CARNegie ENTERPRISE LIMITED (SC180437)

Publication Scheme

Part One

1 Introduction

1.1 Welcome to the Publication Scheme for Carnegie Enterprise Limited. 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, Carnegie Enterprise Limited 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 standards 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

The main functions of Carnegie Enterprise Limited is to provide general and specialist consultancy, conference and training services and/or facilities for a wide cross section of the business community. The company also provides business support, business advice and business services to the business community. The Carnegie Conference Centre is the trading name of Carnegie Enterprise Limited and is set up as a dormant company in order to preserve the brand / name. (Please click here to access The Carnegie Conference Centre’s Publication Scheme.)

Carnegie Enterprise Limited is a wholly owned subsidiary company of the Board of Management of Fife College. (Please click here for Fife College’s Publication Scheme.)

4 Responsibility for the Publication Scheme

4.1 The following person has overall responsibility for this scheme:

Name: Mr Hugh Logan
Job Title: Director (Carnegie Enterprise Limited)
Address: Fife College, Pittsburgh Road, Dunfermline KY11 8DY
Telephone number: 0844 2480115
e-mail address: hughlogan@fife.ac.uk

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

Name: Marianne Philp
Job Title: Company Secretary (Carnegie Enterprise Limited)
Address: Fife College, Pittsburgh Road, Dunfermline KY11 8DY
Telephone Number: 0844 2480115
e-mail address: mariannephilp@fife.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 enabled any member of the public to make a request for information that is not in this Scheme.

Carnegie Enterprise Limited’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

Carnegie Enterprise Limited follows Fife College’s Document Retention Policy in relation to the creation, retention and disposal of its records.

7 Copyright

Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, it 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

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

(a) **Online**: information listed in our publication scheme is, wherever possible, available from this website. A link will take you to the relevant page or document.

(b) **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.

(c) **By telephone**: 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.

(d) **By post**: information is also available in a paper copy form. Please address your request to Marianne Philp, Fife College, Pittsburgh Road, Dunfermline KY11 8DY. When requesting information, please include the following details:
9 Charging Policy

9.1 Information provided under this scheme online, by e-mail or as part of a personal visit will be provided free of charge. Where information is requested in print, a charge of 5 pence per A4 page will be made.

9.2 There may be a charge for requests for additional information (outwith the Publication Scheme), should the administrative costs in locating this information be high. Charges will be made in accordance with Scottish Information Guidelines (Please click here for the SIC website). Individuals who will incur a charge for information will be advised of this prior to their request being processed in case they wish to cancel the request.

10 Complaints

10.1 If you are unhappy with any aspect of this publication scheme, you can complain to Marianne Philp, Fife College, Pittsburgh Road, Dunfermline KY11 8DY; e-mail mariannephilp@fife.ac.uk in the first instance. If your complaint is unresolved, you may follow Fife College Complaints procedure. (Please click here for the Fife College Complaints Procedure).

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. Further details on this procedure are available on the Commissioner’s website at www.itpublicknowledge.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: enquiries@itpublicknowledge.info
Feedback

As part of our statutory duty we are required to review our publication scheme periodically. Carnegie Enterprise Limited 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 Marianne Philp, Fife College, Pittsburgh Road, Dunfermline KY11 8DY; Tel: 0844 2480115; e-mail: mariannephilp@fife.ac.uk.

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 Carnegie Enterprise Limited more open and transparent in the provision of information?
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Publication Scheme

Part Two

The following class sets out the information which Carnegie Enterprise Limited is making available under this publication scheme.

Class 1: Legal Framework

Carnegie Enterprise Limited’s registered office is Fife College, Pittsburgh Road, Dunfermline KY11 8DY.

The company’s certificate of incorporation, memorandum of association, articles of association.

Format

Information is available in paper format or by inspection by arranging a personal visit in our premises at Pittsburgh Road, Dunfermline KY11 8DY. An appointment is required for a personal visit. Please contact Marianne Philp, Fife College, Pittsburgh Road, Dunfermline KY11 8DY; telephone: 0844 2480115 e-mail@ foi@fife.ac.uk.

Timescale of availability

Within four weeks of adoption by Carnegie Enterprise Limited.

Fee

- Information in this class requested in print is available at 5 pence per A4 page.
- Information in this class requested for inspection at a personal visit is made available free of charge.

Class 2: Financial Resources

The annual accounts and auditors’ report.

Format

Information is available online, in paper format or by inspection in the Library, Fife College, Pittsburgh Road, Dunfermline KY11 8DY.

Timescale of availability

Within four weeks of approval by the Board of Directors of Carnegie Enterprise Limited and the Board of Governors of Fife College.

Fee
Class 3: Board Meetings

Minutes, agendas and papers of Board meetings.

Format

Information is available by e-mail, paper format or by inspection in the Library, Fife College.

Part 2 minutes and papers are confidential, and will not be made available. However only extremely sensitive information, which is not in the public interest, will appear as a Part 2 item.

Timescale of Availability

Agendas and papers are made available two days in advance of the date of the meeting.

Minutes are made available two weeks after they have been approved.

Fee

- Information in this class provided by e-mail is made available free of charge.
- Information in this class requested in print is available at 5 pence per A4 page.
- Information in this class viewed in the Library, Fife College is made available free of charge.

Class 4: Directors

Linda Greig is the Managing Director of Carnegie Enterprise Limited. The Board of Directors is chaired by Bob Garmory. Other Directors are Linda Greig (Managing Director), Steve Harrison, Hugh Logan and Steven Wexelstein.

The Board of Directors of Carnegie Enterprise Limited is a sub-committee of the Board of Governors of Fife College. Full details on all Board members is available on the Fife College website. (Please click here for Board of Governors information.)

The remit and delegated authority of the Board of Directors of Carnegie Enterprise Limited (Please click here for the remit for Board of Directors of Carnegie Enterprise Limited) and the Board of Governors of Fife College is available on-line.
**Format**

Information is available online, by e-mail, paper format or by inspection in the Library, Fife College.

**Timescale of Availability**

Information is made available two weeks after the Board has approved any amendments.

**Fee**

- Information in this class provided online or by e-mail is made available free of charge.
- Information in this class requested in print is available at 5 pence per A4 page.
- Information in this class viewed in the Library, Fife College is available free of charge.