



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 produced by the Scottish Information Commissioner.

You can see this scheme on our website at www.fife.ac.uk or by contacting us at the address below:

Freedom of Information Officer
Fife College
Pittsburgh Road
Dunfermline
Fife
KY11 8DY
Email: foi@fife.ac.uk

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, eg 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
A3	20p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	40p
A4	20p

Information provided on CD-Rom will be charged at 50p 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, pro rata, 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 our website or as part of commercial training courses 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

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.

The classes are:

- Class 1: About our authority
- Class 2: How we deliver our functions and services
- Class 3: How our authority takes decisions and what it has decided
- Class 4: What our authority spends and how it spends it
- Class 5: How our authority manages its human, physical and information resources
- Class 6: How our authority procures goods and services from external providers
- Class 7: How our authority is performing
- Class 8: Our commercial publications
- Class 9: Our open data

Last Update: This Scheme was last updated on 23 January 2019

CLASS 1: ABOUT FIFE COLLEGE
<p>Class description: Information about Fife College, who we are, where to find us, how to contact us, how we are managed and our external relations</p>
<p>About Us</p> <ul style="list-style-type: none"> • Getting here • Our Facilities • Contact us • Our Vision, Mission and Values • Executive Team • Term Dates • Our Courses • Our Qualifications • Studying with Us • How to Apply • Funding and Fees
<p>Governance and Accountability</p> <ul style="list-style-type: none"> • Board of Governors • Our Constitution and Standing Orders • Scheme of Delegation • Code of Conduct and Register of Interests • Committee and Board Meetings • External Effectiveness Review and Board Action Plan • Equality, Diversity and Inclusion
<p>External Relations and Working With Others</p> <ul style="list-style-type: none"> • Complaints Procedure • Data Protection • Freedom of Information • Employers • Schools • Media Enquiries
<p>Keeping Others Informed</p> <ul style="list-style-type: none"> • Latest News • Events • Staff Vacancies

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>
<ul style="list-style-type: none"> • Strategic Planning • Policies, Procedures, Plans and Reports • Prospectus • Our Faculties • Student Support Services • Fife College Students' Association • Adam Smith Foundation

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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.
<ul style="list-style-type: none">• Board and Committee meeting papers, agendas and minutes

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.
<ul style="list-style-type: none">• Procurement and Tenders• Finance, Commercial and Estates Committee papers• Annual Accounts

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 Fife College.
Human Resources <ul style="list-style-type: none">• Work for Us• Wellbeing
Physical Resources <ul style="list-style-type: none">• Sustainability
Information Resources <ul style="list-style-type: none">• Network Acceptable Use Policy• Copyright Policy• Data Protection• Freedom of Information

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
<ul style="list-style-type: none">• Procurement and Tenders• Slavery and Human Trafficking Policy Statement

CLASS 7: HOW WE ARE PERFORMING
Class description: Information about how we perform as an organisation, and how well we deliver our functions and services
<ul style="list-style-type: none">• Quality and Performance Indicators• Annual Accounts

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.
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We do not hold or publish any information under this class.

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.
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We do not hold or publish any information under this class.
