

FIFE COAST AND COUNTRYSIDE TRUST
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.

Fife Coast and Countryside Trust 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://fifecoastandcountryside.co.uk/About-Us/Publications_5.html 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 Fife Coast and Countryside Trust 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 Fife Coast and Countryside Trust 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 **except where there is a statutory fee, for example, for access to registers**. You can see a list of our statutory fees here http://fifecoastandcountrysidetrust.co.uk/About-Us/Publications_5.html

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 table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A3	10p	14p
A4	6p	9p

Information provided on CD-Rom will be charged at £1.00 per computer disc.
We will recharge any postage costs at 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:

Fife Coast and Countryside Trust
The Harbourmaster's House
Hot Pot Wynd
Dysart
Fife
KY1 2TQ

Tel: 01592 656080

Email: ask.us@fifecountryside.co.uk

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 are welcome to make a request to us for that information.

CLASS 1: ABOUT FIFE COAST AND COUNTRYSIDE TRUST

Class description:

Information about **FIFE COAST AND COUNTRYSIDE TRUST**, 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
Certificate of incorporation	By request
Articles of association	On website and by request
Address or the registered office	On all pages of website
Annual Report	On website – publications section
Our Publication Scheme	On the publication section of our website

CLASS 2: HOW FIFE COAST AND COUNTRYSIDE TRUST 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
Our purpose and values	On website and by request
Specification of services undertaken on behalf of Fife Council	By request
Annual Report	On website – publications section
FCCT Business Plan 2014-2019	By request
Complaints / comments feedback	Available on website – contact us section.

CLASS 3: HOW FIFE COAST AND COUNTRYSIDE TRUST 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
Board meeting agenda	By request

Board papers	By request
Board minutes	By request
Minutes of Board sub-group meetings	By request
List of Directors	On website and by request
Remit of Board sub-groups	By request

CLASS 4: WHAT FIFE COAST AND COUNTRYSIDE TRUST 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
Annual accounts and auditors report	On the publications section of our website
Financial procedures and scheme of delegation	By request
Services agreement departmental budget allocation	By request
Board member remuneration	Included in annual accounts – By request

CLASS 5: HOW FIFE COAST AND COUNTRYSIDE TRUST MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources [name of the authority]

The information we publish under this class	How to access it
HR policies	By request
Organisation chart	By request

CLASS 6: HOW FIFE COAST AND COUNTRYSIDE TRUST 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
Procurement Procedure	By request
Invitations to tender	By request
List of tender awards	By request

CLASS 7: HOW FIFE COAST AND COUNTRYSIDE TRUST IS PERFORMING**Class description:**

Information about how [name of the authority] 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 report including audited accounts	On our website (publications section)
Performance indicators	By request

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
Fife Coastal Path – the Official Guide Book	By request on the phone or available for sale at The Harbourmaster's House.