

ADAM SMITH ENTERPRISE AND EDUCATION FOUNDATION (SC179415) 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.

Adam Smith Enterprise and Education Foundation is wholly publicly owned and is therefore a public authority for the purposes of the Act. It has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2018. You can see this scheme online at

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> 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 Adam Smith Enterprise and Education Foundation 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, and
- the source of the material is identified

Where Adam Smith Enterprise and Education Foundation 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	20p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	N/A
A2	N/A
A3	60p
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 paid 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.

Please note that 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:

Marianne Philp
Company Secretary (Adam Smith Enterprise and Education Foundation)
c/o Fife College
Pittsburgh Road
Dunfermline
KY11 8DY

0344 248 0115
mariannephilp@fife.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.

Note: the company is required to publish the information it holds which falls within the following classes. If the company does not hold information within a class, please indicate this below the class description. Where links are provided to web pages, please ensure the link is to a specific document, relevant page or section of the website.

CLASS 1: ABOUT ADAM SMITH ENTERPRISE AND EDUCATION FOUNDATION
Class description: Information about the authority, 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
Authority name, address and contact details for headquarters and principal offices	Adam Smith Enterprise and Education Foundation, Halbeath Road, Dunfermline KY11 8DY Tel: 0344 248 0115 Fax: 0344 248 0116
Organisational structure, roles and responsibilities of senior officers.	Deborah Miller – Chair Marianne Philp – Company Secretary
Business Opening Hours	Full-time
Contact details for customer care and complaints functions	All general enquiries should be directed to 0344 248 0115
Customer codes or charters	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category
The authority's guide to information and Single Model Publication Scheme 2015	See information above
Charging schedule for published information	See information above
Contact details about how to request information from the authority	Adam Smith Enterprise and Education Foundation, Halbeath Road, Dunfermline KY11 8DY Tel: 0344 248 0115 Fax: 0344 248 0116
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 (if the authority charges for environmental information)	We do not charge for the time spent to determine whether we hold the information requested, nor 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 with a 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. If you decide not to proceed with the request there will be no charge to you. Charges are calculated on the basis of actual cost to the authority of providing the information. Photocopying charges are as outlined in the guide (see above). Staff time is calculated at actual cost per staff member hourly rate to a maximum of £15 per hour.
Legal framework for the authority including constitution, articles of association or charter	Registered Scottish Charity (SC179415) Memorandum and Articles of Association are available upon request
Description of governance structure, Board, committees and other decision making structures	Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College. It has a Board of Trustees comprised of the Vice Principal Commercial, 2 College Board representatives and 6 Trustees independent to the College
Names of, responsibilities of and (work related) biographical details of the people who make strategic and operational	The Vice Principal Commercial is Deborah Miller. College Board representatives are Derek Birkenfield and Bill Taylor. Independent Trustees are Lord Murray Elder (Patron), Pamela

decisions about the performance of function and/or services by the authority, eg Board members, chief officers.	Caira, Joyce Johnston, Marilyn Livingstone, John Paterson, and Garry Stewart
Governance policies, including standing orders, code of conduct and register of interests	See Fife College website http://www.fife.ac.uk/collegeinfo/governance/Pages/default.aspx
Mission statement	<p>Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary of Fife College and contributes to the delivery of its mission statement and corporate strategies and plans.</p> <p>Fife College will enhance the wellbeing of the people of Fife by:</p> <ul style="list-style-type: none"> • 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. • contribute in strategic partnerships enclosing the opportunity gap by providing programmes which facilitate improved life choices for the communities. • being a dynamic and responsive organisation committed to professional training and development of our staff.
Corporate plan / strategy	<p>Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College and contributes to the delivery of its mission statement and corporate strategies and plans.</p> <p>Fife College has a Strategic Plan, copies of which are available upon request from the College</p>
Corporate strategies, eg for commercial development etc	Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College and contributes to the delivery of its mission statement and corporate strategies and plans.
Corporate policies, eg health and safety, equality, sustainability	Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College and contributes to the delivery of its mission statement and corporate strategies and plans.
Strategic planning processes	Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College and contributes to the delivery of its mission statement and corporate strategies and plans.
Accountability relationships, including reports to regulators	Adam Smith Enterprise and Education Foundation is a wholly owned subsidiary company of Fife College. It provides regular reports and updates to the Fife College Board of Governors.
Internal and external audit arrangements	External Auditors: Chiene & Tait
Subsidiary companies (wholly and part owned) and other significant financial interests	None
Strategic agreements with other bodies	None

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.

The information we publish under this

How to access it

class	
Description of functions, including statutory basis for them, where applicable	The company was established in 1997 to support the continued growth and development of the College. The company is responsible for securing gifts of support for companies, charitable trusts and foundations, friends and former students of the College and to use these funds to realise its corporate objectives, aims and aspirations. The main focus of activity within the Foundation in recent years has been the Student Scholarship Programme.
Strategies, policies and internal staff procedures for performing statutory functions	Available upon request
How to apply for a licence, warrant, grant etc where it 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: http://www.fife.ac.uk/studentinformation/Pages/complaints.aspx
Reports of the authority's exercise of its statutory functions	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.
Statutory registers (NB not if inspection only)	Available by contacting the Company Secretary, Marianne Philp. 0344 248 0115 marianephilp@fife.ac.uk
Fees and charges for performance of the authority's function, eg fee for making a planning application etc	Fees are agreed on an individual basis based on the services to be provided
List of services, including statutory basis for them, where applicable	Securing gifts of support for companies, charitable trusts and foundations, friends and former students of the College
Service policies and internal staff procedures, including allocation, quality and standards	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.
Information for service users, including how to access the services	Contact Adam Smith Enterprise and Education Foundation, Halbeath Road, Dunfermline KY11 8DY Tel: 0344 248 0115 Fax: 0344 248 0116
Service fees and charges, including bursaries	N/A

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE 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
Decision making	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Information can be requested from Marianne Philp, Company Secretary. 0344 248 0115 marianephilp@fife.ac.uk
Public consultation and engagement strategies	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.
Reports of regulatory inspections, audits and investigations carried out by the authority	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.

CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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
Financial statements, including annual accounts, any regular statements, eg quarterly budget statements	Annual accounts are published annually and are available upon request from Marianne Philp, Company Secretary. 0344 248 0115 mariannephilp@fife.ac.uk
Financial statements required by statute, eg sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	N/A
Financial policies and procedures for budget allocation	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk Fife College Financial Regulations are available upon request
Budget allocation to key policy / function / service areas	Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.
Purchasing plans and capital spending plans	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk Fife College Financial Regulations are available upon request. Adam Smith Enterprise and Education Foundation does not currently publish any information in this category.
Financial administration manual / internal financial regulations	Fife College Financial Regulations are available upon request
Expenses policies and procedures	Fife 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, eg travel, subsistence and accommodation	Travel and subsistence can be claimed at public transport rates or a mileage rate of 45p per mile
Board member remuneration other than expenses	Trustees 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	Available by contacting the Vice Principal Finance, David Neilson. davidneilson@fife.ac.uk Summary information on institutional endowments and investments is included in the Annual Accounts which are available upon request
Funding awards available from the authority, how to apply for them and funding awards made by the authority	N/A

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

The information we publish under this class	How to access it
Strategy and management of human resources	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Staffing structure	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Human resources policies, procedures and guidelines,	These are available upon request from

including recruitment, performance, management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Marianne Philp, Company Secretary. 0344 248 0115 mariannephilp@fife.ac.uk
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Management of the authority's land and property assets, including environmental / sustainability reports	Adam Smith Enterprise and Education Foundation does not publish any information in this category
Description of the authority's land and property holdings	N/A
Estate development plans	N/A
Maintenance arrangements	N/A
Records management policy and records management plan, including records retention schedule	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Information governance / asset management policies and procedures	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Knowledge management policies and procedures	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
List of statistical information published by the authority	Available by contacting the Vice Principal Commercial, Deborah Miller. deborahmiller@fife.ac.uk
Freedom of information policies and procedures	These are available upon request from Marianne Philp, Company Secretary. 0344 248 0115 mariannephilp@fife.ac.uk
Data protection or privacy policy	These are available upon request from Marianne Philp, Company Secretary. 0344 248 0115 mariannephilp@fife.ac.uk See College website http://www.fife.ac.uk/collegeinfo/Pages/foi.aspx

CLASS 6: HOW WE PROCURE 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
Procurement policies and procedures	Available by contacting the Head of Finance, Susan Dunsmuir. susandunsmuir@fife.ac.uk Procurement information is detailed within the College Financial Regulations
Invitations to tender	Available by contacting the Head of Finance, Susan Dunsmuir. susandunsmuir@fife.ac.uk Our tender procedure is detailed within our Financial Regulations
List of contracts which have gone through formal tender, including name of supplier, period of contract and value	Available by contacting the Head of Finance, Susan Dunsmuir. susandunsmuir@fife.ac.uk

CLASS 7: HOW WE ARE PERFORMING

Class description:

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

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The information we publish under this class	How to access it
External reports, eg annual report, performance statements required by statute (eg section 32 of the Public Services Reform (Scotland) Act 2010 if applicable	These are available upon request from Marianne Philp, Company Secretary. 0344 248 0115 mariannephilp@fife.ac.uk
Performance indicators and performance against them	Adam Smith Enterprise and Education Foundation does not currently publish information in this category.

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.

N/A