

# Guide to information

**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

SEPA has adopted the Model Publication Scheme produced by the Scottish Information Commissioner.

You can see this scheme on the [Scottish Information Commissioner's website](#) or by contacting us at the [address below](#).

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

## 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.

- Class 1: About SEPA
- Class 2: How SEPA delivers its functions and services
- Class 3: How SEPA takes decisions and what it has been decided
- Class 4: What SEPA spends and how it spends it
- Class 5: How SEPA manages its human, physical and information resources
- Class 6: How SEPA procures goods and services from external providers
- Class 7: How SEPA is performing
- Class 8: Our commercial publications

Where information has been updated or superseded, only the current version will be available.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.

## 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.

We can, for example, 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 previously mentioned.

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 SEPA 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
- the source of the material is identified

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

Please also further refer to SEPA's [Terms and Conditions of Use of Data](#).

## 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 – for example, for 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:

### **Photocopying**

Size of paper	Pence per sheet of paper
A3	10p
A4	5p

Postage costs may be recharged 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/data (see Class 8). These items are generally offered for sale under licence.

Please note that separate charges apply for unpublished information, which can be obtained via submitting a request. Further information can be found [here](#).

## **Contact us**

You can [contact us](#) for assistance with any aspect of this publication scheme, including by writing to us:

Access to Information Team

Strathallan House

Castle Business Park

Stirling

FK9 4TZ



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.

## Class 1: About SEPA

Here you will find information about SEPA, 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		
Information published	Description	How to access it
<b>General information about SEPA</b>		
Authority name, address and contact details for headquarters and principal offices.	Addresses and location maps for all SEPA offices are listed. We also provide downloadable Satellite Navigation files for SEPA offices.	Website: <ul style="list-style-type: none"> <li><a href="#">About us</a></li> <li><a href="#">Satellite navigation</a></li> </ul>
Business opening hours.	Our normal office hours are Mon-Fri 9am-5pm.	Website: <ul style="list-style-type: none"> <li><a href="#">Contacting SEPA</a></li> </ul>
Contact details for customer care and complaints functions.	SEPA Service Charter and information on how to access the SEPA Customer Service Complaints process	Website: <ul style="list-style-type: none"> <li><a href="#">Service charter</a></li> <li><a href="#">Customer service complaints</a></li> </ul>
Publication scheme and guide to information. Charging schedule for published information.		Website: <ul style="list-style-type: none"> <li><a href="#">Publication scheme</a></li> <li><a href="#">Charging policy</a></li> </ul>
Contact details and advice about how to request information from the authority.	SEPA can be contacted by phone, email, post or by visiting one of our offices.	Website: <ul style="list-style-type: none"> <li><a href="#">How to access information</a></li> </ul>

### The information we publish under this class

<p>Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 (if the authority charges for environmental information).</p>	<p>SEPA deals with most formal information requests under the EIRs, as the majority of the information we hold is environmental.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Charging policy</a></li> </ul>
<p><b>Constitution</b></p>		
<p>Legal framework for the authority, including constitution, articles of association or charter.</p>	<p>Schedule 6 of the Environment Act 1995 established SEPA as a non-departmental public body (NDPB ) accountable to Scottish Ministers.</p>	<p>External website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Environment Act 1995: Schedule 6</a></li> </ul>
	<p>The broad framework within which SEPA operates is set out in the framework document which was published by the Scottish Government in December 2014.</p>	<ul style="list-style-type: none"> <li>• <a href="#">SEPA framework document</a>  (119kb)</li> </ul>
	<p>The framework of controls on financial, staffing and related matters for SEPA is set out in the framework document published by the Scottish Government in 2014.</p>	<ul style="list-style-type: none"> <li>• <a href="#">SEPA framework document</a>  (119kb)</li> </ul>
<p><b>How the authority is run</b></p>		
<p>Description of governance structure, Board, committees and other decision making structures.</p>	<p>Information on SEPA Agency Board and Audit Committees and Agency Management Team</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Board</a></li> <li>• <a href="#">Audit Committee</a></li> <li>• <a href="#">Management Team</a></li> </ul>
<p>Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers.</p>	<p>Biographies of Board Members and SEPA Directors are provided as part of information on the SEPA Board and Management Team</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Board members</a></li> <li>• <a href="#">Management Team</a></li> </ul>
<p>Governance policies, including standing orders, code of conduct and register of interests.</p>	<p>The Agency Board Standing Orders and Code of Conduct for Board Members are published on the SEPA website. The Declaration of Interests for each Board Member can be found at the end of their</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Board</a></li> <li>• <a href="#">Board agendas</a></li> </ul>

### The information we publish under this class

	biographical entry	<a href="#">&amp; papers</a> <ul style="list-style-type: none"> <li>• <a href="#">Board members</a></li> </ul>
<b>Corporate planning</b>		
Mission statement.		•
Corporate plan.	SEPA has published annual Corporate Plans since 1998	Website: <ul style="list-style-type: none"> <li>• <a href="#">Corporate plan</a></li> </ul>
Annual operating plan.	Annual Operating Plans have been published for the financial years 2009/10 onwards	Website: <ul style="list-style-type: none"> <li>• <a href="#">Annual operating plans</a></li> </ul>
Corporate strategies e.g., for economic development, etc.	<ul style="list-style-type: none"> <li>• Corporate Strategy</li> <li>• Estates Strategy</li> <li>• IS Strategy</li> <li>• Research Strategy</li> <li>• Risk Management Strategy</li> </ul>	Website: <ul style="list-style-type: none"> <li>• <a href="#">Strategy reports</a></li> </ul>
Corporate policies, e.g., health and safety, equality, sustainability.	<ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Complaints Policy</li> <li>• Data Protection Policy</li> <li>• Internal Environmental Policy</li> <li>• Management of Health &amp; Safety Policy</li> <li>• Occupational Health, Safety and Welfare</li> <li>• Policy and Action Plan on Human Health</li> <li>• Policy Statement on Enforcement</li> <li>• Quality Policy</li> <li>• Unacceptable Actions Policy</li> <li>• Equalities</li> </ul>	Website: <a href="#">Contact the Access to Information team direct</a>  <a href="#">Equality mainstreaming reports</a>
Strategic planning processes.	SEPA's Corporate Planning Framework is documented in the Business Process BP-06	Copies available on request Contact the Access to Information team direct
<b>External relations</b>		

The information we publish under this class		
Accountability relationships, including reports to regulators.	SEPA's Chairman is personally responsible to Scottish Ministers. Further details accountability and reporting relationships are laid out in the SEPA framework document.	<ul style="list-style-type: none"> <li><a href="#">SEPA framework document</a>  (119kb)</li> </ul>
Internal and external audit arrangements.	Audits are carried out to assess the level of compliance of SEPA systems to statutory business requirements, to external standards and to our internal processes and work procedures. These are carried out using a combination of internal and external audits	Contact the Access to Information team direct
Subsidiary companies (wholly and part owned) and other significant financial interests.	No information held	No information held
Strategic agreements with other bodies.	SEPA works closely in conjunction with some external organisations when carrying out its duties. Therefore, SEPA has entered into several Memoranda of Understanding with such organisations, where roles and responsibilities require clarification in specific areas of co-operation	Website: <ul style="list-style-type: none"> <li><a href="#">Memoranda of Understanding</a></li> </ul>

## Class 2: Service delivery

Here you will find 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		
Information published	Description	How to access it
<b>Functions</b>		
Description of functions, including statutory basis for them, where applicable.	SEPA protects and improves the environment in a number of ways. This includes helping customers to understand and comply with environmental regulations and to realise the many economic benefits of good environmental practice. This approach benefits the environment and the economy, and means we can focus our resources (including our enforcement powers) on tackling the greatest environmental threats. We also provide expert advice on the Scottish environment and deliver a wide range of information, guidance and public information services. We also provide a list of What We Don't Do	Website: <ul style="list-style-type: none"> <li><a href="#">About us</a></li> <li><a href="#">Who does what</a></li> <li><a href="#">What we don't do</a></li> </ul>
Strategies, policies and internal staff		Website:

### The information we publish under this class

<p>procedures for performing statutory functions.</p>		<ul style="list-style-type: none"> <li>• <a href="#">Water regulation guidance</a></li> <li>• <a href="#">PPC guidance</a></li> <li>• <a href="#">Waste regulation</a></li> <li>• <a href="#">Radioactive substances</a></li> <li>• <a href="#">Land Regulation</a></li> <li>• <a href="#">Air Regulation</a></li> <li>• <a href="#">Climate change</a></li> </ul>
<p>How to apply for a licence, warrant, grant, etc. where it is a function of SEPA to approve.</p>	<p>Details of how to apply for licences issued by SEPA and electronic copies of application forms can be located at the following website links.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Applying for a licence</a></li> <li>• <a href="#">Application forms</a></li> </ul>
<p>How to report a concern to SEPA.</p>	<p>SEPA can be contacted by telephone, email or in person at SEPA offices.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Dealing with us</a></li> <li>• <a href="#">Contacting SEPA</a></li> <li>• <a href="#">Service Charter</a></li> </ul>
<p>Reports of SEPA's exercise of its statutory functions.</p>	<p>Contained in SEPA's Annual Report and reports made to the Agency Board.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Annual reports</a></li> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>
<p>Statutory registers (NB not if inspection-only).</p>	<p>Registry staff assist in ensuring that all aspects of application processing, issuing of statutory notices and the maintenance and provision of SEPA's public registers are carried out in accordance with legislative and procedural requirements. Specific Registry Duties include:</p> <p>To be responsible for the processing of all applications for environmental licences and the issuing of statutory notices</p> <p>To maintain SEPA's public registers and facilitate access to them in accordance with statutory requirements</p> <p>SEPA maintains statutory registers for the following legislative regimes: Register of Waste Carriers on website</p> <p>Others can be accessed at Public Registries</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">WEEE public register</a></li> <li>• <a href="#">Waste carriers and brokers - Who is registered?</a></li> </ul>
<p>Fees and charges for performance of SEPA's function e.g.,</p>	<p>The majority of SEPA's charging schemes are made under powers given in the Environment Act 1995 to charge for environmental licences, and to recover the costs of carrying</p>	<p>Website:</p>



### The information we publish under this class

<p>fee for making a planning application, etc.</p>	<p>out SEPA functions. In addition, powers to charge are contained within the relevant regulations, eg the Control of Major Accident Hazards (COMAH). The legal schemes provide details of the structure of the scheme and prices at the date the scheme came into force. Copies of the current and past schemes are available.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Charging schemes</a></li> </ul>
<p><b>Services</b></p>		
<p>List of services, including statutory basis for them, where applicable.</p>	<ul style="list-style-type: none"> <li>• Flood Forecasting Service</li> <li>• Flood Map</li> <li>• Floodline Direct Warning Service</li> <li>• Online invoice payments</li> <li>• Pollution Hotline</li> <li>• Press Releases</li> <li>• Scottish Environmental and Rural Services (SEARS)</li> <li>• Air Hazard Emergency Response Service (AHERS)</li> </ul>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Scottish Flood Forecasting Service</a></li> <li>• <a href="#">Flood map</a></li> <li>• <a href="#">Floodline Direct Warning Service</a></li> <li>• <a href="#">Online payments</a></li> <li>• <a href="#">Contacting SEPA (Pollution Hotline)</a></li> <li>• <a href="#">News</a></li> <li>• <a href="#">Scottish Environmental and Rural Services (SEARS)</a></li> <li>• <a href="#">AHERS</a></li> </ul>
<p>Service policies and internal staff procedures, including allocation, quality and standards.</p>	<p>SEPA's aim is to provide an efficient and integrated environment protection system for Scotland, which will both improve the environment and contribute to Scottish Ministers' goal of sustainable development. To support this SEPA aspires to principles of several of the ISO standards. We are externally audited against them every year by external auditors from LRQA or UKAS.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• SEPA – ISO Standards <a href="#">Contact the Access to Information team direct</a></li> </ul>
<p>Service schedules and delivery plans.</p>		
<p>Information for service users, including how to access the services</p>	<ul style="list-style-type: none"> <li>• Flood Forecasting Service</li> <li>• Flood Map</li> <li>• Floodline Direct Warning Service</li> <li>• Online invoice payments</li> <li>• Pollution Hotline</li> <li>• Press Releases</li> <li>• Scottish Environmental and Rural Services (SEARS)</li> </ul>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Scottish Flood Forecasting Service</a></li> <li>• <a href="#">Flood map</a></li> <li>• <a href="#">Floodline Direct Warning</a></li> </ul>

The information we publish under this class		
	<ul style="list-style-type: none"> <li>•</li> <li>• Air Hazard Emergency Response Service (AHERS)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Service Online payments</a></li> <li>• <a href="#">Contacting SEPA (Pollution Hotline)</a></li> <li>• <a href="#">News</a></li> <li>• <a href="#">Scottish Environmental and Rural Services (SEARS)</a></li> <li>• <a href="#">AHERS</a></li> </ul>
Service fees and charges, including bursaries.	N/A	

## Class 3: How we take decisions

Here you will find Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class		
Information published	Description	How to access it
<b>Decision making</b>		
Decisions taken by SEPA: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.	<p>Legally, the Agency Board constitutes SEPA. The members of the Board are appointed by the Scottish Ministers and, as well as appointing the Chairman of SEPA, the Scottish Ministers appoint a member as Deputy Chairman. The Chairman is personally responsible to Scottish Ministers. The Board has responsibility for ensuring that SEPA fulfils the aims and objectives set by the Scottish Ministers and membership of the Board includes a Chief Executive to whom is delegated the day-to-day management of SEPA. SEPA's Agency Board meets six times per year. Meeting agendas and papers are uploaded to the SEPA website on the day of meetings. Minutes of meetings are uploaded once they have been approved.</p> <p>Please note that items of business dealt with at Board</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Board – Agendas and papers</a></li> </ul>

The information we publish under this class		
	<p>Strategy meetings are on occasion confidential and therefore members of the public cannot attend these meetings. Requests for copies of reports considered at the Board Strategy meetings will be dealt with in full accordance with the Environmental Information (Scotland) Regulations 2004 and the Freedom on Information (Scotland) 2002, and taking into consideration issues of confidentiality, copyright and data protection.</p>	
<p>Public consultation and engagement strategies.</p>	<p>SEPA consults with external stakeholders on proposed policies, strategies, charging schemes and applications. Consultations are available via the SEPA website, in addition to the required advertisement or publication under specific statutory requirements. SEPA also responds to consultations from external bodies. The responses are also available on the website.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Consultations</a></li> <li>• <a href="#">Public Participation Directive (PPD) consultations</a></li> </ul>
<p>Reports of regulatory inspections, audits and investigations carried out by SEPA.</p>	<p>The Compliance Assessment Scheme applies across all regulatory regimes. SEPA undertakes inspections and audits of licensed sites as part of its regulatory function. Such reports may be held on the public register with the records for the site.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Compliance Assessment Scheme</a></li> </ul>

## Class 4: Spending

Here you will find 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		
Information published	Description	How to access it
<p>Financial statements, including annual accounts and quarterly budget statements.</p>	<p>SEPA's Annual accounts are published in the Annual Report.</p> <p>The information is also contained in the Financial Monitoring Report is presented to the Agency Board on a quarterly basis. The reports are published with the Agency Board papers for the meeting. (July, November, February and May Board meetings)</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Annual reports</a></li> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>
<p>Financial statements required by statute e.g. sections 31</p>	<p>The information is contained in the Financial Monitoring Report presented to the Agency Board on</p>	<p>Website:</p>

### The information we publish under this class

<p>and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority.</p>	<p>a quarterly basis. The reports are published with the Agency Board papers for the meeting. (July, November, February and May Board meetings)</p>	<ul style="list-style-type: none"> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>
<p>Financial policies and procedures for budget allocation.</p>	<p>Budget allocation is carried out in accordance with the Standing Financial Instruction BP SFI-02</p>	<p>Contact the Access to Information team direct</p>
<p>Budget allocation to key policy / function / service areas.</p>	<p>The information is contained in the Financial Monitoring Report presented to the Agency Board on a quarterly basis. The reports are published with the Agency Board papers for the meeting. (July, November, February and May Board meetings)</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>
<p>Purchasing plans and capital funding plans.</p>	<p>The information is contained in the Financial Monitoring Report presented to the Agency Board on a quarterly basis. The reports are published with the Agency Board papers for the meeting. (July, November, February and May Board meetings)</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>
<p>Financial administration manual / internal financial regulations.</p>	<p>Standing Financial Instructions apply to the conduct of all SEPA staff in respect of all financial matters. They should be followed in conjunction with other management arrangements to ensure that all resources of SEPA are used as economically, efficiently and effectively as possible.</p>	<p>Standing Financial Instructions are issued as follows:-</p> <ol style="list-style-type: none"> <li>1. Corporate Governance</li> <li>2. Budgets and Budgetary Control,</li> <li>3. Staff Payroll and Expenses</li> <li>4. Purchases and Procurement of Goods and Services</li> <li>5. Supplier Payments</li> <li>6. Banking</li> <li>7. Income</li> <li>8. Income Bids</li> <li>9. Accounting for Capital Expenditure</li> <li>10. Annual Accounts</li> </ol>

The information we publish under this class

		<p>11. Losses and Special Payments</p> <p>12. Invoicing and Debt management</p> <p>13. Petty Cash</p> <p>14. Hospitality, Entertainment, Sponsorship, Donation and Gifts</p> <p>15. Financial Systems</p> <p>16. Incoming Mail</p> <p>17. Asset Management ]</p> <p>18. Catering</p> <p>19. SEPA Anti Bribery, Fraud and Corruption Policy</p> <p>20. Management of Special Waste Consignment Notes</p> <p>21. Key and Safe Access Procedure</p> <p>Contact the Access to Information team direct</p>
Expenses policies and procedures.		Contact the Access to Information team direct
Senior staff / board member expenses at category level e.g., travel subsistence and accommodation.		Contact the Access to Information team direct
Board member remuneration other than expenses.	The remuneration of Board members is published in the Remuneration Report within the Annual Accounts, which are contained within the Annual Report.	<p>Website:</p> <ul style="list-style-type: none"> <li><a href="#">Annual reports</a></li> </ul>
Pay and grading structure (levels of pay rather than individual salaries).	The scales for the current financial year are available on the SEPA website.	<p>Website:</p> <ul style="list-style-type: none"> <li><a href="#">Terms, conditions and benefits</a></li> </ul>

The information we publish under this class		
Investments, summary information about endowments, investments and authority pension fund.	SEPA is an admitted member of Falkirk Council's pension scheme	
Funding awards available from the authority, how to apply for them and funding awards made by the authority.	<p>River Restoration Fund</p> <p>SEPA works to preserve and improve the water environment through regulation, monitoring and planning. The Water Framework Directive (WFD) requires SEPA to prevent the deterioration of aquatic ecosystems and, where possible, restore surface waters and groundwaters damaged by human activities to 'good status' (as defined by the directive) by 2015. Where possible, we are improving Scotland's water environment through regulatory means such as the Controlled Activities Regulations (CAR) by licensing and monitoring individuals and companies that carry out activities which can adversely affect the water environment. However, if an activity was undertaken before CAR, eg straightening, or where it is an abandoned, redundant structure such as an old mill weir the restoration fund could be used to tackle it instead.</p> <p>Landfill tax fund</p> <p>The Scottish Landfill Communities Fund (SLCF) is a tax credit scheme that encourages landfill site operators to provide contributions to approved bodies who can then pass these funds onto community and environmental projects.</p>	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA's Water Environment Fund</a></li> <li>• <a href="#">Landfill Tax fund</a></li> </ul>

## Class 5: HR, IT, IM & Facs





Here you will find Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class		
Information published	Description	How to access it
Human resources		






### The information we publish under this class

<p>Strategy and management of human resources</p>	<p>SEPA has a People Strategy</p>	<p>Contact the Access to Information team direct</p>
<p>Staffing structure</p>		<p>Web site:</p> <ul style="list-style-type: none"> <li>• <a href="#">SEPA Agency Management Team</a></li> <li>• <a href="#">Organisational structure</a></li> </ul>
<p>Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records.</p>	<ul style="list-style-type: none"> <li>• Absence Management Policy</li> <li>• Alcohol and Drugs Policy</li> <li>• Childcare Vouchers Policy</li> <li>• Code of Conduct</li> <li>• Dignity and Respect at Work Procedure</li> <li>• Dignity and Respect at Work Guidance</li> <li>• Disciplinary Procedure</li> <li>• Disciplinary Procedure Guidance (inc. FAQs)</li> <li>• Early Retirement Procedure</li> <li>• Early Retirement Guidance</li> <li>• Employee Protection Agreement</li> <li>• Equal Opportunities Statement</li> <li>• Flexible Working Procedure</li> <li>• Flexi-time Scheme</li> <li>• Grievance Procedure</li> <li>• Grievance Procedure Guidance (inc. FAQs)</li> <li>• IT Acceptable Use Procedure</li> <li>• Job Share Policy</li> <li>• Leave to Deal with Personal Matters</li> <li>• Maternity Policy</li> <li>• Mobile Phone Policy</li> <li>• Organisational Change Framework</li> <li>• Organisational Change Guidance</li> <li>• Overtime Scheme Paternity Leave Procedure</li> </ul>	<p>Contact the Access to Information team direct</p>

### The information we publish under this class

	<ul style="list-style-type: none"> <li>• Provision of Employment References</li> <li>• Recruitment &amp; Selection Procedure</li> <li>• Redeployment Procedure</li> <li>• Relocation &amp; Disturbance Guidelines</li> <li>• Season Ticket Advance Procedure</li> <li>• Season Ticket Advance Application Form</li> <li>• Secondment Procedure</li> <li>• Severe Weather Policy</li> <li>• Smoking at Work Policy</li> <li>• Social Media Guidelines</li> <li>• Strike Guidance</li> <li>• Unsatisfactory Performance Procedure</li> <li>• Voluntary Severance Agreement</li> <li>• Voluntary Severance Guidance</li> <li>• Whistle Blowing Policy</li> <li>• Working with Children Policy</li> </ul>	
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	SEPA signed a Recognition Agreement with UNISON in 2009.	<ul style="list-style-type: none"> <li>• <a href="#">Recognition agreement</a>  (637kb)</li> </ul>
<b>Physical resources</b>		
Management of the authority's land and property assets, including environmental / sustainability reports	The information is contained within SEPA's Estate Strategy. SEPA also reports regularly on its environmental performance under the heading "Greening SEPA"	<ul style="list-style-type: none"> <li>• <a href="#">Estate strategy</a>  (157kb)</li> </ul>
Description of the authority's land and property holdings	The information is contained within SEPA's Estate Strategy.	<ul style="list-style-type: none"> <li>• <a href="#">Estate strategy</a>  (157kb)</li> </ul>
<b>Estate development plans</b>	The information is contained within SEPA's Estate Strategy	<ul style="list-style-type: none"> <li>• <a href="#">Estate strategy</a>  (157kb)</li> </ul>
Maintenance arrangements		
<b>Information resources</b>		
Records management policy, including	SEPA is a Public Authority under the	<ul style="list-style-type: none"> <li>• <a href="#">Records management</a></li> </ul>



The information we publish under this class		
records retention schedule	<p>terms of the Public Records (Scotland) Act 2011.</p> <p>The current Records Management Policy was approved on 5 December 2013..</p> <p>The Records Management plan was approved by the NRS on 13 March 2014.</p>	<p><a href="#">policy</a>  (82kb)</p> <p><a href="#">Retention Schedule</a>  (60kb)</p> <ul style="list-style-type: none"> <li>• <a href="#">Records Management Plan</a>  (1315kb)</li> </ul>
Information governance / asset management policies and procedures	Data Protection Policy	<ul style="list-style-type: none"> <li>• <a href="#">Data protection policy</a>  (51kb)</li> <li>• <a href="#">IT acceptable use procedure</a>  (66kb)</li> </ul>
Knowledge management policies and procedures	No information held	N/A
List of statistical information published by the authority	SEPA holds a large range of data arising from its monitoring of the environment as well as operator returned data.	<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Data and reports</a></li> <li>• <a href="#">Publications</a></li> <li>• <a href="#">Waste data</a></li> </ul>
Leaflets, Booklets and other publications		<p>Website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Publications</a></li> </ul> <p>Publications can be requested by Emailing SEPA (web form)</p>

## Class 6: Procurement

Here you will find information about how we procure goods and services, and our contracts with external providers.

The information we publish under this class		
Information published	Description	How to access it
<b>Procurement policies and procedures</b>	The Procurement Strategy was published in September 2013 and provides high-level guidance on the objectives of the Procurement Department, in line with SEPA's organisational	<ul style="list-style-type: none"> <li>• <a href="#">Procurement strategy</a></li> <li>• <a href="#">Current Terms &amp;</a></li> </ul>

The information we publish under this class		
	objectives.  The Terms and Conditions applicable to SEPA contracts when Purchasing Goods and Services.	<a href="#">Conditions</a>
<b>Tender opportunities</b>	SEPA advertises contracts and procurement requirements on its website Adverts for some SEPA forthcoming contracts which fall below the EU threshold can also be viewed on Tenders over 50k (ex vat) are advertised on the Public Contracts Scotland Portal	<ul style="list-style-type: none"> <li>• <a href="#">SEPA Procurement Portal</a></li> <li>• <a href="#">Public Contracts Scotland Portal</a></li> </ul>
<b>Contract information</b>	Contracts which have gone through formal tendering process including name of supplier, period of contract and value.	Contact the Access to Information team direct

## Class 7: How SEPA is performing

Here you will find information about how SEPA performs as an organisation, and how well it delivers its functions and services

The information we publish under this class		
Information published	Description	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	Refer to SEPA's Annual Report	Web site: <a href="#">Annual Report</a>
Performance indicators and performance against them.	SEPA reports on its performance against key targets to the Agency Board on both an annual and quarterly basis.	Web site: <ul style="list-style-type: none"> <li>• <a href="#">SEPA performs</a></li> <li>• <a href="#">SEPA Board - Agendas and papers</a></li> </ul>

## Class 8: Our commercial publications

Here you will find 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**

<b>Information published</b>	<b>Description</b>	<b>How to access it</b>
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.	No applicable	Not applicable