

The Scottish Centre for Children with Motor Impairments



Freedom of Information – Information Guide

Updated November 2018

Introduction

The Freedom of Information (FOI) Act requires Scottish public authorities to produce and maintain a publication scheme, with authorities being under a legal obligation to:

- publish the classes of information that will be made routinely available;
- inform the public how to access the information and what this might cost.

The Scottish Centre for Children with Motor Impairments (SCCMI) is a Scottish public authority and is therefore subject to the FOI Act and has adopted the Model Publication Scheme produced by the Scottish Information Commissioner, with the Model Publication Scheme able to be viewed at www.itspublicknowledge.info/mps.

The SCCMI has prepared this Guide to Information document in order to enable the public to be aware of:

- the information the SCCMI publishes under each class of the Model Publication Scheme;
- how this information can be found easily;
- any charges for accessing the information;
- contact details for enquiries and help with accessing information;
- how to request information which has not been published.

Availability and Formats

The information published through the Model Publication Scheme is, wherever possible, available on the SCCMI website. Alternative arrangements are offered for people who either do not wish to, or who are unable to access the information online, by inspection at the SCCMI's premises at the Craighalbert Centre, eg, paper copies of information can be sent (although a charge may be applied for this process).

Exempt Information

The SCCMI will publish information which falls within the classes of information identified below. Should a document include information which is exempt under Scotland's freedom of information laws, (eg personal or trade-sensitive information), we may either remove or redact such information before publication, and an explanation related to why this action has been taken will be provided.

Copyright

The SCCMI has adopted the Open Government Licence (OGL) for the information it publishes through this Guide, with the OGL articulating what can and cannot be done with the SCCMI's published information, in circumstances where the SCCMI is the copyright holder, with this information able to be viewed at: <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. In circumstances where the SCCMI does not hold copyright for information published, this will be made clear in this guide.

Charges

There is no charge to view information which is either included on the SCCMI website, or which is held at the Craighalbert Centre premises. Should published information require to be sent to any individual, the costs of providing this (eg photocopying and postage, with photocopying charges per sheet of paper detailed Table 1), will be charged to the requester, however this charge will be no greater than the actual costs to provide this information. The costs of providing the information will be identified prior to sending this to any person.

Information provided on CD-ROM will be charged at £1.00 per computer disc, memory stick max £10. When providing copies of pre-printed publications, charges will be no more than the cost per copy of the total print run. No other costs for published information will be passed on and any postage costs will be recharged at the rate the SCCMI is charged.

Charges will be applied to unpublished information provided in response to a request. Where it would cost £100 or less to provide the information, a charge will not be imposed. If the costs charged to the SCCMI is between £100 and £600 to provide information, a fee of 10% of this charge will be applied to the requester, eg if the SCCMI costs are £400, then the enquirer may be charged up to £30 (ie, first £100 is free, then the charge will 10% of the cost between £100 and £400). Where it would cost more than £600 to provide information, we may ask request the requester to pay the costs as detailed above up to £600 and the remaining costs over £600 in full.

In the case of requests for an individual’s personal data (subject access request), a charge of up to £10 per request may be applied.

Table 1 – Photocopying Charges

Size of Paper	Price per Single Sided Copy (Black and White)	Price per Single Sided Copy (Colour)	Price per Double Sided Copy (Black and White)	Price per Double Sided Copy (Colour)
A3	6p	10p	7p	11p
A4	5p	9p	6p	10p

These charging details do not apply to any commercial publications the SCCMI may offer (see Class 8 below). Advice and assistance will be offered to assist requesters frame their requests to reduce the possibility of charges for information. We will also be pleased to offer advice related 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.

Contact Information

The SCCMI can be contacted us for assistance with any aspect of this publication scheme:

SCCMI - The Craighalbert Centre
 1 Craighalbert Way
 Cumbernauld
 G68 0LS

01236 456100
reception@craighalbert.org.uk

Classes of Information Published by the SCCMI

The SCCMI publishes the information that we hold within the classes identified. When information is published under a specific class, this will continue to be available for the current and previous two financial years (provided it was available during that 2 year period; new published information will generally initially only be available in the current year). Where information has been updated or superseded, only the current version will be available. If previous versions are required these can be requested for that information.

CLASS 1: ABOUT THE SCCMI

Class Description: Information about the SCCMI who we are, where to find us, how to contact us, how we are managed and our external relation

Information Published Within This Class	How This Information Can Be Accessed
Articles of Association	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Board of Directors Profiles	http://www.craighalbert.co.uk/dir_upload/Board%20profile%20and%20governance%20policy%20-%20updated%20nov%202018.pdf
Mission and Vision	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
Name, address and contact details, including contact during holidays	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI structure, names, roles and responsibilities of senior staff	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI opening hours, term times, holidays and in service days	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI Parental Engagement Policy	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Contact details for complaints	http://www.craighalbert.co.uk/dir_upload/Complaints%20policy%20November%2018.pdf

CLASS 2: HOW THE SCCMI DELIVERS ITS OUR FUNCTIONS AND SERVICES

Class Description: Information about the SCCMI’s work, strategy and policies for delivering functions and services and information for service users.

Information Published Within This Class	How This Information Can be Accessed
SCCMI Services	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI Facilities	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI Curriculum (information for parents)	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI Therapeutic Provision (information for parents)	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
SCCMI Collaborative Working (information for parents)	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
How to Access SCCMI services	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
Parent newsletters	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Child Protection Policy	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Information for parents accessing SCCMI services (uniforms/absence reporting etc)	http://www.craighalbert.co.uk/dir_upload/Handbook%202018%20-%202019%20Final.pdf
How to make an FOI Request	http://www.craighalbert.co.uk/dir_upload/SCCMI%20FOI%20Guide%20to%20How%20to%20make%20an%20FOI%20request_1.pdf
Charges for information that has not been published*	SCCMI FOI – Guide to Information, Page 2.

CLASS 3: HOW THE SCCMI TAKES DECISIONS AND WHAT IT HAS DECIDED

Class Description: Information about the decisions we take, how decisions are made and how we involve others

Information Published Within This Class	How This Information Can be Accessed
Centre Development Plan	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Articles of Association	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Board Reports	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100

CLASS 4: WHAT THE SCCMI SPENDS AND HOW THIS IS SPENT

Class Description: Information related to strategy for, and management of financial resources (in sufficient detail to explain how we plan to spend public money and what has been spent)

Information Published Within This Class	How This Information Can Be Accessed
Audited Accounts	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Scheme of Financial Delegation	Request to Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Procurement Policy	Request to: Frances Todd SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100

CLASS 5: HOW THE SCCMI HUMAN, PHYSICAL, INFORMATION RESOURCES ARE MANAGED

Class Description: Information about how the human, physical and information resources of the SCCMI are managed

Information Published Within This Class	How This Information Can Be Accessed
Staff Handbook	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Professional and Personal Development Policy	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Data Protection Policy	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Records Policy	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
SCCMI Pool Operating Procedures	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100

CLASS 6: HOW THE SCCMI PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class Description: Information about how we procure goods and services, and our contracts with external providers

Information Published Within This Class	How This Information Can Be Accessed
SCCMI Procurement Policy	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100

CLASS 7: HOW THE SCCMI IS PERFORMING

Class Description: Information about how the SCCMI performs as an organisation, and how well it delivers its functions and services

Information Published Within This Class	How This Information Can Be Accessed
Quality and Standards Report	http://www.craighalbert.co.uk/dir_upload/Quality%20and%20Standards%202017-2018%20final_1.pdf
Education Scotland Inspection reports	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Care Inspectorate Inspection reports	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100
Centre Development Plan	Request to: Frances Todd; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS Frances@craighalbert.org.uk 01236 456100

CLASS 8: 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	
SCCMI does not currently have any commercial publications	

CLASS 8: OPEN DATA	
Class Description: Open data made available by the school as described by the Scottish Government's <u>Open Data Resource Pack</u> and available under an open licence.	
SCCMI has no information publishable under this class	