

Freedom of Information: Maintenance of The Adam Smith College, Fife Publication Scheme Procedure [QP2.32]

Procedure Number:	QP2.32
Revision Number:	2
Date of issue:	February 2006
Status:	Approved
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Responsibility for procedure:	Freedom of Information Officer
Responsibility for implementation:	Primarily to all college senior managers and to those members of staff to whom they delegate responsibility for adhering to this procedure.
Responsibility for review:	Freedom of Information Officer
Date of last review:	August 2011
Date of last revision:	August 2011
Date of next review:	August 2014

1.0 System Outline

This procedure relates to the Freedom of Information (Scotland) Act 2002, which places obligations upon The Adam Smith College, Fife ("the College"), as a designated Scottish Public Authority under the Act, to provide information to the general public in accordance with the following timetable:

- i) from 1 September 2004, to provide information as detailed in the College Publication Scheme ,and
- ii) ii) from 1 January 2005, to provide all information held by the College, regardless of age, subject to the exemptions detailed within the Act.

IT IS THE POLICY OF THE ADAM SMITH COLLEGE, FIFE TO ALLOW REASONABLE ACCESS TO COLLEGE INFORMATION.

One of the primary sources of information for the general public is the College Publication Scheme, which contains a comprehensive list of information routinely published by the College.

The information is organised into a number of classes, with the information being then sub-divided into sub-classes and individual items of information. The manner in which the information is published and the fee associated with publishing the information (if applicable) is contained within the Publication Scheme alongside each of the items of information.

2.0 Purpose

The purpose of this procedure is to:

- outline the process by which the College Publication Scheme ('the Publication Scheme') will be updated to ensure the general public have comprehensive access to all information routinely published by the College.

3.0 Scope

This procedure applies primarily to all college senior managers and to those members of staff to whom they delegate responsibility for adhering to this procedure.

4.0 Definitions

The following definitions are used in this procedure:

- **'General Public'**: Any person (including members of College Staff or Students).
- **'Freedom of Information Officer'** is the individual designated to deal with all Information Requests. The Freedom of Information Officer for The Adam Smith College, Fife is the Vice Principal (Resources).
- **'Publication Scheme'**: The Publication Scheme published by the Adam Smith College, Fife in accordance with the Freedom of Information (Scotland) Act 2002.
- **'Senior Managers'**: The College Principal, Vice Principal, Assistant Principals, Directors and Managers.

5.0 Reference Materials Used/Referred To

- Freedom of Information (Scotland) Act 2002
- Section 60 Code of Practice
- QP1.28 Freedom of Information Policy

6.0 Responsibilities

All College Senior Managers shall:

- acquaint themselves with the Publication Scheme and, in particular, those classes and sub-classes of information which relate to their area of responsibility;
- maintain the Publication Scheme by informing the Freedom of Information Officer (FoIO) of information in the Publication Scheme which is no longer current, or of new information which should be added to the Publication Scheme (particularly in light of new legislative or regulatory requirements), and
- ensure that all staff under their management are aware of the Publication Scheme and the college's responsibilities under the Freedom of Information (Scotland) Act 2002.

The Freedom of Information Officer shall:

- maintain the Publication Scheme in conjunction with college senior management;

- provide guidance and assistance to college staff with regard to the Publication Scheme and the Act in general, and
- instigate an annual review of the Publication Scheme by the college Principal's Group and the Board of Governors.

7.0 Procedure

College senior managers will be expected to monitor the Publication Scheme throughout the year and will advise the Freedom of Information Officer (FoIO) of any changes to the content of the Publication Scheme.

Notwithstanding the responsibility of college Senior Managers, the FoIO will have responsibility for maintaining the Publication Scheme and will arrange for the Publication Scheme to be reviewed annually by the College Principal's Group. The FoIO may choose to poll the senior managers prior to this review to ensure all changes are incorporated.

Following approval by the Principal's Group, the Publication Scheme will be presented to the College Board of Governors for approval.

The College Publication Scheme is based upon the Model Publication Scheme (prepared by the Association of Scottish Colleges), which has been approved by the Scottish Information Commissioner until 30 May 2013. At that date, the College will have to adopt the Single Model Publication Scheme 2011.