Guide to Information available through the Model Publication Scheme November 2018

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to adopt 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 they publish and whether information is available free of charge or on payment.

Colleges Scotland has adopted the Model Publication Scheme November 2018 produced by the Scottish Information Commissioner. You can view this scheme on our website at https://collegesscotland.ac.uk/freedom-of-information.

Availability and Formats

The information we publish through the Model Publication Scheme is, wherever possible, available on the Colleges Scotland 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 data or a trade secret), we may withhold the information or provide a redacted version for publication, but we will explain why.

Copyright and Re-use

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

We are committed to transparency and strive to respond to all enquiries and requests for information promptly and thoroughly. As a registered charity, however, our resources are limited, and responding to some requests may require significant time and effort. In such cases, we may need to apply a charge to cover the cost of conducting research.

We encourage individuals to consider their requests carefully, taking into account the potential resource implications. In some cases, government departments or other public bodies may be better equipped to handle detailed research enquiries, as they often have greater capacity to provide the information required.

Thank you for your understanding and for helping us ensure that our resources can be used effectively to support the work we do for Scotland's colleges. If you have any questions about our Freedom of Information policy or need guidance on how long we consider a request will take and therefore what charge may have to be made, please contact us directly.

This section explains when we may make a charge for information and how any charge will be calculated.

Free of charge for one day of work but will charge £15 per hour thereafter.

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 charges are shown below:

Type of Copy	Per Copy
Black and White	£0.00230
Colour	£0.02310

We will recharge any postage costs at the rate we paid to send the information to you.

Contact Details

You can contact us for assistance with any aspect of the Model Publication Scheme of Guide to Information by contacting:

Address: Colleges Scotland
                  Argyll Court
                  Castle Business Park
                  Stirling
                  FK9 4TY

Email: policy@collegesscotland.ac.uk

We will also advise you how to ask for information that we do not publish through the Model Publication Scheme or how to complain if you are dissatisfied with any aspect of this publication scheme.

Duration

The information we publish through the Model Publication Scheme is, wherever possible, available on the Colleges Scotland website. Where information has been updated or superseded, only the current version will be available, but previous versions will be available on request for the previous two financial years.

Classes of Information

Class 1: About Colleges Scotland
Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

Information we Publish	How to Access it
Who we are	About Us https://collegesscotland.ac.uk/about-us
Address, contact details and opening hours	Get in Touch https://collegesscotland.ac.uk/get-in-touch/get-in-touch
Where to find us	Get in Touch https://collegesscotland.ac.uk/get-in-touch/get-in-touch
List of all staff in the organisation	Colleges Scotland Staff https://collegesscotland.ac.uk/about-us/corporate/staff College Employers Scotland Staff https://collegeemployersscotland.ac.uk/about/our-staff
Constitution (Legal framework including Memorandum of Association and Articles of association)	Management and Governance https://collegesscotland.ac.uk/about-us/governance
How the authority is managed (Description of governance structure, Board and committees. Governance policies, including Declaration of Interests Register, Board of Directors Code of Conduct, Corporate Governance Code)	Management and Governance https://collegesscotland.ac.uk/about-us/governance
Internal and external audit arrangements	Management and Governance https://collegesscotland.ac.uk/about-us/governance
Privacy Policy and Cookies including General Data Protection Regulation	Data Protection https://collegesscotland.ac.uk/data-protection

Class 2: How Colleges Scotland Deliver our Functions and Services

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

Information we Publish	How to Access it
Strategic Plan	About Us https://collegesscotland.ac.uk/about-us
Information for service users	Colleges Scotland website https://collegesscotland.ac.uk/

Class 3: How Colleges Scotland take Decisions and What we have Decided

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

Information we Publish	How to Access it
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Management and Governance https://collegesscotland.ac.uk/about-us/governance

Class 4: What Colleges Scotland Spends and How we Spend 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).

Information we Publish	How to Access it
Financial Statements	Management and Governance https://collegesscotland.ac.uk/about-us/governance
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	Management and Governance https://collegesscotland.ac.uk/about-us/governance
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 Manage our Human, Physical and Information Resources
Information about how we manage our human, physical and information resources.

Information we Publish	How to Access it
List of all staff in the organisation	Colleges Scotland Staff https://collegesscotland.ac.uk/about-us/corporate/staff College Employers Scotland Staff https://collegeemployersscotland.ac.uk/about/our-staff
Freedom of Information Records Retention Disposal Policy	Freedom of Information https://collegesscotland.ac.uk/freedom-of-information
Human resources policies, procedures and guidelines, including recruitment, performance management, pensions, discipline, grievance, staff development	Hardcopy/email on request

Class 6: How Colleges Scotland Procure Goods and Services from External Providers
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	Hardcopy/email on request
Invitations to tender	Hardcopy/email on request

Class 7: How Colleges Scotland is Performing
Information about how we perform as an organisation and how well we deliver our functions and services.

Information we Publish	How to Access it
Financial Statements	Management and Governance https://collegesscotland.ac.uk/about-us/governance

Class 8: Colleges Scotland 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.

Information we Publish	How to Access it
None	N/A

Class 9: Colleges Scotland Open Data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

Information we Publish	How to Access it
None	N/A