

The Freedom of Information (Scotland) Act 2002 ('the Act') requires Scottish public bodies to produce and maintain a publication scheme. Public bodies 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 National Investment Bank PLC (the 'Bank') has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has been exhibited to the Commissioner's Office.

You can see this scheme online at www.thebank.scot or by contacting us at the address below:

Email: bankinformation@thebank.scot

Or by post at:

Freedom of Information Officer
Governance Team
Scottish National Investment Bank plc
Waverley Gate
2-4 Waterloo Place
Edinburgh
EH1 3EG

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied;
- explain how to 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 or commercial information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where the Bank 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 Bank 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 tables below:

| Black and white printing / photocopying | |
|---|---------------------------------|
| Size of paper | Pence <i>per</i> sheet of paper |
| A3 | 10 pence (if over 50 pages) |
| A4 | 10 pence (if over 50 pages) |

| Colour printing / photocopying | |
|--------------------------------|---------------------------------|
| Size of paper | Pence <i>per</i> sheet of paper |
| A3 | 10 pence (if over 50 pages) |
| A4 | 10 pence (if over 50 pages) |

Information provided on CD-Rom will be charged at the rate notified to you in advance, *per* computer CD-Rom.

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.

Please note that 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:
 Freedom of Information Officer, Governance Department, Scottish National Investment Bank PLC,
 Waverley Gate, 2-4 Waterloo Place, Edinburgh EH1 3EG

bankinformation@thebank.scot

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 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 BANK

Class description:

Information about the Bank: who we are, where to find us, how to contact us, how we are managed and our external relations.

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|--|--|
| Names, address and contact details for headquarters and principal offices of the body | Scottish National Investment Bank PLC Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG www.thebank.scot |
| Organisational structure, roles and responsibilities of senior officers | Can be found at www.thebank.scot |
| Business opening hours | Normal corporate office hours are Monday to Friday 9.00 am to 5.00 pm (subject to compliance with current Covid-19 government guidance) |
| Contact details for complaints | Governance Team Scottish National Investment Bank PLC Waverley Gate 2-4 Waterloo Place Edinburgh EH1 3EG Email: legalsupport@thebank.scot |
| Publication scheme and Guide to Information Charging schedule for published information | www.thebank.scot Shown in Guide to Information |

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|---|---|
| Charging schedule for environmental information under the Environmental Information (Scotland) Regulations 2004 | Shown in Guide to Information |
| Constitution | |
| Governance framework of the Bank | Scottish National Investment Bank Act 2020: www.legislation.gov.uk/asp/2020/3/enacted Scottish National Investment Bank plc Articles of Association: www.thebank.scot Annual Reports and Accounts will be published once available |
| The Board of the Bank | www.thebank.scot |
| Board appointments | www.thebank.scot |
| The Bank's Management Team | www.thebank.scot |
| The Bank's Governance Structure | www.thebank.scot |
| The Bank's Code of Conduct Policy | To be published once available |
| Board Members' Register of Interests | To be published once available |
| Corporate Planning | |
| The Bank's Missions | www.thebank.scot www.legislation.gov.uk/asp/2020/3/enacted |
| The Bank's Business Plan | A summary to be published once available |
| External Relations | |
| Shareholder Relationship Framework Financial Memorandum <i>Documents between the Bank and the Scottish Government</i> | www.thebank.scot |
| Accountability relationships, including reports to regulators | Annual Reports and Accounts will be published once available |

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategies and policies for delivering our functions and services and information for our service users.

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|---|--|
| The Bank's Missions | www.thebank.scot www.legislation.gov.uk/asp/2020/3/enacted |

| | |
|--------------------------------------|--|
| The Bank's Business Plan | A summary to be published once available |
| The Bank's Investment Strategy | A summary to be published once available |
| The Bank's Risk Management Framework | A summary to be published once available |

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|---|--|
| The Board of the Bank | www.thebank.scot |
| The Bank's Management Team | www.thebank.scot |
| The Bank's Governance Structure | www.thebank.scot |
| The Bank's Risk Management Framework | A summary to be published once available |

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

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|---|---|
| Financial Memorandum between the Bank and the Scottish Government | www.thebank.scot |
| The Bank's approach to procurement | To be published once available |
| The Bank's budget | Information provided to the Scottish Parliament: Deputy First Minister and Cabinet Secretary for Infrastructure, Investment and Cities dot (parliament.scot) Further details to be published once available |
| Executive remuneration information | To be published once available |

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

Class description:

Information about how we manage our human, physical and information resources.

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|---|--|
| The Bank's Governance Structure | www.thebank.scot |
| Ethics and Behaviours summary | To be published once available |

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|--------------------------|--------------------------------|
| Code of Conduct Policy | To be published once available |
| Gender Equality Strategy | To be published once available |

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

Class description:

Information about how we procure good and services, and our contracts with external providers.

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|--|--|
| The Bank's Governance Structure | www.thebank.scot |
| The Bank's Conflicts of Interest Policy | To be published once available |
| The Bank's approach to procurement | To be published once available |

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.

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|--|--|
| The Bank's Governance Structure | www.thebank.scot |
| Annual Reports and Accounts | To be published once available |
| The Bank's Balanced Scorecard (incorporating reporting on the economic impact, social impact, environmental impact and other impact – financial and non-financial) of the performance of its investments | To be published once available |

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

| <i>The information we publish under this class</i> | <i>How to access it</i> |
|--|-------------------------|
| No information held under this class | |