

HEFESTIS Ltd.

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2018

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.

HEFESTIS Ltd. has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner. This scheme will be reviewed annually.

You can see this scheme on our [website](#) or by contacting us at the address below.

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 HEFESTIS Ltd 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
- the source of the material is identified, and
- it is not used for gain or any part resold or traded

Where HEFESTIS Ltd 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 table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	N/A	N/A
A2	N/A	N/A
A3	12p	35p
A4	10p	30p
A5	N/A	N/A

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

We will recharge any postage costs 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.

However, please note that we will decline to provide information if the cost of producing it is likely to exceed £450.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Governance Manager and Company Secretary,
HEFESTIS Ltd,
Unit 27
Stirling Business Centre
Wellgreen
Stirling
FK8 2DZ

Tel: 0131 442 8930

E-mail: mcaithness@apuc-scot.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 are welcome to make a request to us for that information.

CLASS 1: ABOUT HEFESTIS Ltd.
Class description: Information about HEFESTIS Ltd., 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
<p>General information about HEFESTIS Ltd</p> <ul style="list-style-type: none"> - Authority name, address and contact details for headquarters Link to website - Organisational structure, roles and responsibilities of senior officers Link to website - Business opening hours Link to website - Contact details for customer care and complaints functions Link to website - Publication scheme and guide to information. Charging schedule for published information Link to website - Contact details and advice about how to request information from the authority. Link to website 	<p>Via the links to our website shown opposite</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>
<p>Constitution</p> <ul style="list-style-type: none"> - Legal framework for HEFESTIS Ltd, including constitution, articles of association. 	<p>Via the link to our website shown opposite</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>
<p>How the authority is run</p> <ul style="list-style-type: none"> - Description of governance structure, Board, committees and other decision making structures Link to board structure; Link to Steering Groups - Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by HEFESTIS Ltd Link to website 	<p>Via the links to our website shown opposite (where included)</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre,</p>

- Governance policies including code of conduct and register of interests	Wellgreen, Stirling FK8 2DZ
Corporate planning - Mission statement - Corporate plan - Corporate strategies and policies	Via our website at https://www.HEFESTIS.ac.uk/ or By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ
External relations - Audit arrangements - Strategic agreements with other bodies Link to HEFESTIS website	By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ

CLASS 2: HOW HEFESTIS Ltd. DELIVERS 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 class	How to access it
Functions - Description of functions Link to website - Strategies and policies - How to report a concern to HEFESTIS Ltd Link to website - Statutory registers	Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ
Services - List of services Link to website - Information for service users, including how to access the services	Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ

CLASS 3: HOW HEFESTIS Ltd. TAKES DECISIONS AND WHAT IT HAS DECIDED
<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others</p>

The information we publish under this class	How to access it
<p>Decision making</p> <ul style="list-style-type: none"> - Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings Link to website 	<p>Via the link to our website shown opposite</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>

CLASS 4: WHAT HEFESTIS Ltd. SPENDS AND HOW IT SPENDS IT
<p>Class description:</p> <p>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.)</p>

The information we publish under this class	How to access it
<ul style="list-style-type: none"> - Financial statements, including annual accounts - Financial policies and procedures for budget allocation - Budget allocation to key policy / function / service areas - Financial administration manual / internal financial regulations - Expenses policies and procedures - Board member remuneration other than expenses - Pay and grading structure (levels of pay rather than individual salaries) 	<p>Via the links to our website shown opposite (where included)</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>

CLASS 5: HOW HEFESTIS Ltd. MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources of HEFESTIS Ltd.</p>

The information we publish under this class	How to access it
<p>Human resources</p> <ul style="list-style-type: none"> - Strategy and management of human resources. - Staffing structure Link to website - Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records 	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>
<p>Information resources</p> <ul style="list-style-type: none"> - Records management policy, including records retention schedule - Information governance / asset management policies and procedures - Knowledge management policies and procedures - FOI policies and procedures Link to website <p>Data Protection or Privacy policy Link to website</p>	<p>By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>

CLASS 6: HOW HEFESTIS Ltd. PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS
<p>Class description:</p> <p>Information about how we procure goods and services, and our contracts with external providers</p>

The information we publish under this class	How to access it
<ul style="list-style-type: none"> - Procurement policies and procedures - Invitations to tender - List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value. 	<p>Via the links to our website shown opposite (where included) or By writing, telephoning or emailing the above contact person or By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>

CLASS 7: HOW HEFESTIS Ltd. IS PERFORMING
<p>Class description:</p> <p>Information about how HEFESTIS Ltd. performs as an organisation, and how well it delivers its functions and services</p>

The information we publish under this class	How to access it
- External reports e.g. annual report	<p>Via the links to our website shown opposite (where included)</p> <p>or</p> <p>By writing, telephoning or emailing the above contact person</p> <p>or</p> <p>By visiting HEFESTIS Ltd headquarters at Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ</p>

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>Class description:</p> <p>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.</p>

The information we publish under this class	How to access it
None of the information HEFESTIS Ltd publishes currently falls into this category. If this situation changes, information on how to access it will be added to this guide and made available on our website.	Not applicable

CLASS 9: OUR OPEN DATA
<p>Class description:</p> <p>The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.</p>

The information we publish under this class	How to access it
<p>We do not hold or publish information under this class. If this situation changes, information on how to access it will be added to this guide and made available on our website.</p>	<p>Not applicable</p>

Summary of changes

Date	Action by	Revision	Change description
4/12/18	M.Caithness	2018	Initial release