

Guide to Information available through the Model Publication Scheme 2015

May 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.

St Andrews University Services 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 at www.itspublicknowledge.info/PublicationSchemeGuidance 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 may remove or redact the information before publication but we will explain why.

Copyright

Information obtained from this Publication Scheme cannot be copied or reproduced without formal permission unless this is being carried out under the fair dealing provisions of sections 29 and 30 of the Copyright, Designs and Patents Act 1988. Such permission will usually be granted provided:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified and the copyright status acknowledged.

The Publication Scheme may, however, contain information where the copyright holder is not St Andrews University Services Limited. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within the Classes of Information noted below.

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 is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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:

Freedom of Information Officer
IT Services
University of St Andrews
Butts Wynd Building
St Andrews
Fife
KY16 9AL.

Tel No: 01334 462776
Fax No: 01334 462759
Email: foi@st-andrews.ac.uk

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.

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 ST ANDREWS UNIVERSITY SERVICES LTD

Class description:

Information about St Andrews University Services Ltd, 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
About Us	
Our registered office	Company No: SC134798 Details available via Companies House at: http://www.companieshouse.gov.uk/
Structure and governance of the University of St Andrews	On website at: http://www.st-andrews.ac.uk/about/governance/
About the University of St Andrews	On website at: http://www.st-andrews.ac.uk/about/TheUniversitytoday/
Contact Us	On website at: http://www.st-andrews.ac.uk/contacts/
How we are managed?	
Information that the company is required, by statute, to submit to Companies House. For example: <ul style="list-style-type: none">- Memorandum of Association- Articles of Association- Directors of the Company	<ul style="list-style-type: none">• Information is available via Companies House at: http://www.companieshouse.gov.uk (a nominal charge of £1 may apply in some circumstances).• Or contact us on details above. <p>(this material will generally be exempt as 'otherwise accessible' under s25 of the Freedom of Information (Scotland) Act 2002 ("the FOISA") since the University has a statutory obligation to make this available through Companies House which is then made publically available)</p>

CLASS 2: HOW ST ANDREWS UNIVERSITY SERVICES LTD DELIVERS ITS 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
Strategic Planning of the University of St Andrews	On website at: http://www.st-andrews.ac.uk/staff/policy/planning/

CLASS 3: HOW ST ANDREWS UNIVERSITY SERVICES LTD 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
We do not hold or publish information under this class	-

CLASS 4: WHAT ST ANDREWS UNIVERSITY SERVICES LTD 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
Reports and Financial Statements of the University Court of St Andrews.	On website at: http://www.st-andrews.ac.uk/staff/money/Financialstatements/
<p>Information that the company is required, by statute, to submit to Companies House such as:</p> <ul style="list-style-type: none"> • Statement of Capital • Full Accounts 	<ul style="list-style-type: none"> • Information is available via Companies House at: http://www.companieshouse.gov.uk/ (a nominal charge of £1 may apply in some circumstances). or • Contact us on details above. <p>(this material will generally be exempt as ‘otherwise accessible’ under s25 of the Freedom of Information (Scotland) Act 2002 (“the FOISA”) since the University has a statutory obligation to make this available through Companies House which is then made publically available)</p>

CLASS 5: HOW ST ANDREWS UNIVERSITY SERVICES LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of St Andrews University Services Ltd

The information we publish under this class	How to access it
We are guided and operate in line with the policies and procedures of the University of St Andrews published through its over-arching Guide to Information:	On website at: http://www.st-andrews.ac.uk/foi/
<ul style="list-style-type: none"> • HR policies, guidance and forms 	On website at: http://www.st-andrews.ac.uk/staff/policy/hr/
<ul style="list-style-type: none"> • Salary Scale 	On website at: http://www.st-andrews.ac.uk/staff/money/salaries/

CLASS 6: HOW ST ANDREWS UNIVERSITY SERVICES LTD 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
<i>We are guided and operate in line with the University of St Andrews' Procurement Financial Operating Procedure: Ordering of Goods and Services.</i>	The following information for suppliers can be found on our website at: http://www.st-andrews.ac.uk/staff/money/procurement/suppliers/ : <ul style="list-style-type: none">• Forthcoming, Current and Awarded tender exercises;• Terms and Conditions for the purchase of Goods and Services;• Opportunities and routes to doing business with us;
<i>Extract Procurement Strategy</i>	http://www.st-andrews.ac.uk/staff/policy/Procurement/

CLASS 7: HOW ST ANDREWS UNIVERSITY SERVICES LTD IS PERFORMING

Class description:

Information about how ST Andrews University Services Ltd performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Financial Performance	
Reports and Financial Statements of the University Court of St Andrews	On website at: http://www.st-andrews.ac.uk/staff/money/financialstatements/
Financial performance – information that the company is required, by statute to submit to Companies House.	<ul style="list-style-type: none">• Information is available via Companies House at: http://www.companieshouse.gov.uk/ (a nominal charge of £1 may apply in some circumstances). or <ul style="list-style-type: none">• Contact us on details above. <p>(this material will generally be exempt as 'otherwise accessible' under s25 of the Freedom of Information (Scotland) Act 2002 ("the FOISA") since the University has a statutory obligation to make this available through Companies House which is then made publically available)</p>

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
We do not hold or publish information under this class.	-