

## SURE SHELF\1 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.

SURE Shelf\1 Ltd has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on our website at <http://www.foi.stir.ac.uk/governance/index.php> 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*

Information obtained from this publication scheme cannot be copied or reproduced without formal permission. Such permission will usually be granted 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.

The publication scheme may, however, contain information where the copyright holder is not SURE Shelf\1 Ltd. 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 scheme 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 at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

All information contained within our scheme 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.

Reproduction costs:

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).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

The FOI Unit  
Policy & Planning  
University of Stirling  
Stirling  
FK9 4LA  
foiunit@stir.ac.uk  
Tel: 01786 467030

## 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 SURE SHELF\1 LTD

**Class description:**

Information about **SURE Shelf\1 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                         |
|--|--|
| Information that the company is required, by statute, to submit to Companies House.<br>The company is currently dormant. | Contact us as above for the information. |

**CLASS 2: HOW SURE SHELF1 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**

No information held under this class (dormant company).

**How to access it**

N/A

**CLASS 3: HOW SURE SHELF1 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**

No information held under this class (dormant company).

**How to access it**

N/A

**CLASS 4: WHAT SURE SHELF1 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**

No information held under this class (dormant company).

**How to access it**

N/A

**CLASS 5: HOW SURE SHELF1 LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

Information about how we manage the human, physical and information resources of SURE Shelf1 Ltd

**The information we publish under this class**

No information held under this class (dormant company).

**How to access it**

N/A

**CLASS 6: HOW SURE SHELF1 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**

No information held under this class (dormant company).

**How to access it**

N/A

**CLASS 7: HOW SURE SHELF1 LTD IS PERFORMING****Class description:**

Information about how SURE Shelf\1 Ltd performs as an organisation, and how well it delivers its functions and services

**The information we publish under this class**

No information held under this class (dormant company).

**How to access it**

N/A

**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**

No information held under this class (dormant company).

**How to access it**

N/A