



S F E U

# Scottish Further Education Unit

## Publication Scheme



## Part One

### 1. Introduction

1.1 Although SFEU is a private limited company it is owned by the further education colleges in Scotland and therefore falls within the requirements to comply with the Freedom of Information (Scotland) Act 2002 (the Act). This is a guide to the information routinely made available by the company as required under section 23 of the Act.

1.2 The Act gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions.

1.3 Under Section 23 of the Act, SFEU must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold
- the publication of reasons for the decisions we make.

1.4 Our publication scheme must:

- set out the classes of information which we publish or intend to publish
- say how we will publish the information in each class
- say if we will provide the information free or charge for it.

The purpose of our publication scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.

### 2. About This Scheme

2.1 This publication scheme is based on the Model Publication Scheme for Publicly Owned (Active) Companies and has been developed by the Scottish Information Commissioner. The Scottish Information Commissioner is responsible for the promotion and enforcement of the Act.

2.2 Section 23 of the Act states that in adopting or reviewing its publication scheme SFEU must have regard to the public interest in allowing public access to information about:

- the services provided by SFEU
- the costs of those services

- the standard attained by those services
- the facts which form the basis of decisions taken by SFEU which are of importance to the public
- the publication of reasons for decisions made by it.

We have therefore included, as far as possible, information about these matters in this scheme.

### **3. About Our Organisation**

SFEU is based in premises at Argyll Court, Castle Business Park in Stirling and is now in its 12<sup>th</sup> year of operation since incorporation, on 1 April 1993, as a charitable company limited by guarantee. During 2000-01 SFEU changed its status from a Non-Departmental Public Body (NDPB) and transferred ownership to the Colleges representing the Further Education Sector in Scotland. Forty-five colleges now hold membership of SFEU.

SFEU is the key development agency for Scotland's colleges. Operating as a national specialist resource centre, our purpose is to contribute to the development of learning provision within FE colleges through the support of staff and the curriculum. Working in partnership with all colleges in Scotland, as well as other key national agencies, SFEU contributes to the work of a wide range of national committees and delivers a range of high quality services which promote and support changes in Scotland's colleges leading to excellence in learning effectiveness and in college development.

### **4. Responsibility For The Publication Scheme**

The following person has overall responsibility for this scheme including maintaining the scheme on a daily basis:

Name: Gayle Shotton  
Job title: Director of Finance and Corporate Services  
Address: Argyll Court, Castle Business Park, Stirling, FK9 4TY  
Telephone number: 01786 892003  
E-mail address: Gayle.Shotton@SFEU.ac.uk

### **5. Exemptions**

(a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed below).

(b) From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme.

SFEU's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would

breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

If you wish to complain about information which is being withheld from you, please read the 'complaints' section below at paragraph 10.

## **6. Archiving Policy**

SFEU are currently drafting a document creation, retention and disposal policy which will outline the length of time documents are held and the action to be taken when that period expires. This will mean that SFEU will only be able to provide copies of documents that are still in existence at the time of the request.

The policy will be made available as part of our publication scheme from December 2005.

## **7. Copyright**

Unless otherwise stated, SFEU reserves copyright in all information available under this publication scheme, whether that information is in electronic or hard copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright, and consent of the copyright holder should always be sought.

## **8. Accessing Information Under The Publication Scheme**

People can access information under the publication scheme in a number of ways. The information can be accessed as follows:

Online: information listed in our publication scheme is available from this website <http://www.sfeu.ac.uk>

By e-mail: if the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by e-mail, wherever practicable. When requesting information, please include a telephone number, so that we can telephone to clarify any details, if necessary.

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

By post: All information is also available in a paper copy form. Please address your request to Gayle Shotton at the address shown above. When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number, so that we can telephone to clarify any details, if necessary.

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact Gayle Shotton to arrange.

If you have difficulty determining the information you want to see, please contact Gayle Shotton, who will be happy to help.

## **9. Charging Policy**

Information on our website will be available free of charge (ie. there is no charge by us, although the user would of course have to meet any charges by their internet service provider, personal printing costs, etc.).

However, if a hard copy of information is required, and it is possible to provide this, photocopying charges at 20 pence per page (excluding VAT) plus any reasonably incurred administration fee and postage will be charged. If information is sent to you on CD-ROM, the charge will be 50 pence per CD-ROM (excluding VAT).

If charges are to be made you will be told at the time of your request and these would be payable in advance.

If a fee is to be levied you will be required to pay the fee before the information is sent to you. Payment can be made by cheque, payable to The Scottish Further Education Unit. Charges may be revised at any time.

No charges will be made where a request for information is refused, or a claim is lodged, against a refusal to supply information.

## **10. Complaints**

10.1 If you are unhappy with any aspect of this publication scheme, you can complain to Gayle Shotton.

10.2 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1 January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) before this date.

The contact details for the Commissioner are:

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife KY16 9DS

Tel: 01334 464610

Fax: 01334 464611

E-mail address: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

## **11. Feedback**

11.1 As part of our statutory duty we are required to review our publication scheme periodically. SFEU welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication scheme or if you require any assistance please contact: Gayle Shotton.

For example:

- What did you like and dislike about this Publication Scheme?
- What else would you like to see in this Publication Scheme?
- Did you find the information you wanted easily and were the members of staff helpful?
- Do you have any suggestions on how to make SFEU more open and transparent in the provision of information?

## Part Two

The following classes set out the information which SFEU are making available under this publication scheme.

<b>Class</b>	<b>Brief Description</b>	<b>Format</b>	<b>Timescale of Availability</b>	<b>Fee</b>
<b>Corporate Information</b>	Certificate of Incorporation Registered Office Summary Annual Review/Summary Strategic Plan 2003-06 Memorandum of Association Articles of Association List of current Board of Directors Organisational structure SFEU Background Information Summary Annual Review/Summary Strategic Plan 2004-07 KPIs	Hardcopy  Website and hardcopy	Immediate on request  By 31 December Updated quarterly	Free on website Hardcopies will be chargeable
<b>Financial Information</b>	Current year annual report and accounts Previous years annual report and accounts	Hardcopy	By 31 December  Immediate on request	Hardcopies will be chargeable
<b>Board Meetings</b>	Approved extracts of Board Minutes Agendas Papers	Hardcopy	Within 3 months of the meeting taking place	Hardcopies will be chargeable
<b>Conference Information</b>	Details on conferencing facilities available SFEU location map Conferencing Price List	Website and hardcopy	Immediate on request  Updated 1 August each Year	Free on website Hardcopies will be chargeable. Conference price lists will be provided free of charge
<b>SFEU Activities</b>	SFEU Background Information SFEU project and network activities	Website and hardcopy	Immediate on request	Free on website Hardcopies will be

<b>Class</b>	<b>Brief Description</b>	<b>Format</b>	<b>Timescale of Availability</b>	<b>Fee</b>
				chargeable
<b>Human Resources</b>	Lists of departments and background on departmental staff	Website and hardcopy	Immediate on request	Free on website Hardcopies will be chargeable
<b>Policies</b>	Complaints Policy  Termination of Employment Policy and Procedures Retirement and Redundancy Policy and Procedures Joint Negotiation and Consultation Committee (JNCC) Staff Code of Conduct Disciplinary Procedures Grievance Procedures Harassment at Work Equality of Opportunities Policy Customer Care Policy and Procedures ICT Acceptable Use Policy Continuous Service Policy Fraud Policy Statement Procedure for Acceptance of Staff Gifts, Hospitality and Other Benefits Whistleblowing Policy Professional Development Support Policy Salary Awards Staff Benefits Performance Management System Job Evaluation Procedures Professional Contracts and Standard Working Arrangements Annual Leave Policy	Website and hardcopy  E-mail and hardcopy	Immediate on request	Free on website or by e-mail Hardcopies will be chargeable

Class	Brief Description	Format	Timescale of Availability	Fee
	Special Leave Policy Maternity Arrangements Absence Reporting Procedures Health and Safety Policy Policy on Staff Conduct (mobile phones) whilst on SFEU Business Induction of New Staff Recruitment and Selection of Staff Travel and Subsistence Expenses Policy Policy for claiming Third Party Expenses Foreign Expense Claim Guidance UK Expense Claim Guidance			