



## FIFE COLLEGE 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.

Fife College has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on our website at [www.fife.ac.uk](http://www.fife.ac.uk) or by contacting us at the addresses below:

Freedom of Information Officer  
Fife College  
Pittsburgh Road  
Dunfermline  
Fife  
KY11 8DY

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*

Where Fife College holds the copyright in their 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, and
- the source of the material is identified

Where Fife College 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**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	25p
A2	20p
A3	15p
A4	10p
A5	10p

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	90p
A2	70p
A3	50p
A4	30p
A5	30p

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

Postage costs will be recharged at the rate we 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 any other costs on 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:

Fife College  
Pittsburgh Road  
Dunfermline  
Fife  
KY11 8DY

Telephone: 0344 248 0115  
Email: [foi@fife.ac.uk](mailto:foi@fife.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 may make a request to us for that information.

<b>CLASS 1: ABOUT FIFE COLLEGE</b>	
<b>Class description:</b> Information about Fife College, who we are, where to find us, how to contact us, how we are managed and our external relations	

<b>The information we publish under this class</b>	<b>How to access it</b>
Authority name, address and contact details.	Details of all our <a href="#">locations</a> , <a href="#">contact details</a> , can be found on our website or by phoning 0844 248 0115
Organisational structure, roles and responsibilities of senior officers.	<a href="#">Fife College organisation chart</a>
Business opening hours.	Details of our <a href="#">business hours</a> for all locations can be found on our website <a href="#">College Term Dates / Holidays</a>
Contact details for customer care and complaints functions.	All general enquiries should be directed to 0344 248 0115. You can complain in person, by phone, in writing, by email, or by using our complaints form, available from Reception at any College campus, from the Students' Association office or from the College website ( <a href="http://www.fife.ac.uk">www.fife.ac.uk</a> ).
Customer codes or charters.	Fife College does not currently publish any information in this category
Single Model Publication Scheme 2013 and the authority's Guide to Information.	See information above
Charging schedule for published information.	See information above
Contact details and advice about how to request information from the authority.	Fife College, Pittsburgh Road, Dunfermline, Fife KY11 8DY Tel: 0344 248 0115 Fax: 0344 248 0116 Email: <a href="mailto:info@fife.ac.uk">info@fife.ac.uk</a>

The information we publish under this class	How to access it
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 (if the authority charges for environmental information)	<p>We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you. In the event that we decide to impose a charge we will issue you with notification of the charge (fees notice) and how it has been calculated. You will have 60 days from the date of issue to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you. Charges are calculated on the basis of the actual cost to the authority of providing the information.</p> <p>Photocopying charges are as outlined above. Staff time is calculated at actual cost per staff member hourly rate to a maximum of £15 per hour.</p>
Legal framework for the authority, including constitution, articles of association or charter.	<p>Fife College was established under the Further and Higher Education (Scotland) Act 1992, as amended by the Post-16 Education (Scotland) Act 2013. On 1 August 2013, the former Carnegie and Adam Smith Colleges merged to form Fife College.</p>
Description of governance structure, Board, committees and other decision making structures.	<p>Fife College is governed by a Board of Governors, which is constituted in accordance with the Further and Higher Education (Scotland) Act 1992, as amended by the Post-16 Education (Scotland) Act 2013.</p> <p>The major committees with devolved decision making powers are:</p> <ul style="list-style-type: none"> <li>• Audit and Risk</li> <li>• Finance, Commercial, Planning and Estates</li> <li>• Health and Safety and Human Resources</li> <li>• Chair's</li> </ul> <p><a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/committeesoftheboard.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/committeesoftheboard.aspx</a></p>
Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operation decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers.	<p>Information about our current Board members can be accessed at</p> <p><a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/boardprofiles.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/boardprofiles.aspx</a></p>

<b>The information we publish under this class</b>	<b>How to access it</b>
Governance policies, including standing orders, code of conduct and register of interests.	Constitution and Standing Orders <a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/constitutionandstandingorders.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/constitutionandstandingorders.aspx</a> Code of Conduct and Registers of Interests <a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/codeofconductandregisterofinterests.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/codeofconductandregisterofinterests.aspx</a>
Mission statement.	Fife College will enhance the wellbeing of the people of Fife by: <ul style="list-style-type: none"> <li>• providing lifelong learning opportunities to promote employability, develop personal and employment skills and encourage achievement and progression; a provision which primarily for the people of Fife will not be constricted thereto since supporting business and commercial activity outside Fife will enhance our capacity and thus enhance opportunities for the people of Fife.</li> <li>• contribute in strategic partnerships enclosing the opportunity gap by providing programmes which facilitate improved life choices for the communities.</li> <li>• being a dynamic and responsive organisation committed to professional training and development of our staff.</li> </ul>
Corporate Plan.	Fife College has a Strategic Plan, copies of which are available upon request from the College
Corporate Strategies.	
Corporate Policies.	
Strategic Planning Processes.	
Accountability relationships, including reports to regulators.	The College is legally obliged to make statistical returns available to its funding body, the <a href="#">Scottish Funding Council</a> . College reviews and follow up reports produced by <a href="#">Education Scotland</a> are available on their website.
Internal and External Audit arrangements.	Internal Auditors: BDO. External Auditors: Grant Thornton.

<b>The information we publish under this class</b>	<b>How to access it</b>
Subsidiary companies and other significant financial interests.	<p>The College has the following subsidiary companies, each of which has its own Publication Scheme.</p> <p><a href="#">Carnegie Enterprise Limited</a>  <a href="#">Carnegie Conference Centre Limited</a>  <a href="#">Carnegie College Limited</a>  <a href="#">Next Steps Scotland</a>  <a href="#">The Andrew Carnegie Business School</a></p> <p>The Adam Smith Enterprise and Education Foundation is a private company limited by guarantee. Its company number is SC179415. Its Scottish Charity number is SC027103.</p> <p>The company is established to support the continued growth and development of Fife College and is responsible for securing gifts of support from companies, charitable trusts and foundations, friends and former students of Fife College and to use these funds to realise specific projects and help Fife College realise its corporate objectives, aims and aspirations. The main focus of activity within the Adam Smith Foundation is the Student Scholarship Programme.</p>
Strategic agreements with other bodies.	Joint Venture Company – Nursery Hotel

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>	
<b>Class description:</b>	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>
Description of functions, including statutory basis for them, where applicable.	Fife College provides further and higher education through its main campuses in Dunfermline, Kirkcaldy, Glenrothes, Rosyth, Cupar and Leven and from Prison Learning Centres throughout Scotland.
Strategies, policies and internal staff procedures for performing statutory functions.	Fife College does not currently publish any information in this category.
How to apply for a licence, warrant, grant, etc. where there is a function of the authority to approve.	N/A
How to report a concern to the authority	Fife College has a complaints procedure – please see our website: <a href="http://www.fife.ac.uk/studentinformation/Pages/complaints.aspx">http://www.fife.ac.uk/studentinformation/Pages/complaints.aspx</a>
Reports of the authority's exercise of its statutory functions.	Fife College does not currently publish any information in this category.
Statutory registers (NB not if inspection-only).	Fife College does not currently publish any information in this category.
Fees and charges for performance of the authority's function e.g. fee for making a planning application, etc.	Fife College does not currently publish any information in this category.
List of services, including statutory basis for them, where applicable.	<a href="#">College Course Search</a>
Service policies and internal staff procedures, including allocation, quality and standards.	
Service schedules and delivery plans.	Student Calendar 2014-15
Information for service users, including how to access the services.	Contact 0344 248 0115 info@fife.ac.uk
Service fees and charges, including bursaries.	Contact 0344 248 0115 info@fife.ac.uk

<b>CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED</b>	
<b>Class description:</b>	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>
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.	Minutes and agendas of relevant meetings are available on the college website <a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/minutesandagenda.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/minutesandagenda.aspx</a>
Public consultation and engagement strategies.	Fife College does not currently publish any information in this category.
Reports of regulatory inspections, audits and investigations carried out by the authority.	Fife College does not currently publish any information in this category.

<b>CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT</b>	
<b>Class description:</b>	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>
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	Please see the College website <a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/Annual-Accounts.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/Annual-Accounts.aspx</a>
Financial statements required by statute e.g. sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	Fife College does not currently publish any information in this category.
Financial policies and procedures for budget allocation.	Financial Regulations are available upon request
Budget allocation to key policy/function/service areas.	Budgetary allocations to major budgetary units are allocated on an annual basis. Allocations are considered by the Finance, Commercial, Planning and Estates Committee and approved by the Board of Governors.
Purchasing plans and capital funding plans.	Financial Regulations are available upon request
Financial administration manual/ internal financial regulations.	Financial Regulations are available upon request
Expenses policies and procedures.	The College has a Travel and Subsistence Policy available on the Staff Gateway. A copy of this policy is available upon request.
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation.	Expenses claimed by Board members can be found on the College website <a href="http://www.fife.ac.uk/collegeinfo/governance/Documents/Expenses/0021-15%20expenses%20240315.pdf">http://www.fife.ac.uk/collegeinfo/governance/Documents/Expenses/0021-15%20expenses%20240315.pdf</a>
Board member remuneration other than expenses.	The Chair of the Board is appointed by Scottish Ministers and is remunerated at a daily rate of £265 for every 7.5 hours worked to a maximum of 78 days per year. All other non executive Board members are unremunerated.
Pay and grading structure (levels of pay rather than individual salaries).	Information on pay and grading structures for College staff is available upon request.
Investments, summary information about endowments, investments and authority pension fund.	Summary information on institutional endowments and investments is included in the Fife College Annual Accounts <a href="http://www.fife.ac.uk/collegeinfo/governance/Pages/Annual-Accounts.aspx">http://www.fife.ac.uk/collegeinfo/governance/Pages/Annual-Accounts.aspx</a>
Funding awards available from the authority, how to apply for them and funding awards made by the authority	<a href="#">Adam Smith Foundation</a>

<b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>
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<b>Class description:</b>
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Information about how we manage the human, physical and information resources of Fife College.
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<b>The information we publish under this class</b>	<b>How to access it</b>
Strategy and management of human resources.	
Staffing structure.	
Human resources policies, procedures and guidelines.	All College HR policies and procedures are contained within our Staff Gateway and copies are available upon request.
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Recognised Trade Unions are EIS, UNISON and UNITE. Copies of Recognition and Procedure Agreements are available upon request
Management of the authority's land and property assets, including environmental/sustainability reports.	
Description of the authority's land and property holdings.	Fife College currently has campuses at:  Halbeath Campus, Pittsburgh Road, Dunfermline, Fife KY11 8DY  Stenton Campus, Stenton Road, Glenrothes, Fife KY6 2RA  St Brycedale Campus, St Brycedale Avenue, Kirkcaldy, Fife KY1 1EX  Priory Campus, Victoria Road, Kirkcaldy, Fife KY1 2QT  Leven Campus, Victoria Road, Leven, Fife KY8 4RN  Rosyth Campus, Wood Road, Rosyth Business Park, Rosyth, Fife KY11 2EA  Robert Purvis House, Castle Road, Rosyth, Fife KY11 2AU
Estate development plans.	
Maintenance arrangements.	A full planned maintenance and response maintenance system is operated by the College. Maintenance arrangements and policies for buildings and grounds are contained within the planned maintenance programme and the college's computerised management system.
Records management policy, including records retention schedule.	

<b>The information we publish under this class</b>	<b>How to access it</b>
Information governance/asset management policies and procedures.	
Knowledge management policies and procedures.	Fife College does not currently publish any information in this category.
List of statistical information published by the authority.	<a href="#">Scottish Funding Council</a> Statistical Returns
Freedom of information policies and procedures.	See College website <a href="http://www.fife.ac.uk/collegeinfo/Pages/foi.aspx">http://www.fife.ac.uk/collegeinfo/Pages/foi.aspx</a>

<b>CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>	
<b>Class description:</b>	
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>
Procurement policies and procedures.	Procurement information is detailed within the College <a href="#">Financial Regulations</a>
Invitations to tender.	Our tender procedure is detailed within our <a href="#">Financial Regulations</a>
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value.	Fife College does not currently publish any information in this category.

<b>CLASS 7: HOW WE ARE PERFORMING</b>	
<b>Class description:</b>	
Information about how we perform as an organisation, and how well we deliver our functions and services	

<b>The information we publish under this class</b>	<b>How to access it</b>
External reports, e.g. annual report, performance statements required by statute	College reviews and follow up reports produced by <a href="#">Education Scotland</a> are available on their website. Investors in People report.
Performance indicators and performance against them	The <a href="#">Scottish Funding Council</a> publishes summary information relating to College performance indicators.

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>	
<b>Class description:</b>	
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>
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.	Fife College does not currently publish any information in this category.