



GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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.

Colleges Scotland 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 our website at <http://www.collegesscotland.ac.uk/policies-procedures.html> 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 but we will explain why.

Copyright

Where Colleges Scotland 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 Colleges Scotland 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 (excluding VAT) is shown in the tables below:

Type of Copy	Pence per sheet of paper
Black and white	0.01
Colour	0.04

Information provided on CD-Rom will be charged at £0.18 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:

Address: Gayle Watson
Argyll Court
Castle Business Park
Stirling
FK9 4TY

Email: gayle.watson@cdn.ac.uk

Phone: 01786 892 100

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 are welcome to make a request to us for that information.

CLASS 1: ABOUT COLLEGES SCOTLAND
Class description: Information about Colleges Scotland, 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
Authority name, address and contact details	http://www.collegesscotland.ac.uk/Colleges-Scotland/contact-us.html
Organisational structure, roles and responsibilities of senior officers	http://www.collegesscotland.ac.uk/staff.html
Business opening hours	http://www.collegesscotland.ac.uk/Colleges-Scotland/contact-us.html
Contact details for customer complaints	http://www.collegesscotland.ac.uk/policies-procedures.html
Publication scheme and guide to information Charging schedule for published information	http://www.collegesscotland.ac.uk/policies-procedures.html
Contact details and advice about how to request information from the authority	http://www.collegesscotland.ac.uk/policies-procedures.html
Constitution - Legal framework including memorandum and articles of association	http://www.collegesscotland.ac.uk/Colleges-Scotland/management-and-governance.html
How the authority is run - Description of governance structure, Board and committees - Governance policies, including standing orders, scheme of delegation, code of conduct and register of interests	http://www.collegesscotland.ac.uk/Colleges-Scotland/management-and-governance.html
- Names of, responsibilities and (work-related) biographical details of the Executive Team	http://www.collegesscotland.ac.uk/staff.html

Corporate planning - Strategic plan	http://www.collegesscotland.ac.uk/Colleges-Scotland/about-us.html
- Organisational policies: <ul style="list-style-type: none"> • Data protection & privacy policy, Equality of Opportunity • All other policies 	http://www.collegesscotland.ac.uk/policies-procedures.html Hardcopy/email on request
External relations - Accountability relationships, including reports to regulators	Hardcopy/email on request
- Internal and external audit arrangements	http://www.collegesscotland.ac.uk/Management-and-Governance/financial-statements.html

CLASS 2: HOW COLLEGES SCOTLAND 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
Functions - Description of functions	http://www.collegesscotland.ac.uk/Colleges-Scotland/about-us.html
Services - List of services	See individual banners under: http://www.collegesscotland.ac.uk/
- Information for service users, including how to access the services	See individual banners under: http://www.collegesscotland.ac.uk/

CLASS 3: HOW COLLEGES SCOTLAND 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
Decision making - Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Hardcopy on request

CLASS 4: WHAT COLLEGES SCOTLAND 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
- Financial Statements (Annual accounts)	http://www.collegesscotland.ac.uk/Management-and-Governance/financial-statements.html
- Financial policies and procedures	Hardcopy/email on request
- Budget allocation to Directorates	Hardcopy/email on request
- Expenses policies and procedures	Hardcopy/email on request
- Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Hardcopy/email on request
- Board member remuneration other than expenses	N/A – no remunerated positions
- Pay and grading structure (levels of pay rather than individual salaries)	Hardcopy/email on request
- Investments – summary information	Hardcopy/email on request

CLASS 5: HOW COLLEGES SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

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

The information we publish under this class	How to access it
Human resources - Staffing structure	http://www.collegesscotland.ac.uk/staff.html
Information resources - Records retention schedule	http://www.collegesscotland.ac.uk/policies-procedures.html
- Human resources policies, procedures and guidelines, including: recruitment, performance management, pensions, discipline, grievance, staff development	Hardcopy/email on request

CLASS 6: HOW COLLEGES SCOTLAND 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 procedures - Procurement policies and procedures	Hardcopy/email on request
- Invitations to tender	Hardcopy/email on request

CLASS 7: HOW COLLEGES SCOTLAND IS PERFORMING**Class description:**

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

The information we publish under this class	How to access it
Audited Accounts	http://www.collegesscotland.ac.uk/Management-and-Governance/financial-statements.html

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
None	N/A