

## SCOTTISH ENTERPRISE GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

### Introduction

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.

Scottish Enterprise has adopted the [Model Publication Scheme 2021](#) produced by the Scottish Information Commissioner. You can see this scheme on our website at <https://www.scottish-enterprise.com/our-organisation/accessing-our-information/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
- 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 will remove or redact the information before publication and explain why.

## Copyright

Where Scottish Enterprise 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 Scottish Enterprise 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 side of paper is shown in the tables below:

### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	10p

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	30p

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.

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We do not pass on any other costs to you in relation to our published information.

## **Contact Us**

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

Corporate Affairs and Marketing  
Scottish Enterprise  
Atrium Court,  
50 Waterloo Street,  
Glasgow,  
G2 6HQ

Email: [FOI@scotent.co.uk](mailto:FOI@scotent.co.uk)

Tel: 0300 013 3385

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 THE AUTHORITY

### Class description:

Information about the authority, 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
<b>Our Enabling Legislation</b>	
The Enterprise and New Towns (Scotland) Act 1990, which created SE	<a href="http://www.legislation.gov.uk/ukpga/1990/35/contents">http://www.legislation.gov.uk/ukpga/1990/35/contents</a>
<b>About SE</b>	<a href="https://www.scottish-enterprise.com/our-organisation/what-we-do">https://www.scottish-enterprise.com/our-organisation/what-we-do</a>
SE Leadership	<a href="https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-leadership-team">https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-leadership-team</a>
Board Members and Registers of Interests	<a href="https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-board-members">https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-board-members</a>
<b>Policies and Procedures</b>	
Our Customer Charter and Complaints procedure	<a href="https://www.scottish-enterprise.com/our-organisation/requests-and-feedback">https://www.scottish-enterprise.com/our-organisation/requests-and-feedback</a>
Freedom of Information (FOI) and FOI requests	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/freedom-of-information">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/freedom-of-information</a>
Contact Us	<a href="https://www.scottish-enterprise.com/contact-us">https://www.scottish-enterprise.com/contact-us</a>
<b>External Relations/Working with others</b>	
Our partners – who we work with and what we do	<a href="https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/who-we-work-with">https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/who-we-work-with</a>
Our Customer Panel – what this is and how to join	<a href="https://www.scottish-enterprise.com/our-organisation/requests-and-feedback">https://www.scottish-enterprise.com/our-organisation/requests-and-feedback</a>
<b>Media</b>	
News and Media Centre	<a href="https://www.scottish-enterprise-mediacentre.com/">https://www.scottish-enterprise-mediacentre.com/</a>
SDI – News and Features	<a href="https://www.sdi.co.uk/news-and-success-stories/news-stories">https://www.sdi.co.uk/news-and-success-stories/news-stories</a>

## 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
<b>How we work</b>	
Vision, Purpose, Strategy, Business Plan	<a href="https://www.scottish-enterprise.com/our-organisation/our-strategic-priorities">https://www.scottish-enterprise.com/our-organisation/our-strategic-priorities</a>
<b>What we do</b>	<a href="https://www.scottish-enterprise.com/our-organisation/what-we-do">https://www.scottish-enterprise.com/our-organisation/what-we-do</a>
Support to Businesses.	<a href="https://www.scottish-enterprise.com/how-we-can-help">https://www.scottish-enterprise.com/how-we-can-help</a>
Attract Investment	<a href="https://www.scottish-enterprise.com/how-we-can-help/funding-and-grants/accessing-business-finance-and-attracting-investment">https://www.scottish-enterprise.com/how-we-can-help/funding-and-grants/accessing-business-finance-and-attracting-investment</a>
Develop your Team	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people">https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people</a>
Do Business Outside Scotland	<a href="https://www.scottish-enterprise.com/how-we-can-help/exports-and-international-markets">https://www.scottish-enterprise.com/how-we-can-help/exports-and-international-markets</a>
Improve Productivity and Skills	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/people-and-the-workplace">https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/people-and-the-workplace</a>
Develop products and services	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people">https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people</a>
Innovation Support	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/innovation-support">https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/innovation-support</a>
Scottish Manufacturing Advisory Service	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/support-for-manufacturers">https://www.scottish-enterprise.com/how-we-can-help/business-processes-and-people/support-for-manufacturers</a>
Co-operative Business Support	<a href="https://www.scottish-enterprise.com/how-we-can-help/business-strategy/business-models/co-operative-business-support">https://www.scottish-enterprise.com/how-we-can-help/business-strategy/business-models/co-operative-business-support</a>
SDI - Scotland's inward trade and investment agency. Helping businesses around the world discover what Scotland can do for them. For businesses looking to invest in, relocate to or trade with Scotland.	<a href="https://www.sdi.co.uk/">https://www.sdi.co.uk/</a>
SDI - Information about doing business in Scotland. Subjects include setting up a business, locations, recruitment, exporting and more.	<a href="https://www.sdi.co.uk/invest">https://www.sdi.co.uk/invest</a>
SDI – Information about investing in Scotland. Subjects covered include	<a href="https://www.sdi.co.uk/invest/set-up-in-scotland">https://www.sdi.co.uk/invest/set-up-in-scotland</a>

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the Scottish economy, infrastructure, people and education.	
SDI – Information about the key sector opportunities in Scotland.	<a href="https://www.sdi.co.uk/invest/industries">https://www.sdi.co.uk/invest/industries</a>
<b>Resources</b>	
Economic Reports, Facts and Statistics	<a href="https://www.scottish-enterprise.com/insights-and-events/research-evaluation-and-insight">https://www.scottish-enterprise.com/insights-and-events/research-evaluation-and-insight</a>
Business Guides	<a href="https://www.scottish-enterprise.com/insights-and-events">https://www.scottish-enterprise.com/insights-and-events</a>
Events and Webinars	<a href="https://www.scottish-enterprise.com/insights-and-events/events-and-webinars">https://www.scottish-enterprise.com/insights-and-events/events-and-webinars</a>

### CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE 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
SE Board Minutes	<a href="https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-board-members">https://www.scottish-enterprise.com/our-organisation/board-leadership-team-and-partners/our-board-members</a>
<b>Reports and Research</b>	
Publicly accessible collection of evaluation and research reports commissioned by Scottish Enterprise. The reports cover all aspects of Scottish Enterprise's activities and are available to download for free.	<a href="https://www.scottish-enterprise.com/insights-and-events/research-evaluation-and-insight">https://www.scottish-enterprise.com/insights-and-events/research-evaluation-and-insight</a>
Customer research / intelligence reports – SE gathers and share customer insight to help us deliver effectively to customers	Available on request

### CLASS 4: WHAT WE SPEND AND HOW WE 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
Annual Report and Accounts	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts</a>
Business Plan	<a href="https://www.scottish-enterprise.com/our-organisation/our-strategic-priorities">https://www.scottish-enterprise.com/our-organisation/our-strategic-priorities</a>
Grants and investment information	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information">https://www.scottish-enterprise.com/our-organisation/accessing-our-information</a>

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Disclosures under Public Services Reforms (Scotland) Act 2010 relating to certain types of expenditure and payments over £25,000	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts</a>
Senior Staff Salaries	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts</a>

## CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

### Class description:

Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it
<b>Human Resources</b>	
Work for Us – Job opportunities	<a href="https://www.scottish-enterprise.com/our-organisation/work-with-us">https://www.scottish-enterprise.com/our-organisation/work-with-us</a>
Application process	<a href="https://www.scottish-enterprise.com/our-organisation/work-with-us/application-guidelines">https://www.scottish-enterprise.com/our-organisation/work-with-us/application-guidelines</a>
Rewards and benefits	<a href="https://www.scottish-enterprise.com/our-organisation/work-with-us/rewards-and-benefits">https://www.scottish-enterprise.com/our-organisation/work-with-us/rewards-and-benefits</a>
Equal Opportunities	<a href="https://www.scottish-enterprise.com/our-organisation/work-with-us/our-culture-and-values">https://www.scottish-enterprise.com/our-organisation/work-with-us/our-culture-and-values</a>
SE Equal Pay Policy	Available on request
Health and Safety Policy	<a href="https://www.scottish-enterprise.com/media/114addab/scottish-enterprise-health-and-safety-policy-2025.pdf">https://www.scottish-enterprise.com/media/114addab/scottish-enterprise-health-and-safety-policy-2025.pdf</a>
<b>Information Resources</b>	
How we use your data – SE privacy notice	<a href="https://www.scottish-enterprise.com/help/privacy-notice">https://www.scottish-enterprise.com/help/privacy-notice</a>
Records Management Policy	Available on request
Records Retention Policy	Available on request
Freedom of Information and our publication scheme	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/freedom-of-information">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/freedom-of-information</a>

## CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

### Class description:

Information about how we procure works, goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Procurement Strategy, Policies, Procedures and Reports	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers</a>
Procurement Contract Terms and Conditions	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers</a>
Procurement Strategy	<a href="https://www.scottish-enterprise.com/media/2yghvjbx/2023-2028-procurement-strategy.pdf">https://www.scottish-enterprise.com/media/2yghvjbx/2023-2028-procurement-strategy.pdf</a>
Framework Agreements Terms and Conditions	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/information-for-suppliers</a>
Procurement - majority of tenders over £50k and details of all contract awards for contracts advertised	<a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>

## CLASS 7: HOW WE ARE PERFORMING

### Class description:

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
Annual Reports and Accounts	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/spending-and-accounts</a>
Case Studies	<a href="https://www.scottish-enterprise.com/insights-and-events/insights">https://www.scottish-enterprise.com/insights-and-events/insights</a>
Equality and Diversity	<a href="https://www.scottish-enterprise.com/our-organisation/accessing-our-information/policies-and-information">https://www.scottish-enterprise.com/our-organisation/accessing-our-information/policies-and-information</a>

## 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
SE 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
SE does not hold or publish information under this class.	