



PUBLICATION SCHEME INVESTORS IN PEOPLE SCOTLAND PART ONE

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for Investors in People Scotland This is a guide to the information routinely made available by the company as required under section 23 of the Freedom of Information (Scotland) Act 2002 (the Act).

1.2 The Act gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions.

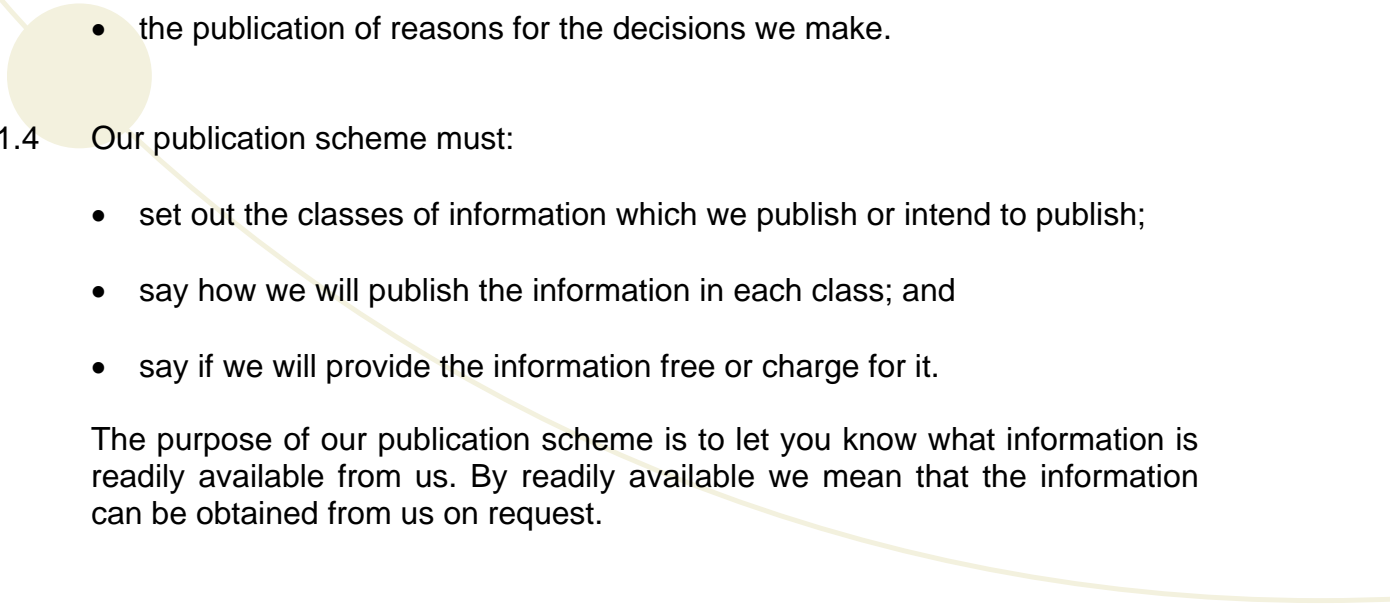
1.3 Under Section 23 of the Act, Investors in People Scotland must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- the publication of reasons for the decisions we make.

1.4 Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our publication scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.



2. ABOUT THIS SCHEME

- 2.1 This publication scheme is based on the Model Publication Scheme for Publicly Owned (Active) Companies and has been developed by the Scottish Information Commissioner. The Scottish Information Commissioner is responsible for the promotion and enforcement of the Act.
- 2.2 Section 23 of the Act states that in adopting or reviewing its publication scheme the authority must have regard to the public interest in allowing public access to information about:
- the services provided by the authority
 - the costs of those services;
 - the standard attained by those services;
 - the facts which form the basis of decisions taken by the authority which are of importance to the public; and
 - the publication of reasons for decisions made by it.

We have therefore included, as far as possible, information about these matters in this scheme.

3. ABOUT OUR PUBLIC AUTHORITY

Investors in People Scotland was established in 1991 to provide assessment services to those organisations seeking Investors in People recognition in Scotland. Investors in People Scotland is a company limited by guarantee, whose two shareholders are Scottish Enterprise and Highlands and Islands Enterprise. The work of Investors in People Scotland is overseen by a Board which includes representatives from both the principal stakeholders as well as employers.

Investors in People Scotland provides an independent assessment service for Scottish organisations seeking Investors in People recognition. We manage a network of over 80 assessors whose role is to assess organisations suitability for Investors in People status by gathering interview based evidence from the organisation.

In addition, Investors in People Scotland provides leadership for IiP in Scotland. This role includes national marketing and awareness raising, research, and ensuring that Scotland's needs and priorities are taken into account when policy is developed at UK level (by Investors in People UK).

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

4.1 The following person has overall responsibility for this scheme:

Peter Russian.
Chief Executive
Investors in People Scotland, Ocean Point 1, 94 Ocean Drive,
Leith, Edinburgh, EH6 6JH
Telephone : 0845 606 6000
(peter.russian@iipscotland.co.uk)

4.2 The following person is responsible for maintaining the scheme on a daily basis:

Peter Kerr
Director of Finance and Operations
Investors in People Scotland, Ocean Point 1, 94 Ocean Drive,
Leith, Edinburgh, EH6 6JH
Telephone : 0845 606 6000
(peter.kerr@iipscotland.co.uk)

5. EXEMPTIONS

5.1 (a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed below).

(b) From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme.

Investors in People Scotland's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

If you wish to complain about information which is being withheld from you, please read the "complaints" section below at paragraph 10.

6. ARCHIVING POLICY

- 6.1 *(Insert the company's records archiving policy here. Note: the S.61 Code of Practice on Records Management recommends that all Scottish public authorities put in place a Records Management Strategy which documents arrangements for the creation, retention and disposal of the authority's records.)*

7. COPYRIGHT

Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Some material we include in our scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

- 8.1 People can access information under the publication scheme in a number of ways. The information can be accessed as follows:

Online: information listed in our publication scheme is available from this website. A link will take you to the relevant page or document. *(Delete if not applicable.)*

By email: if the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. When requesting information, please include a telephone number, so that we can telephone to clarify any details, if necessary. *(Delete if not applicable.)*

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary. *(Delete if not applicable.)*

By post: All information is also available in a paper copy form. Please address your request to *[insert field for contact details]*. When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number, so that we can telephone to clarify any details, if necessary. *(Delete if not applicable.)*

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact *(insert contact details)* *(Delete if not applicable.)*

If you have difficulty determining the information you want to see, please contact (*insert name and contact details*), who will be happy to help.

9. CHARGING POLICY

- 9.1 Investors in People Scotland will provide most information available free of charge.
- 9.2 .
- 9.3 We will reserve the right to charge for multiple requests for information eg. 5p per photo copy sheet – provided the maximum is over £5-00 plus VAT

10. COMPLAINTS

- 10.1 If you are unhappy with any aspect of this publication scheme, you can complain to Peter Russian, Chief Executive, Investors in People Scotland, 94 Ocean Drive, Leith, Edinburgh EH6 6JH Tel. 0846 606 6000 e-mail peter.russian@iipscotland.co.uk
- 10.2 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1st January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

The contact details for the Commissioner are:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Tel: 01334 464610

Fax: 01334 464611


e-mail address: enquiries@itspublicknowledge.info

11. FEEDBACK

- 11.1 As part of our statutory duty we are required to review our publication scheme periodically. Investors in People Scotland welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication scheme or if you require any assistance please contact:
Peter Russian, Chief Executive, Investors in People Scotland, Ocean Point 1, 94 Ocean Drive, Leith, Edinburgh EH6 6JH Tel. 0845 606 6000, e-mail peter.russian@iipscotland.co.uk



For example: -

- What did you like and dislike about this Publication Scheme?
 - What else would you like to see in this Publication Scheme?
 - Did you find the information you wanted easily and were the members of staff helpful?
 - Do you have any suggestions on how to Investors in People Scotland more open and transparent in the provision of information?
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**PUBLICATION SCHEME
INVESTORS IN PEOPLE SCOTLAND
PART TWO**

The following classes set out the information which (*Investors in People Scotland*) are making available under this publication scheme.

Class 1: Legal Framework

The company's certificate of incorporation, memorandum of association, articles of association, and address of the registered office.

Format(s):

Available in hard copy [from Investors in People Scotland](#)

Timescale of availability

All documents are currently available

Fee:

- *Information in this class is made available free of charge*

Class 2: Financial Resources

Annual accounts and auditors' report 2002/2003

Annual accounts and auditors' report 2003/2004



Format(s):

Available in hard copy [from Investors in People Scotland](#).

Timescale of availability

The annual accounts will be made available four weeks after they have been approved.

Fee:

- Information in this class is made available free of charge

Class 3: Board Meetings

Minutes, agendas and papers of Board meetings.

Minutes of Board meetings from August 2003 to present date

Agenda and Board Papers

Format(s):

Minutes of Board meetings – available 1 month following the next Board meeting – available in hard copy by application to Investors in People Scotland.

Board Agenda and Papers – available in hard copy from Investors in People Scotland

Timescale of availability

Minutes of Board meetings – available 4 weeks after approval

Board Agenda and Papers – available 4 weeks after Board meeting

Fee:

- Information in this class is made available free of charge
- If you require more than one Board paper, multiple copies are available at 5p per A4 page

Class 4: Directors

List of the names of current directors, their roles and responsibilities.

Format(s):

Available in hard copy [from Investors in People Scotland](#).

Timescale of availability

This information is available immediately

Fee:

- *Information in this class is made available free of charge*

Class 5: Business Plans and Strategy

Vision and Strategy 2004-2009
Business Plan 2004/ 2005
People Strategy 2004
Quality Manual 2004

Format(s):

Vision and Strategy 2004-2009
Business Plan 2004/ 2005
People Strategy 2004

Available in hard copy [from Investors in People Scotland](#).

Quality Manual 2004

Available on request from Investors in People Scotland

Timescale of availability

This information is available immediately

Fee: *Information in this class is made available free of charge*

Multiple copies available at 5 pence per A4 sheet

Class 6: Procedures Documents

Assessment procedures
Complaints procedures

Format(s):

Available in hard copy [from Investors in People Scotland](#).

Timescale of availability

This information is available immediately



Fee:

- Information in this class is made available free of charge
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