

Strathclyde University Incubator Ltd

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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.

Strathclyde University Incubator Ltd has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. You can see this scheme on the Commissioner's website at <http://www.itspublicknowledge.info//PublicationSchemeGuidance> 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 Strathclyde University Incubator 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, and
- the source of the material is identified

Where Strathclyde University Incubator 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 tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	30p

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

We will recharge any postage costs 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.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops 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:

Information Governance Unit
McCance Building
University of Strathclyde
16 Richmond Street
Glasgow G1 1XQ

Email: foi@strath.ac.uk

Telephone number - 0141 548 2438

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.

CLASS 1: ABOUT STRATHCLYDE UNIVERSITY INCUBATOR LTD

Class description:

Information about Strathclyde University Incubator 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
University of Strathclyde	www.strath.ac.uk
Strathclyde University Incubator	http://www.suilstd.com/
Company Number	108665
Address	50 Richmond Street Glasgow G1 1XP
Management Team	http://www.suilstd.com/about/our-team/
Company Board	http://www.suilstd.com/about/board/
Industry Links	http://www.suilstd.com/about/industry-links/
Overview	http://www.suilstd.com/about/overview/

CLASS 2: HOW STRATHCLYDE UNIVERSITY INCUBATOR 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
Business Philosophy	http://www.suilstd.com/about/business-philosophy/
Services	http://www.suilstd.com/
Financial Statements	http://www.strath.ac.uk/finance/generalinformation/financialstatements/
Industry Links	http://www.suilstd.com/about/industry-links/
Solutions	http://www.suilstd.com/solutions/

CLASS 3: HOW STRATHCLYDE UNIVERSITY INCUBATOR LTD TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

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

The information we publish under this class	How to access it
Company information	http://www.suited.com/
Agendas and Papers available on request	Contact: Strathclyde University Incubator Ltd. 50 Richmond Street, Glasgow, G1 1XP Or email: gill@suilimited.com

CLASS 4: WHAT STRATHCLYDE UNIVERSITY INCUBATOR LTD SPENDS AND HOW IT SPENDS 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.

The information we publish under this class	How to access it
University Financial Statements	http://www.strath.ac.uk/finance/generalinformation/financialstatements/
Annual Company Accounts	http://www.suited.com/about/finance/

CLASS 5: HOW STRATHCLYDE UNIVERSITY INCUBATOR LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of Strathclyde University Incubator Ltd

The information we publish under this class	How to access it
Human Resources Policies and Procedures	http://www.strath.ac.uk/staff/policies/hr/
Equality & Diversity Policy	http://www.strath.ac.uk/staff/policies/eqdiv/
Estates Services	http://www.strath.ac.uk/estates/
Campus Development Plan	http://www.strath.ac.uk/estates/information/estatestrategy/
Records Management Policy	http://www.strath.ac.uk/ps/strategyandpolicy/recordsmanagement/

CLASS 6: HOW STRATHCLYDE UNIVERSITY INCUBATOR LTD PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

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

The information we publish under this class	How to access it
Purchasing Guidance	http://www.strath.ac.uk/procurement/procurementguidance/
Invitations to tender	http://www.strath.ac.uk/procurement/
Recently awarded contracts	http://www.strath.ac.uk/procurement/

CLASS 7: HOW STRATHCLYDE UNIVERSITY INCUBATOR LTD IS PERFORMING
Class description: Information about how Strathclyde University Incubator Ltd performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Company Accounts	http://www.su ltd.com/about/finance/

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.

The information we publish under this class	How to access it
None	N/A

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 license.

The information we publish under this class	How to access it
None	N/A