



APUC LTD PUBLICATION SCHEME PART ONE

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for APUC Ltd. This is a guide to the information routinely made available by the company as required under section 23 of the Freedom of Information (Scotland) Act 2002 (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.

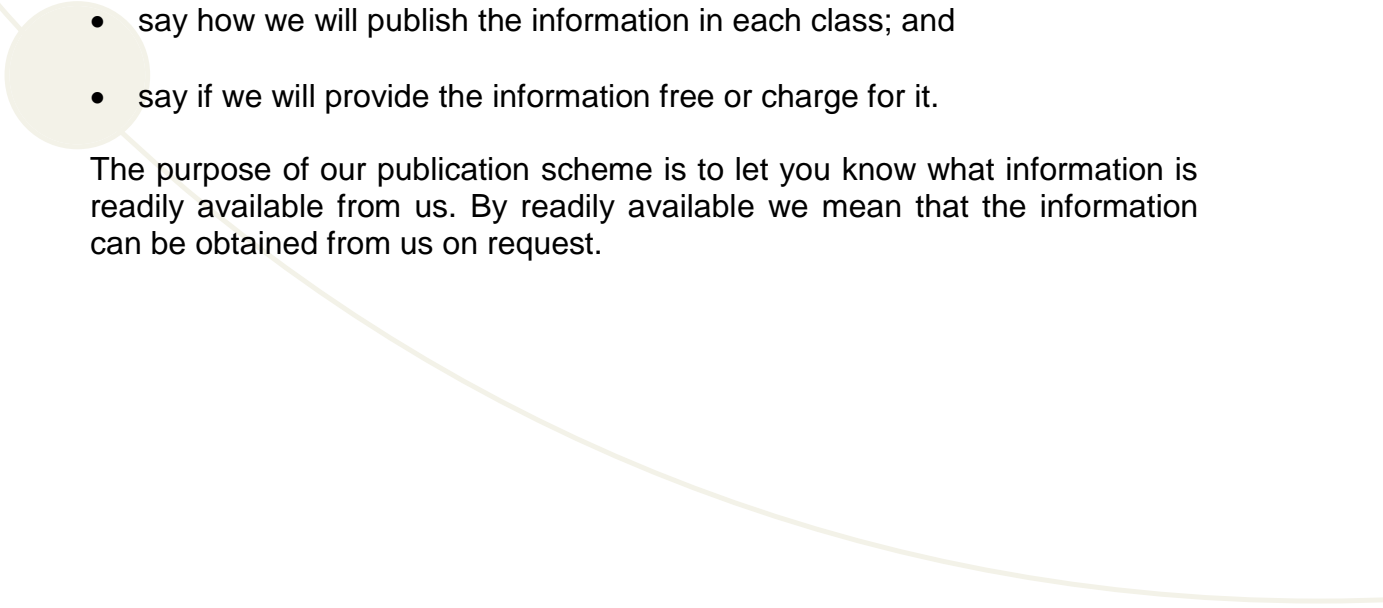
1.3 Under Section 23 of the Act, APUC Ltd must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the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

- allowing public access to information we hold; and
- 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; and
- 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 the authority must have regard to the public interest in allowing public access to information about:
- the services provided by the authority
 - the costs of those services;
 - the standard attained by those services;
 - the facts which form the basis of decisions taken by the authority which are of importance to the public; and
 - 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 PUBLIC AUTHORITY

- 3.1 APUC Ltd is the procurement Centre of Expertise for Scotland's universities and colleges. It negotiates and manages collaborative purchasing contracts for a range of specified products and services, utilising the latest and most advanced techniques, disseminates good practice, develops high quality management information and supports the adoption of the Scottish Government's eProcurementScotl@nd system by institutions on a progressive basis.
- 3.2 Established as a result of the McClelland Report on Public Procurement in Scotland, APUC Ltd is a private company limited by guarantee. It is wholly owned by Scotland's universities and colleges.

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

- 4.1 The following person has overall responsibility for this scheme:

Name: Michael Caithness
Job title: Office Services Manager and Company Secretary
Address: APUC Ltd
14 New Mart Road
Edinburgh
EH14 1RL
Telephone number: 0131 442 8945
Email address: mcaithness@apuc-scot.ac.uk

- 4.2 The following person is responsible for maintaining the scheme on a daily basis:

Name: Michael Caithness

Job title: Office Services Manager and Company Secretary

Address: APUC Ltd

14 New Mart Road

Edinburgh

EH14 1RL

Telephone number: 0131 442 8945

Email address: mcaithness@apuc-scot.ac.uk

5. EXEMPTIONS

- 5.1 (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.

APUC Ltd'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

- 6.1 APUC Ltd recognises that the efficient management of its records is necessary to support its core functions, to contribute to the effective overall management of the company and to comply with its legal and regulatory obligations.

- 6.2 As an organisation which meets the definition of a Scottish Public Authority contained in section 3 (1) of the Freedom of Information (Scotland) Act 2002 ("FOISA"), APUC Ltd is committed to meeting the requirements of the Code of Practice on Records Management issued by the Scottish Ministers in accordance with section 61 of the FOISA and the eight Data Protection Principles of the Data Protection Act 1998.

- 6.3 In line with this commitment, APUC Ltd has established procedures to ensure the creation and management of authentic, reliable records across all of its operations. Its policy and procedures in relation to records management are set out in its Records Management Policy, Records Management Strategy and Records Management Manual. The last document contains a Records Retention Schedule for all documents that APUC Ltd creates and holds. All these documents are available to the public upon request.

7. COPYRIGHT

- 7.1 Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Some material we include in our scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

- 8.1 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 www.apuc-scot.ac.uk. A link will take you to the relevant page or document.

By email: 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 email, 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 Michael Caithness, Office Services Manager and Company Secretary, APUC Ltd, 14 New Mart Road, Edinburgh, EH14 1RL. 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.

If you have difficulty determining the information you want to see, please contact Michael Caithness on 0131 442 8945 who will be happy to help.

9. CHARGING POLICY

- 9.1 Unless otherwise specified in the classes of information, all information published through this scheme is available free of charge where it can be downloaded from our website or where it can be sent to you electronically by e-mail.
- 9.2 We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to APUC Ltd, as set out below.

Reproduction Costs

- 9.3 Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).
- 9.4 Computer discs will be charged at the rate of £1 per CD-Rom.

Postage Cost:

- 9.5 We will pass on postage charges to the requester at the cost to APUC Ltd of sending the information by first class post.

10. COMPLAINTS

- 10.1 If you are unhappy with any aspect of this publication scheme, you can complain to:

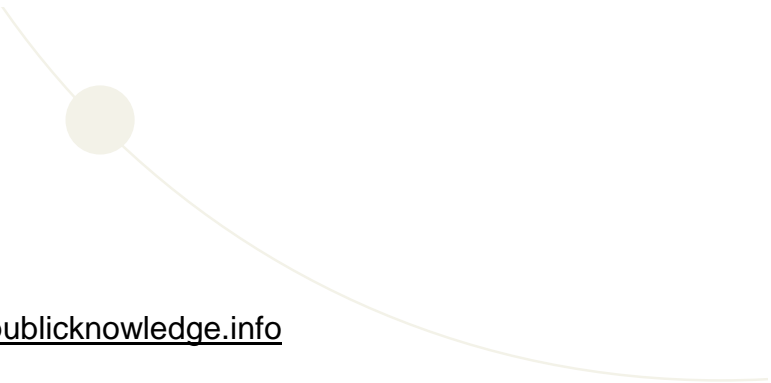
Michael Caithness,
Office Services Manager and Company Secretary,
APUC Ltd,
14 New Mart Road,
Edinburgh,
EH14 1RL

Tel: 0131 442 8945
E-mail: mcaithness@apuc-scot.ac.uk

- 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 came into force, there has been a formal appeal mechanism when information is withheld. Further details on this are available on the Commissioner's website at www.itspublicknowledge.info.

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

11. FEEDBACK

11.1 As part of our statutory duty we are required to review our publication scheme periodically. APUC Ltd 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 Michael Caithness at the address in paragraph 10.1.

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 APUC Ltd more open and transparent in the provision of information?
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APUC LTD PUBLICATION SCHEME

PART TWO

The following classes set out the information which APUC Ltd is making available under this publication scheme.

Class 1: Legal Framework

The company's certificate of incorporation, memorandum of association, articles of association, and address of the registered office.

The address of APUC Ltd's registered office is 14 New Mart Road, Edinburgh, EH14 1RL.

Format(s):

The above documents are available in electronic format by e-mail from mcaithness@apuc-scot.ac.uk or in hard copy format from APUC's registered office.

Timescale of availability

Updated versions of the memorandum of association and articles of association will be made available four weeks after changes are approved.

Fee:

Electronic versions of these documents are available free of charge.

A charge of 10 pence per A4 side of paper (black and white copy) and 30 pence per A4 side of paper (colour copy) will be applied to the provision of paper copies of information.

Computer discs will be charged at the rate of £1 per CD-Rom.

Class 2: Financial Resources

The annual accounts and auditors' report.

Format(s):

The annual accounts and auditor's report are available in electronic format by e-mail from mcaithness@apuc-scot.ac.uk or in hard copy format from APUC Ltd's registered office.

Timescale of availability

The annual accounts will be made available four weeks after they have been approved.

Fee:

Electronic versions of these documents are available free of charge.

A charge of 10 pence per A4 side of paper (black and white) and 30 pence per A4 side of paper (colour copy) will be applied to the provision of paper copies of information.

Computer discs will be charged at the rate of £1 per CD-Rom.

Class 3: Board Meetings

Minutes, agendas and papers of Board meetings.

Format(s):

Minutes, agendas and papers of Board meetings are available in electronic format by e-mail from mcaithness@apuc-scot.ac.uk or in hard copy format from APUC Ltd's registered office. The minutes and agendas of Board meetings are also published on APUC Ltd's website www.apuc-scot.ac.uk.

Timescale of availability

Minutes are available four weeks after they are approved.

Fee:

Electronic versions of these documents are available free of charge.

A charge of 10 pence per A4 side of paper (black and white) and 30 pence per A4 side of paper (colour copy) will be applied to the provision of paper copies of information.

Computer discs will be charged at the rate of £1 per CD-Rom.



Class 4: Directors

List of the names of current directors, their roles and responsibilities.

Format(s):

A list of the names of current directors, their roles and responsibilities is available in electronic format from APUC Ltd's website www.apuc-scot.ac.uk or by e-mail from enquiries@apuc-scot.ac.uk and in hard copy format from APUC Ltd's registered office.

Timescale of availability

Updated information will be available four weeks after changes are approved.

Fee:

Information in this class is available free of charge.

