://ilf.scot/wp-content/uploads/2017/08/ILF-Scotland-Corporate-Communications-Marketing-Publications-Annual-Review-15-16.pdf</a></p> <p><a href="https://ilf.scot/wp-content/uploads/2018/07/Annual-">https://ilf.scot/wp-content/uploads/2018/07/Annual-</a></p>

<p>Corporate reports <b>(these can all be found in the adjacent link)</b></p>	<p><a href="#">Report-and-Accounts-2016-17.pdf</a></p> <p><a href="https://ilf.scot/wp-content/uploads/2019/01/Annual-Report-and-Accounts-2017-18-v1-AN-Edits.pdf">https://ilf.scot/wp-content/uploads/2019/01/Annual-Report-and-Accounts-2017-18-v1-AN-Edits.pdf</a></p> <p><a href="https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/">https://ilf.scot/publications-and-documentation/corporate-reports-and-plans/</a></p>
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## 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
ILF Scotland does not hold or publish anything under this class.	N/A

## Class 9: 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
Open Data Communications Plan	<a href="https://ilf.scot/wp-content/uploads/2019/04/Open-Data-Communications-Plan.pdf">https://ilf.scot/wp-content/uploads/2019/04/Open-Data-Communications-Plan.pdf</a>
Privacy Notice	<a href="https://ilf.scot/wp-content/uploads/2018/05/ILF_Scotland_Privacy_Notice.pdf">https://ilf.scot/wp-content/uploads/2018/05/ILF_Scotland_Privacy_Notice.pdf</a>