

# **The Scottish Centre for Children with Motor Impairments**



## **Freedom of Information – Information Guide**

**April 2017**

## **Introduction**

The Freedom of Information (FOI) Act requires Scottish public authorities to produce and maintain a publication scheme, with authorities being under a legal obligation to:

- publish the classes of information that will be made routinely available;
- inform the public how to access the information and what this might cost.

The Scottish Centre for Children with Motor Impairments (SCCMI) is a Scottish public authority and is therefore its educational provision is subject to the FOI Act and has adopted the Model Publication Scheme produced by the Scottish Information Commissioner, with the Model Publication Scheme able to be viewed at [www.itspublicknowledge.info/mps](http://www.itspublicknowledge.info/mps).

The SCCMI has prepared this Guide to Information document in order to enable the public to be aware of:

- the information the SCCMI publishes under each class of the Model Publication Scheme;
- how this information can be found easily;
- any charges for accessing the information;
- contact details for enquiries and help with accessing information;
- how to request information which has not been published.

## **Availability and Formats**

The information published through the Model Publication Scheme is, wherever possible, available on the SCCMI website. Alternative arrangements are offered for people who either do not wish to, or who are unable to access the information online, by inspection at the SCCMI's premises at the Craighalbert Centre, eg, paper copies of information can be sent (although a charge may be applied for this process).

## **Exempt Information**

The SCCMI will publish information which falls within the classes of information identified below. Should a document include information which is exempt under Scotland's freedom of information laws, (eg personal or trade-sensitive information), we may either remove or redact such information before publication, and an explanation related to why this action has been taken will be provided.

## **Copyright**

The SCCMI has adopted the Open Government Licence (OGL) for the information it publishes through this Guide, with the OGL articulating what can and cannot be done with the SCCMI's published information, in circumstances where the SCCMI is the copyright holder, with this information able to be viewed at: <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. In circumstances where the SCCMI does not hold copyright for information published, this will be made clear in this guide.

## **Charges**

There is no charge to view information which is either included on the SCCMI website, or which is held at the Craighalbert Centre premises. Should published information require to be sent to any individual, the costs of providing this (eg photocopying and postage, with photocopying charges per sheet of paper detailed Table 1), will be charged to the requester, however this charge will be no greater than the actual costs to provide this information. The costs of providing the information will be identified prior to sending this to any person.

Information provided on CD-ROM will be charged at £1.00 per computer disc, memory stick max £10. When providing copies of pre-printed publications, charges will be no more than the cost per copy of the

total print run. No other costs for published information will be passed on and any postage costs will be recharged at the rate the SCCMI is charged.

Charges will be applied to unpublished information provided in response to a request. Where it would cost £100 or less to provide the information, a charge will not be imposed. If the costs charged to the SCCMI is between £100 and £600 to provide information, a fee of 10% of this charge will be applied to the requester, eg if the SCCMI costs are £400, then the enquirer may be charged up to £30 (ie, first £100 is free, then the charge will 10% of the cost between £100 and £400). Where it would cost more than £600 to provide information, we may ask request the requester to pay the costs as detailed above up to £600 and the remaining costs over £600 in full.

In the case of requests for an individual’s personal data (subject access request), a charge of up to £10 per request may be applied.

Table 1 – Photocopying Charges

Size of Paper	Price per Single Sided Copy (Black and White)	Price per Single Sided Copy (Colour)	Price per Double Sided Copy (Black and White)	Price per Double Sided Copy (Colour)
A3	6p	10p	7p	11p
A4	5p	9p	6p	10p

These charging details do not apply to any commercial publications the SCCMI may offer (see Class 8 below). Advice and assistance will be offered to assist requesters frame their requests to reduce the possibility of charges for information. We will also be pleased to offer advice related 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.

### **Contact Information**

The SCCMI can be contacted us for assistance with any aspect of this publication scheme:

SCCMI - The Craighalbert Centre  
 1 Craighalbert Way  
 Cumbernauld  
 G68 0LS

01236 456100  
[reception@craighalbert.org.uk](mailto:reception@craighalbert.org.uk)

### **Classes of Information Published by the SCCMI**

The SCCMI publishes the information that we hold within the classes identified. When information is published under a specific class, this will continue to be available for the current and previous two financial years (provided it was available during that 2 year period; new published information will generally initially only be available in the current year). Where information has been updated or superseded, only the current version will be available. If previous versions are required these can be requested for that information.

## CLASS 1: ABOUT THE SCCMI

**Class Description:** Information about the SCCMI who we are, where to find us, how to contact us, how we are managed and our external relation

Information Published Within This Class	How This Information Can Be Accessed
Articles of Association	SCCMI Governance Policy <a href="#">click here</a>
Board of Directors Profiles	SCCMI Governance Policy <a href="#">click here</a>
Mission and Vision	Centre Handbook <a href="#">click here</a>
Name, address and contact details, including contact during holidays	Centre Handbook <a href="#">click here</a>
SCCMI structure, names, roles and responsibilities of senior staff	Centre Handbook <a href="#">click here</a>
SCCMI opening hours, term times, holidays and in service days	Centre Handbook <a href="#">click here</a>
SCCMI Parental Engagement Policy	Request to Lynne Harrison SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Contact details for complaints	Centre Handbook <a href="#">click here</a>

## CLASS 2: HOW THE SCCMI DELIVERS ITS OUR FUNCTIONS AND SERVICES

**Class Description:** Information about the SCCMI's work, strategy and policies for delivering functions and services and information for service users.

Information Published Within This Class	How This Information Can be Accessed
SCCMI Services	Centre Handbook <a href="#">click here</a>
SCCMI Facilities	Centre Handbook <a href="#">click here</a>
SCCMI Curriculum (information for parents)	Centre Handbook <a href="#">click here</a>
SCCMI Therapeutic Provision (information for parents)	Centre Handbook <a href="#">click here</a>
SCCMI Collaborative Working (information for parents)	Centre Handbook <a href="#">click here</a>
How to Access SCCMI services	Centre Handbook <a href="#">click here</a>
Parent newsletters	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Child Protection Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Information for parents accessing SCCMI services (uniforms/absence reporting etc)	Centre Handbook <a href="#">click here</a>
How to make an FOI Request	SCCMI Guide to How to Make an FOI Request <a href="#">click here</a>
Charges for information that has not been published	SCCMI Guide to How to Make an FOI Request <a href="#">click here</a>

### CLASS 3: HOW THE SCCMI TAKES DECISIONS AND WHAT IT HAS DECIDED

**Class Description:** Information about the decisions we take, how decisions are made and how we involve others

Information Published Within This Class	How This Information Can be Accessed
Development Plan	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Articles of Association	SCCMI Governance Policy <a href="#">click here</a>
Board Reports	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100

### CLASS 4: WHAT THE SCCMI SPENDS AND HOW THIS IS SPENT

**Class Description:** Information related to strategy for, and management of financial resources (in sufficient detail to explain how we plan to spend public money and what has been spent)

Information Published Within This Class	How This Information Can Be Accessed
Audited Accounts	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Scheme of Financial Delegation	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Procurement Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100

**CLASS 5: HOW THE SCCMI HUMAN, PHYSICAL, INFORMATION RESOURCES ARE MANAGED**

**Class Description:** Information about how the human, physical and information resources of the SCCMI are managed

Information Published Within This Class	How This Information Can Be Accessed
Staff Handbook	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Professional and Personal Development Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Data Protection Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Records Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
SCCMI Pool Operating Procedures	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100

**CLASS 6: HOW THE SCCMI PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

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

Information Published Within This Class	How This Information Can Be Accessed
SCCMI Procurement Policy	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100

**CLASS 7: HOW THE SCCMI IS PERFORMING**

**Class Description:** Information about how the SCCMI performs as an organisation, and how well it delivers its functions and services

Information Published Within This Class	How This Information Can Be Accessed
Quality and Standards Report	SCCMI Quality & Standards Report <a href="#">click here</a>
Education Scotland Inspection reports	Education Scotland Report 2016 <a href="#">Click here</a>
Care Inspectorate Inspection reports	Care Inspectorate Report 2014 <a href="#">Click here</a>
Development Plan	Request to Lynne Harrison; SCCMI The Craighalbert Centre 1 Craighalbert Way Cumbernauld G68 0LS <a href="mailto:lynne@craighalbert.org.uk">lynne@craighalbert.org.uk</a> ; 01236 456100
Equality and Diversity Strategy and Reports	SCCMI Equality & Diversity Strategy and Reports <a href="#">click here</a>



<b>CLASS 8: COMMERCIAL PUBLICATIONS</b>	
<b>Class Description:</b> 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	
SCCMI does not currently have any commercial publications	

<b>CLASS 8: OPEN DATA</b>	
<b>Class Description:</b> Open data made available by the school as described by the Scottish Government's <u><a href="#">Open Data Resource Pack</a></u> and available under an open licence.	
SCCMI has no information publishable under this class	