

EDI MARKET STREET LIMITED
GUIDE TO INFORMATION AVAILABLE THROUGH
THE MODEL PUBLICATION SCHEME 2016

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.

EDI Market Street Limited has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

Option 1

You can see this scheme on our website at <http://www.edigroup.co.uk> or by contacting us at the address below.

Option 2

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance 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 may remove or redact the information before publication but we will explain why.

Copyright

Where EDI Market Street Limited 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 EDI Market Street Limited 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 except where there is a statutory fee, for example, for access to registers.

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	125	500
A2	85	340
A3	0.5	6.5
A4	0.5	6.5
A5	N/A	N/A

Information provided on CD-Rom will be charged at £0.40 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 us

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

3 Cockburn Street, Edinburgh EH1 1QB

info@edigroup.co.uk

0131 220 4424

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 EDI MARKET STREET LIMITED
Class description: Information about The EDI Group Ltd, 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
Information on EDI Market Street Limited including contact details, management and governance arrangements, including details of Board members	http://www.edigroup.co.uk/
Scottish Information Commissioner's Model Publication Scheme 2016	http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/GuidesToInformation.aspx
Corporate policies (health & safety, equality, etc)	Contact Counsel, Legal & Business Affairs at The EDI Group

CLASS 2: HOW EDI MARKET STREET LTD 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
Information on EDI Market Street Limited current projects	http://www.edigroup.co.uk/projects

CLASS 3: HOW EDI MARKET STREET LIMITED 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
Board Papers and minutes	Contact Counsel, Legal & Business Affairs at The EDI Group, 3 Cockburn Street, Edinburgh EH1 1QB

CLASS 4: WHAT EDI MARKET STREET LIMITED 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).

The information we publish under this class	How to access it
Audited Annual Accounts	http://www.edigroup.co.uk/information
Expenses policy and procedures	Contact Counsel, Legal & Business Affairs at The EDI Group Contact Counsel, Legal & Business Affairs at The EDI Group, 3 Cockburn Street, Edinburgh EH1 1QB

CLASS 5: HOW EDI MARKET STREET LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources.

The information we publish under this class	How to access it
Staffing Structure	http://www.edigroup.co.uk/about
Human resources policies	Contact Counsel, Legal & Business Affairs at The EDI Group
Description of land and property holdings	Contact Counsel, Legal & Business Affairs at The EDI Group

CLASS 6: HOW EDI MARKET STREET LTD 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 policies and procedures	http://www.edigroup.co.uk/information
Invitations to tender	Contact Counsel, Legal & Business Affairs at The EDI Group, 3 Cockburn Street, Edinburgh EH1 1QB
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	Contact Counsel, Legal & Business Affairs at The EDI Group, 3 Cockburn Street, Edinburgh EH1 1QB

CLASS 7: HOW EDI MARKET STREET LTD IS PERFORMING
<p>Class description:</p> <p>Information about how EDI Market Street Ltd 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
No information held under this class.	N/A

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
No information held under this class.	