

University of the West of Scotland - Guide to Information available through the Model Publication Scheme 2017 (updated November 2018)

UWS Guide last reviewed: March 2019 (next review date - December 2019)

Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EIRs).

The University of the West of Scotland has adopted the Model Publication Scheme 2017 (updated November 2018) produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> or by contacting us, contact details below.

We have made a commitment to publish all information which we hold which falls within the classes of information in the Model Publication Scheme (Nov18) aligning with the six Principles noted below:-

[Principle 1 Availability and Formats](#)

[Principle 2 Exempt Information](#)

[Principle 3 Copyright and Re-use](#)

[Principle 4 Charges](#)

[Principle 5 Advice and Assistance](#)

[Principle 6 Duration](#)

This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

This Guide to Information was prepared by the Scottish Higher Education Information Practitioners Group (SHEIP), under the auspices of Universities Scotland's Secretaries' Group. SHEIP consulted the public authorities to be covered by the Guide, to assess what information should be included in the Guide, taking account of reviews of information requests, and assessments of previous publication scheme feedback.

1. Availability and Formats

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our Guide to Information is available on our website. In many cases a link within the [Classification of Information](#) section below will direct you to the relevant page or document. Where no such link is present, you can find this information using our website's “Search” facility on the top right of the University's home page - <https://www.uws.ac.uk/>.

If you are still having trouble finding any document listed under our scheme, then please call Legal Services in the first instance for further assistance - **+44 (0)141 848 3699**.

By email:

If the information you seek is not published on our website, we can send it to you by email, wherever possible. Please email foi@uws.ac.uk

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call **+44 (0)141 848 3699** to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to: **Legal Services, University of the West of Scotland, Paisley, PA1 2BE**

When writing to us to request Information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see [Section 4: Charges](#) for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

By inspection at our premises:

Some of the information that we publish in accordance with the scheme may be available for inspection on site. Please contact us using the address above to arrange a visit to the University.

2. Exempt Information

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of 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 inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here: <http://www.itpublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

If you wish to complain about any information which has been withheld from you, please refer to [Section 5 – Advice and Assistance](#).

3. Copyright and Re-Use

Where the University of the West of 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 the University does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not the University of the West of Scotland. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this Guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland <https://www.gov.scot/publications/queens-printer-for-scotland/>. We can provide you with a copy of this information if you do not have internet access.

4. Charges

Wherever possible, information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Photocopying charges:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

USB Flash Drive

Providing a USB Flash drive with the information copied on to it will be charged at the rate of £6.00.

Postage cost:

We will pass on postage charges to the requester at the cost to us of sending the information by first class post. There are also a small number of publications for which the University of the West of Scotland makes a charge. These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. Details of any individual charges which differ from the above charging policy are provided below.

Example charges for information not covered by the charging policy are as follows:**Training, Consultancy, Seminar provision etc.:**

Where pre-prepared training materials are requested charges will be made at applicable commercial rates.

Publications:

The price of University publications will be determined by market rates.

Pro Forma:

The cost will mirror the standard charging policy.

Archival Collections:

Charges for value added services are listed at - <https://www.uws.ac.uk/library/books-articles-more/special-collections/>

Library and Learning Centre:

Charges for value added services are listed at - <https://www.uws.ac.uk/library/using-the-library/library-fines/>

5. Advice and Assistance

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. Information on compliance with information legislation at the University of the West of Scotland is available from <https://www.uws.ac.uk/about-uws/compliance/information-records-management/freedom-of-information/>. In the first instance, please send your enquiry to foi@uws.ac.uk or call 0141 848 3699.

Contact us

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish. Please contact: **Legal Services, University of the West of Scotland, Paisley, PA1 2BE** or email foi@uws.ac.uk

6. Duration

Information on our website is usually the most up to date information we have available. If you are looking for information from an earlier period please send your request to foi@uws.ac.uk or call 0141 848 3699. We will try and locate the information you are seeking, please note information is routinely disposed in line with our Records Retention Schedule and we may not always be able to provide information sought.

Class 1 - About the University

Information about the University, who we are, where to find us, how to contact us, how we are managed and our external relations

Category Name	Category Description	Can be found at
General Information about the University	Authority name, address and contact details for headquarters and principal offices	University of the West of Scotland Paisley Campus Paisley PA1 2BE https://www.uws.ac.uk/about-uws/
	Organisational structure, roles and responsibilities of senior officers	https://www.uws.ac.uk/about-uws/vice-chancellors-executive-group/
	Business Opening Hours	Monday – Friday 8.45am to 4.45pm (excluding bank holidays)
	Term Dates	https://www.uws.ac.uk/current-students/supporting-your-studies/trimester-dates/
	Campuses	https://www.uws.ac.uk/university-life/
	Contact details for customer care and complaints functions	https://www.uws.ac.uk/about-uws/compliance/information-records-management/concerns-complaints/
	Student Support	https://www.uws.ac.uk/current-students/supporting-your-studies/things-not-going-well/
	Customer codes or charters	Currently under review

Category Name	Category Description	Can be found at
	Publication scheme and Guide to Information	https://www.uws.ac.uk/about-uws/compliance/information-records-management/freedom-of-information/
	Charging schedule for published information	There is currently no charge for published information unless set out in Section 4 .
	Contact details and advice about how to request information from the authority	https://www.uws.ac.uk/about-uws/compliance/information-records-management/data-protection/ https://www.uws.ac.uk/about-uws/compliance/information-records-management/freedom-of-information/
	Legal framework for the authority, including constitution, articles of association or charter	https://www.uws.ac.uk/about-uws/governance/court/
How the authority is run	Description of governance structure, Board, committees and other decision making structures	https://www.uws.ac.uk/about-uws/governance/
	Names, responsibilities 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 the authority	https://www.uws.ac.uk/about-uws/governance/court/members-of-court/
	Governance policies, including standing orders, code of conduct and register of interests	https://www.uws.ac.uk/about-uws/governance/ https://www.uws.ac.uk/media/4108/court-executive-group-register-of-interests-june-2018.pdf

Category Name	Category Description	Can be found at
Corporate planning	Mission statement	https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
	Corporate plan	https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
	Corporate strategies e.g., for economic development, etc.	https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
	Corporate policies, e.g., health and safety, equality, sustainability	https://www.uws.ac.uk/about-uws/uws-commitments/
	Strategic planning processes	https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
External relations	Accountability relationships, including reports to regulators	http://www.sfc.ac.uk/funding/university-funding/university-funding.aspx
	Internal and external audit arrangements	<p>It is a condition of the University's funding from the Scottish Funding Council that appropriate internal audit arrangements are in place. The University has established an in-house Internal Audit Service to support it in meeting this obligation. The prime function of the Internal Audit Service is to provide the University Court, Audit & Risk Committee and Principal with an objective assessment of the adequacy and effectiveness of governance, risk management, internal control and value for money arrangements.</p> <p>External Auditors are appointed by Court for a period of 3 to 5 years. External auditors are selected by means of a competitive tendering process and are responsible for providing an audit opinion in the University's statutory financial accounts.</p>

Category Name	Category Description	Can be found at
	Subsidiary companies (wholly and part owned) and other significant financial interests	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/ See section "Financial Review" within Annual Statement
	Strategic agreements with other bodies	https://www.uws.ac.uk/about-uws/a-21st-century-university/partnerships/

Class 2 - How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Category Name	Category Description	Can be found at
Functions	Description of functions, including statutory basis for them, where applicable	https://www.uws.ac.uk/about-uws/governance/
	Strategies, policies and internal staff procedures for performing statutory functions	https://www.uws.ac.uk/about-uws/policies-procedures-guidance/
	How to report a concern to the authority	https://www.uws.ac.uk/current-students/supporting-your-studies/complaints/
	Reports of the authority's exercise of its statutory functions	https://www.uws.ac.uk/about-uws/a-21st-century-university/overview/ https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/ Annual Review https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
	Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.	https://www.uws.ac.uk/money-fees-funding/payment-methods-pro-rata-charges/tuition-fees-payment-methods/ https://www.uws.ac.uk/money-fees-funding/ https://www.uws.ac.uk/money-fees-funding/funding-and-advice-team/

Category Name	Category Description	Can be found at
Services	List of services, including statutory basis for them, where applicable	https://www.uws.ac.uk/study/ https://www.uws.ac.uk/research/ https://www.uws.ac.uk/business/ https://www.uws.ac.uk/current-students/ https://www.uws.ac.uk/international/
	Service policies and internal staff procedures, including allocation, quality and standards	https://www.uws.ac.uk/about-uws/academic-life/quality-enhancement-support-team-quest/
	Service schedules and delivery plans	<p>Education Enabling Plan https://www.uws.ac.uk/media/4707/uws-education-enabling-plan-oct-2018.pdf</p> <p>UWS research and Enterprise Enabling Plan https://www.uws.ac.uk/media/4708/uws-research-enabling-plan-oct-2018.pdf</p> <p>Procurement Implementation Plan 2017-2020 https://www.uws.ac.uk/media/3601/uws_procurement_implementation_plan_2017-2020_final_version_29-09-2017.pdf</p>

Category Name	Category Description	Can be found at
	Information for service users, including how to access the services	<p>How to apply – Undergraduate https://www.uws.ac.uk/study/undergraduate/admissions-application/</p> <p>How to apply – Postgraduate https://www.uws.ac.uk/study/research-degrees/admissions-application/postgraduate-research-application-guide/</p> <p>How to apply - International https://www.uws.ac.uk/international/how-to-apply/</p>
	Service fees and charges, including bursaries	<p>https://www.uws.ac.uk/money-fees-funding/</p> <p>https://www.uws.ac.uk/money-fees-funding/other-financial-support/</p> <p>https://www.uws.ac.uk/money-fees-funding/other-financial-support/discretionary-childcare-funds/</p> <p>https://www.uws.ac.uk/money-fees-funding/other-financial-support/benefits-tax-credits/</p> <p>https://www.uws.ac.uk/money-fees-funding/other-financial-support/alternative-trusts-scholarships/</p>

Class 3 - How we take decisions and what we have decided

Information about the decisions we take, how we make decisions and how we involve others.

Category Name	Category Description	Can be found at
Decision Making	Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	https://www.uws.ac.uk/about-uws/governance/court/meeting-minutes/
	Public consultation and engagement strategies	https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/ https://www.uws.ac.uk/about-uws/a-21st-century-university/partnerships/

Class 4 - What we spend and how we spend it

Information about our strategy for, and management of, financial resources.

Category Name	Category Description	Can be found at
Spend	Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Financial policies and procedures for budget allocation	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Budget allocation to key policy / function / service areas	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Purchasing plans and capital funding plans	https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws/
	Financial administration manual / internal financial regulations	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Expenses policies and procedures	Currently under review

Category Name	Category Description	Can be found at
	Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	http://www.uws.ac.uk/staff-directory/craig-mahoney/
	Board member remuneration other than expenses	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Pay and grading structure (levels of pay rather than individual salaries)	The University website is currently under construction. Once available this information will be published on the People and Organisational Development section. https://www.uws.ac.uk/about-uws/departments/
	Investments, summary information about endowments, investments and authority pension fund	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Funding awards available	https://www.uws.ac.uk/money-fees-funding/

Class 5 - How we manage our human, physical and information resources

Information about how we manage the human, physical and information resources of the authority.

Category Name	Category Description	Can be found at
Human resources	Strategy and management of human resources	People and Organisational Development Policy Statement https://www.uws.ac.uk/media/4651/policy-statement-people-and-organisational-development-approved-june-2018.pdf
	Staffing structure	https://www.uws.ac.uk/about-uws/departments/ https://www.uws.ac.uk/about-uws/vice-chancellors-executive-group/
	Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	https://www.uws.ac.uk/about-uws/policies-procedures-guidance/
	Employee relations structures and agreements reached with recognised trade unions and professional organisations	The University website is currently under construction. Once available this information will be published on the People and Organisational Development section. https://www.uws.ac.uk/about-uws/departments/

Category Name	Category Description	Can be found at
Physical resources	Management of the authority's land and property assets, including environmental / sustainability reports	https://www.uws.ac.uk/about-uws/uws-commitments/sustainability/
	Description of the authority's land and property holdings	This information can be found within UWS Financial Statements within the Operational Review section https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Estate development plans	This information can be found within UWS Financial Statements within the Operational Review section https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/
	Maintenance arrangements	The University website is currently still under construction. This information will be available on the Estates section shortly. https://www.uws.ac.uk/about-uws/departments/
Information resources	Records management policy and records management plan, including records retention schedule	Records Management Protocol https://www.uws.ac.uk/about-uws/policies-procedures-guidance/ The University website is currently still under construction. This information will be available on the Information and Records Management section shortly. https://www.uws.ac.uk/about-uws/compliance/information-records-management/

Category Name	Category Description	Can be found at
	Information governance / asset management policies and procedures, information asset list	<p>The University website is currently still under construction. This information will be available on the Information and Records Management section shortly.</p> <p>https://www.uws.ac.uk/about-uws/compliance/information-records-management/</p> <p>IT Hardware Asset Management Statement</p> <p>https://www.uws.ac.uk/about-uws/policies-procedures-guidance/ (document published within the IT section of this page)</p>
	Knowledge management policies and procedures	<p>https://www.uws.ac.uk/about-uws/compliance/information-records-management/</p>
	List of statistical information published by the authority	<p>Statistical information can be requested via a Freedom of Information Request. Further information is available here:</p> <p>https://www.uws.ac.uk/about-uws/compliance/information-records-management/freedom-of-information/</p>
	Freedom of information policies and procedures	<p>https://www.uws.ac.uk/about-uws/policies-procedures-guidance/</p>

Category Name	Category Description	Can be found at
	Data protection or privacy policy	<p>Data Protection Code of Practice https://www.uws.ac.uk/media/4343/uws-data-protection-code-of-practice.pdf</p> <p>https://www.uws.ac.uk/current-students/supporting-your-studies/your-rights-responsibilities/student-policies/student-enrolment-application/</p> <p>Student Enrolment and Application Privacy Notice https://www.uws.ac.uk/current-students/supporting-your-studies/your-rights-responsibilities/student-policies/student-enrolment-application/</p> <p>Privacy Notice – Applicant Data https://www.uws.ac.uk/media/4054/applicant-privacy-notice.pdf</p> <p>Website Privacy Notices https://www.uws.ac.uk/about-our-website/privacy/</p> <p>UWS Sports Teams, Individual Athletes and Sports Facility Membership https://www.uws.ac.uk/media/4056/uws-sports-teams-individual-athletes-and-sports-facility-membership-privacy-notice.pdf</p> <p>External Examiners Privacy Notice https://www.uws.ac.uk/media/4123/privacy-policy-external-examiners.pdf</p> <p>Privacy Notice – Library Services for External Users https://www.uws.ac.uk/media/4653/2018-10-03-library-services-privacy-notice.pdf</p>

Class 6 - How we procure goods and services from external providers

Information about how we procure works, goods and services, and our contracts with external providers.

Category Name	Category Description	Can be found at
	Procurement policies and procedures	https://www.uws.ac.uk/about-uws/policies-procedures-guidance/ Procurement Protocol https://www.uws.ac.uk/media/4472/procurement-protocol.pdf
	Invitations to tender	https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws/ https://www.publiccontractscotland.gov.uk/
	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	UWS Contract Register https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws/ APUC Register http://www.apuc-scot.ac.uk/#%21/institution?inst=30

Category Name	Category Description	Can be found at
	<p>Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)</p>	<p>https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws/</p> <p>Procurement Implementation Plan</p> <p>https://www.uws.ac.uk/media/3601/uws_procurement_implementation_plan_2017-2020_final_version_29-09-2017.pdf</p> <p>UWS Annual Procurement Report</p> <p>https://www.uws.ac.uk/media/4706/uws-annual-procurement-report-16th-october-2018.pdf</p>
	<p>Links to procurement information the authority publishes on the Public Contracts Scotland website</p>	<p>https://www.publiccontractsscotland.gov.uk/</p>

Class 7 - How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services.

Category Name	Category Description	Can be found at
Performance	External reports e.g., annual report, performance statements required by statute.	https://www.uws.ac.uk/about-uws/compliance/financial-statements-regulations/ Annual Review Report https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/
	Performance indicators and performance against them.	https://www.uws.ac.uk/media/3322/uws_corporate_strategy_refresh_2017-2020.pdf Annual Review Report https://www.uws.ac.uk/about-uws/a-21st-century-university/corporate-strategy-plans/

Category Name	Category Description	Can be found at
	<p>Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012/18</p>	<p>www.uws.ac.uk/Equality</p> <p>UWS Public Sector Equality Duty (PSED) Mainstreaming and Equality Report 2017</p> <p>https://www.uws.ac.uk/media/3916/uws-psed-brochure-web.pdf</p> <p>Gender Action Plan</p> <p>https://www.uws.ac.uk/media/3620/uws-gender-action-plan-july-2017.pdf</p> <p>British Sign Language Plan 2018 – 2024</p> <p>https://www.uws.ac.uk/media/4615/uws-british-sign-language-final-draft.pdf</p>
	<p>Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</p>	<p>www.uws.ac.uk/Equality</p> <p>UWS Public Sector Equality Duty (PSED) Mainstreaming and Equality Report 2017</p> <p>https://www.uws.ac.uk/media/3916/uws-psed-brochure-web.pdf</p>

Class 8 - Our commercial publications

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.

Category Name	Category Description	Can be found at
Commercial Publications	UWS Shop	https://shop.uws.ac.uk/

Class 9 - Our open data

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack 19 and available under an open licence.

Category Name	Category Description	Can be found at
Open Data	The authority's open data publication plan	Currently under review
	Open data sets and their metadata, or links to where they are accessible	Currently under review