

## **NEXT STEPS SCOTLAND (SC215097)**

### **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.

Next Steps Scotland 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 Next Steps Scotland 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 Next Steps Scotland 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 (Next Steps Scotland)  
c/o Fife College  
Pittsburgh Road  
Dunfermline  
KY11 8DY

0344 248 0115

[mariannephilp@fife.ac.uk](mailto: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 NEXT STEPS SCOTLAND**

### **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

<b>The information we publish under this class</b>	<b>How to access it</b>
Information that the company is required, by statute, to submit to Companies House	Information is available in paper format or by inspection by arranging a personal visit in our premises at Dunfermline.  An appointment is required for a personal visit. Please contact Marianne Philp, Fife College, Pittsburgh Road, Dunfermline, KY11 8DY.  0344 248 0115 foi@fife.ac.uk

## **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>
No information held under this class (dormant company)	N/A

## **CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE 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>
No information held under this class (dormant company)	N/A

## **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.

<b>The information we publish under this class</b>	<b>How to access it</b>
No information held under this class (dormant company)	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

<b>The information we publish under this class</b>	<b>How to access it</b>
No information held under this class (dormant company)	N/A

**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**

No information held under this class (dormant company)

**How to access it**

N/A

**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

**The information we publish under this class**

No information held under this class (dormant company)

**How to access it**

N/A

**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.

**The information we publish under this class**

No information held under this class (dormant company)

**How to access it**

N/A