



**James Hutton Limited**

Freedom of Information

Publication Scheme - Guide to Information

**March 2018**

**James Hutton Limited**

**Invergowrie**

**Dundee DD2 5DA**

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## Freedom of Information (Scotland) Act 2002 (FOISA)

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

James Hutton Limited has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019. You can see this scheme on the Commissioner's website:

[www.itspublicknowledge.info/PublicationSchemeGuidance](http://www.itspublicknowledge.info/PublicationSchemeGuidance) or by contacting us at the address below.

Full details of the FOISA Act 2002 can be found at:

<http://www.itspublicknowledge.info/Law/FOISA.aspx>

## Guide to Information

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 [www.huttonltd.com](http://www.huttonltd.com). 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 James Hutton 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 James Hutton Limited does not hold the copyright in information we publish, we will make this clear.

## Charging for publications

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.

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:

By post: James Hutton Limited, Invergowrie, Dundee DD2 5DA

By email: [foi@huttonltd.com](mailto:foi@huttonltd.com)

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.

## Classes of Information

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 James Hutton Limited (JHL)

Information about JHL; who we are, where to find us, how to contact us, how we are managed and our external relations

General Information	
<b>Name and address</b>	James Hutton Limited , Invergowrie, Dundee, DD2 5DA
<b>Senior officers</b>	Dr Jonathan B Snape, Head of James Hutton Limited
<b>Opening hours</b>	Monday to Friday 9.00am – 5.00pm
<b>Contact information</b>	Contact us: <a href="http://www.huttonltd.com/contact">www.huttonltd.com/contact</a> For general enquiries: +44 (0)1382 568568 Email: <a href="mailto:foi@huttonltd.com">foi@huttonltd.com</a>
<b>Location</b>	James Hutton Limited is located on the sites of the James Hutton Institute  Details of the Institute's facilities: <a href="http://www.hutton.ac.uk/about/facilities">http://www.hutton.ac.uk/about/facilities</a> How to contact each site: <a href="http://www.hutton.ac.uk/about/contact-us">http://www.hutton.ac.uk/about/contact-us</a>
<b>Complaints</b>	Complaints should be made in writing and addressed to: The Managing Director, James Hutton Limited, Invergowrie, Dundee DD2 5DA
<b>Customer codes or charters</b>	James Hutton Limited is a wholly owned subsidiary of the James Hutton Institute and follows the service charter of the Institute which can be found on their website: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a>
<b>JHL's guide to Information and a link to the Single Model Publication Scheme</b>	The Institute's guide to information is available on our website: <a href="http://www.huttonltd.com/foi.aspx">http://www.huttonltd.com/foi.aspx</a>  Single Model Publication Scheme: <a href="http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx">http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx</a>
<b>Charging</b>	See the earlier section ' <a href="#">Charging for publications</a> '

<b>schedule for published information, including requests under EIRs</b>	
<b>How to request information</b>	<p>If the information you want is not in our publication scheme, you have the right to request it from us. The Freedom of Information (Scotland) Act 2002 gives you a right of access to the information we hold (whether we publish it or not), subject to certain exemptions. Information should be requested in writing, either:</p> <p><b>By post:</b> Information Governance Officer, The James Hutton Institute, Invergowrie, Dundee DD2 5DA</p> <p><b>By email:</b> <a href="mailto:foi@huttonltd.com">foi@huttonltd.com</a></p>
<b>Legal framework</b>	<p>James Hutton Limited was established on 1 April 2015. The Memorandum and Articles of Association for its predecessor organisation, Mylnefield Research Services Ltd, is available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a></p>
<b>How the company is run</b>	
<b>Description of governance structure, Board, committees and other decision making structures</b>	<p>James Hutton Limited is a wholly owned subsidiary of the James Hutton Institute, formed through a merger of Mylnefield Research Services Ltd and Macaulay Scientific Consulting Ltd. The Board of the Institute is represented on the Board of Directors of James Hutton Limited, alongside non-executive directors with industry and commercial experience and knowledge. The Board approves the strategic direction of James Hutton Limited and sets targets and budgets.</p>
<b>Information about the Board of Directors and the Executive team</b>	<p>Information is available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a></p>
<b>Governance policies</b>	<p>James Hutton Limited is wholly owned by the James Hutton Institute and follows the Governance Arrangements of the Institute. Information about this can be found in the James Hutton Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a></p>
<b>Corporate Planning</b>	
<b>Corporate Planning</b>	<p>A new business plan is currently being written and is expected to be finalised by the end of the year. Once finalised a link to the plan will be published here.</p>
<b>Mission statement</b>	<p>James Hutton Limited is a world leading company at the interface between science and industry, translating research into solutions, products, quality analytical and consultancy services to agri-food, environment and energy sector companies. By understanding critical needs and challenges, James Hutton Limited helps inform our research in meeting emerging industry challenges and</p>

	<p>delivering innovation to the marketplace.</p> <p>Information is available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a></p>
<b>Corporate plan/strategy</b>	<p>Following the merger between MRS and MSC, a new corporate plan and strategy is currently being written and is expected to be finalised by the end of the year. Once finalised a link to the documents will be published here.</p>
<b>Corporate strategies, e.g. for economic development etc</b>	<p>We do not have any additional corporate strategies and therefore cannot provide any information in this section.</p>
<b>Corporate policies</b>	<p>James Hutton Limited follows the Health &amp; Safety, Environmental and Quality Policies of the James Hutton Institute, which are available at: <a href="http://www.hutton.ac.uk/about/policies">http://www.hutton.ac.uk/about/policies</a></p>
<b>Strategic planning processes</b>	<p>Our strategic planning process involves visioning with the Board and consultation with senior managers and staff throughout the Hutton Group.</p>
<b>External Relations</b>	
<b>Accountability relationships, including reports to regulators</b>	<p>James Hutton Limited is subject to an annual financial audit. All our activities are also audited by SGS for ISA9001:2008. In addition, our analytical business is regularly audited by a number of external organisations including <a href="#">UKAS</a>, <a href="#">MHRA</a> and the <a href="#">FDA</a>.</p>
<b>Internal and external audit arrangements</b>	<p>External Auditors: Johnson Carmichael LLP Internal Auditors: Henderson Loggie</p>
<b>Subsidiary companies (wholly and part owned) and other significant financial interests</b>	<p>James Hutton Limited does not have any subsidiary companies or other significant financial interests.</p>
<b>Strategic agreements with other bodies</b>	<p>None</p>

## Class 2: How JHL delivers its functions and services

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

Functions	
<b>Description of functions, including statutory basis for them, where applicable</b>	<p>James Hutton Limited does not have any functions with a statutory basis. We undertake analytical and research services for commercial customers. For more information on the undernoted please visit the following page on our website <a href="http://www.huttonltd.com/services">http://www.huttonltd.com/services</a>.</p> <ul style="list-style-type: none"> <li>• Lipid Analysis</li> <li>• X-Ray Powder Diffraction (XRPD)</li> <li>• Chemical Analysis</li> <li>• Contract Research</li> <li>• Fourier Transform Infrared Spectroscopy ( FTIR)</li> <li>• Isotope Analysis</li> <li>• Molecular Diagnostics</li> <li>• Plant varieties, breeding and licensing</li> <li>• Scanning Electron Microscopy (SEM)</li> <li>• Soil Analysis</li> <li>• Soil Forensics</li> </ul>
<b>Strategies, policies and internal staff procedures for performing statutory functions</b>	No information is available in this section as James Hutton Limited does not have any statutory functions.
<b>How to apply for a licence, warrant, grant etc where it is a function of the authority to approve</b>	No information is available in this section as James Hutton Limited does not have any of these functions.
<b>How to report a concern to us</b>	Concerns should be made in writing and addressed to: The Managing Director, James Hutton Limited, Invergowrie, Dundee DD2 5DA
<b>Reports of the company's exercise of its statutory functions</b>	No information is available in this section as James Hutton Limited does not have any statutory functions.
<b>Statutory registers, NB not if inspection-only</b>	No information is available in this section as James Hutton Limited does not have any statutory registers.



<b>Fees and charges for performance of the company's function, e.g. fee for making a planning application etc</b>	No information is available in this section as James Hutton Limited does not have any statutory functions.
<b>Services</b>	
<b>List of services, including statutory basis for them, where applicable</b>	James Hutton Limited does not provide any statutory services. Information about our services is available at: <a href="http://www.huttonltd.com">http://www.huttonltd.com</a>
<b>Service policies and internal staff procedures</b>	James Hutton Limited started trading on 1 April 2015. The staff handbook for one of its predecessor organisations, Mylnefield Research Services Ltd is available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a>
<b>Service schedules and delivery plans</b>	Individual service contracts are agreed with customers on a case-by-case basis.
<b>Information for service users</b>	Information about our services is available at: <a href="http://www.huttonltd.com">http://www.huttonltd.com</a>
<b>Service fees and charges, including bursaries</b>	Individual service contracts are agreed with customers on a case-by-case basis.

### Class 3: How JHL takes decisions and what it has decided

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

<b>Decisions</b>	
<b>Decision making</b>	James Hutton Limited's Board of Directors act collectively to ensure that the objectives of the organisation are met. The Board approves the strategic direction of the organisation and creates an environment in which its aims are achieved and its potential realised.
<b>Decisions taken by the organisation</b>	James Hutton Limited came into existence on 1 April 2015. Board meetings will be held quarterly. Minutes will be available on the website in due course and a link included here.
<b>Public consultation and engagement strategies</b>	James Hutton Limited does not participate in any public consultations in its own right, but does contribute to the James Hutton Institute's responses where appropriate. All responses are available on the Institute's website: <a href="http://www.hutton.ac.uk/publications/consultations">http://www.hutton.ac.uk/publications/consultations</a>

<p><b>Reports of regulatory inspections, audits and investigations carried out by the company</b></p>	<p>James Hutton Limited does not carry out regulatory inspections, audits or investigations but is included in audits undertaken by the James Hutton Institute who are committed to providing a safe and healthy working environment to employees, contractors and members of the public whilst protecting the natural environment.</p> <p>To achieve this they conduct a regular internal audit plan of all buildings, ensuring all risks are assessed and thorough inspections are performed. The audit plan is delivered as part of the Health and Safety Management System which takes its Plan, Do, Check, Act framework from HSG65 of the HSE.</p> <p>To assist in the aim of making this a safe environment, all accidents and incidents reported are investigated. This, along with near miss reporting, help prevent any reoccurrence.</p> <p>James Hutton Limited employees follow the <a href="#">Health &amp; Safety Policy</a> and <a href="#">Environmental Policy</a> of the James Hutton Institute.</p>
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#### Class 4: What JHL spends and how it spends it

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)

Decisions	
<p><b>Financial information</b></p>	<p>James Hutton Limited started trading on 1 April 2015 so there are no previous financial statements available.</p> <p>Statutory Financial Statements for the predecessor organisations are available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a></p>
<p><b>Financial statements required by statute</b></p>	<p>The financial accounts required by statute are detailed in the above section</p>
<p><b>Financial policies and procedures for budget allocation</b></p>	<p>Budget allocation occurs on an annual basis in line with the <a href="#">strategic planning process</a> outlined in Class 1.</p>
<p><b>Budget allocation to key policy / function / service areas</b></p>	<p>Budget allocation occurs on an annual basis in line with the <a href="#">strategic planning process</a> outlined in Class 1.</p>
<p><b>Purchasing plans and capital funding plans</b></p>	<p>Purchasing is in line with the James Hutton Institute's procurement policy and all conducted through the Institute's purchasing system.</p> <p>Information about this can be found in the James Hutton Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a></p>

<b>Financial administration manual / internal financial regulations</b>	This is covered by the James Hutton Institute's procurement policy.  Information about this can be found in the James Hutton Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Expenses policies and procedures</b>	All James Hutton Limited staff adhere to the same policy followed by James Hutton Institute staff, the <a href="#">BBSRC's Travel, subsistence and expenses policy</a>
<b>Senior staff / Board member expenses at category level</b>	Historically senior staff and Board member expenses have been included in the total figure and so the information is not readily available without considerable amount of work and is therefore not able to be provided. However, going forward they will be separated and published at category level.
<b>Board member remuneration other than expenses</b>	Non-executive directors will receive remuneration. Details will be published in future statutory financial statements and made available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a>
<b>Pay and grading structure</b>	This is currently being developed.
<b>Investments</b>	James Hutton Limited does not hold any investments so there is no information available in this section
<b>Funding awards</b>	James Hutton Limited does not grant any funding awards so there is no information available in this section

## Class 5: How JHL manages its human, physical and information resources

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

Human resources	
<b>Strategy and management of human resources</b>	HR management is provided by the James Hutton Institute.  Information about this can be found in the James Hutton Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Staffing structure</b>	Annual employee numbers are detailed in the notes to the Financial Statements: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a>  The staffing structure for James Hutton Limited is currently under review and once completed will be published on our website and a link included here.

<b>Human resources policies, procedures and guidelines</b>	James Hutton Limited started trading on 1 April 2015. The staff handbook for one of its predecessor organisations, Mylnefield Research Services Ltd is available at: <a href="http://www.hutton.ac.uk/commercial">http://www.hutton.ac.uk/commercial</a>
<b>Employee relations structures and agreements reached with recognised trade unions and professional organisations</b>	James Hutton Limited does not recognise a trade union.  James Hutton Limited has been recognised as an Investor in People (IIP) since 2000 and currently has silver IIP status.
<b>Physical resources</b>	
<b>Management of the authority's land and property assets</b>	James Hutton Limited is located within the James Hutton Institute sites.  Information about how the James Hutton Institute manages its land and property can be found in their Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Description of the authority's land and property holdings</b>	James Hutton Limited is located within the James Hutton Institute sites.  Information about the Institute's land and property holdings can be found in their Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Estate development plans</b>	No information held
<b>Maintenance arrangements</b>	James Hutton Limited is located within the James Hutton Institute sites.  Information about the maintenance arrangements in place can be found in the Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Information resources</b>	
<b>Records management policy and records management plan, including records retention schedule</b>	James Hutton Limited is wholly owned by the James Hutton Institute and follows the Governance Arrangements of the Institute.  Information about this can be found in the James Hutton Institute's Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Information governance / asset</b>	James Hutton Limited is wholly owned by the James Hutton Institute and follows the Governance Arrangements of the Institute.

<b>management policies and procedures</b>	Information about the Institute's arrangements can be found in their Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Knowledge management policies and procedures</b>	None
<b>List of statistical information published</b>	We adhere to the James Hutton Institute's Freedom of Information policy which is available on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Freedom of information policies and procedures</b>	We adhere to the James Hutton Institute's arrangements for Data Protection and privacy.  Information about the Institute's arrangements can be found in their Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Data protection or privacy policy</b>	

## Class 6: How JHL procures goods and services from external providers

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

Procurement	
<b>Procurement policies and procedures</b>	We follow the James Hutton Institute's procurement arrangements.  Information about the Institute's procurement arrangements can be found in their Freedom of Information Publication Scheme – Guide to Information on their website: <a href="http://www.hutton.ac.uk/foi">http://www.hutton.ac.uk/foi</a>
<b>Invitations to tender</b>	No information held
<b>List of contracts which have gone through formal tendering</b>	No information held

## Class 7: How JHL is performing

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

Performance	
<b>External reports</b>	James Hutton Limited's performance will be included in the Institute's Annual Review, as was the case with the predecessor organisation. These documents can be found at: <a href="http://www.hutton.ac.uk/publications">http://www.hutton.ac.uk/publications</a>
<b>Performance indicators and performance against them</b>	No information held

## Class 8: Our commercial publications

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

Commercial publications	
<b>List</b>	James Hutton Limited does not have any commercial publications so no information is available in this section.

## Class 9: Our Open Data

<b>Class description</b>	Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.
<b>The information we publish under this class</b>	James Hutton Limited, as part of the Hutton group, is committed to making its data publicly available where possible as Open Data in accordance with the Scottish Government Open Data Strategy and Resource Pack. Currently, work is ongoing to create and implement new data management processes to support the publishing of data generated by Hutton and its subsidiaries to the public domain for information and re-use.
<b>How to access it</b>	At present some data/information which is made publicly available is published via <a href="#">The James Hutton Limited</a> website. However, an Open Data repository is being created and will be found via a link on this page once it is available.