

# APUC Ltd. (including its subsidiary UCSS Ltd)

## GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

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.

APUC Ltd has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2015. You can see [this scheme](#) on our website or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to 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 and explain why.

### *Copyright*

Where APUC Ltd 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
- the source of the material is identified, and
- it is not used for gain or any part resold or traded

Where APUC Ltd 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 is shown in the tables below:

### Black and white photocopying

Size of paper	Pence per sheet of paper
A1	N/A
A2	N/A
A3	12p
A4	10p
A5	N/A

### Colour photocopying

Size of paper	Pence per sheet of paper
A1	N/A
A2	N/A
A3	35p
A4	30p
A5	N/A

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

Postage costs will be charged at the rate we would need to pay 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.

However, please note that we will decline to provide information if the cost of producing it is likely to exceed £600.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

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](mailto:mcaithness@apuc-scot.ac.uk)

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 may make a request to us for that information.

<b>CLASS 1: ABOUT THE AUTHORITY</b>
<p><b>Class description:</b> Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
<p><u>General information about APUC Ltd</u></p> <ul style="list-style-type: none"> <li>- Authority name, address and contact details for headquarters and satellite office <a href="#">Link to website</a></li> <li>- Organisational structure, roles and responsibilities of senior officers <a href="#">Link to website</a></li> <li>- Business opening hours <a href="#">Link to website</a></li> <li>- Contact details for customer care and complaints functions <a href="#">Link to website</a></li> <li>- Publication scheme and guide to information. Charging schedule for published information <a href="#">Link to website</a></li> <li>- Contact details and advice about how to request information from the authority. <a href="#">Link to website</a></li> </ul>	<p>Via the links to our website shown opposite or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>
<p><u>Constitution</u></p> <ul style="list-style-type: none"> <li>- Legal framework for APUC Ltd, including constitution, articles of association. <a href="#">Link to website</a></li> </ul>	<p>Via the link to our website shown opposite or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>
<p><u>How the authority is run</u></p> <ul style="list-style-type: none"> <li>- Description of governance structure, Board, committees and other decision making structures <a href="#">Link to governance structure</a>; <a href="#">Link to others</a></li> <li>- Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by APUC Ltd <a href="#">Link to website</a></li> <li>- Governance policies including code of conduct and register of interests</li> </ul>	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>

<p><u>Corporate planning</u></p> <ul style="list-style-type: none"> <li>- Mission statement</li> <li>- Corporate plan</li> <li>- Corporate strategies and policies</li> </ul>	<p>Via our website at <a href="http://www.apuc-scot.ac.uk">www.apuc-scot.ac.uk</a> or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>
<p><u>External relations</u></p> <ul style="list-style-type: none"> <li>- Audit arrangements</li> <li>- Subsidiary company (UCSS Ltd)</li> <li>- Strategic agreements with other bodies</li> </ul>	<p>By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>

## CLASS 2: HOW WE DELIVER 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
<p><u>Functions</u></p> <ul style="list-style-type: none"> <li>- Description of functions <a href="#">Link to website</a></li> <li>- Strategies and policies</li> <li>- How to report a concern to APUC Ltd <a href="#">Link to website</a></li> <li>- Statutory registers</li> </ul>	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>
<p><u>Services</u></p> <ul style="list-style-type: none"> <li>- List of services <a href="#">Link to website</a></li> <li>- Information for service users, including how to access the services <a href="#">Link to website</a></li> </ul>	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>

**CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED****Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
<p><u>Decision making</u></p> <ul style="list-style-type: none"> <li>- Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings <a href="#">Link to website</a></li> </ul>	<p>Via the link to our website shown opposite or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>

**CLASS 4: WHAT THE AUTHORITY 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
<ul style="list-style-type: none"> <li>- Financial statements, including annual accounts <a href="#">Link to website</a></li> <li>- Financial policies and procedures for budget allocation</li> <li>- Budget allocation to key policy / function / service areas</li> <li>- Financial administration manual / internal financial regulations</li> <li>- Expenses policies and procedures</li> <li>- Board member remuneration other than expenses <a href="#">Link to website</a></li> <li>- Pay and grading structure (levels of pay rather than individual salaries)</li> </ul>	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL</p>

**CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
<u>Human resources</u> <ul style="list-style-type: none"><li>- Strategy and management of human resources.</li><li>- Staffing structure <a href="#">Link to website</a></li><li>- Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records</li></ul>	Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL
<u>Information resources</u> <ul style="list-style-type: none"><li>- Records management policy, including records retention schedule</li><li>- Information governance / asset management policies and procedures</li><li>- Knowledge management policies and procedures</li></ul>	By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL

**CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS****Class description:**

Information about how we procure goods and services, and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
<ul style="list-style-type: none"><li>- Procurement policies and procedures <a href="#">Link to website</a></li><li>- Invitations to tender <a href="#">Link to website</a></li><li>- List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value. <a href="#">Link to website</a></li></ul>	Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL

**CLASS 7: HOW OUR AUTHORITY IS PERFORMING**

**Class description:**  
Information about how the authority performs as an organisation, and how well it delivers its functions and services

<b>The information we publish under this class</b>	<b>How to access it</b>
- External reports e.g. annual report <a href="#">Link to website</a>	Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting APUC Ltd headquarters at 14 New Mart Road, Edinburgh EH14 1RL

**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.

<b>The information we publish under this class</b>	<b>How to access it</b>
None of the information APUC Ltd publishes currently falls into this category. If this situation changes, information on how to access it will be added to this guide and made available on our website.	Not applicable