



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

Strathclyde European Partnership Limited

Publication Scheme

**Strathclyde European Partnership Ltd
August 2006**



**PUBLICATION SCHEME
(as at August 2006)**

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1. INTRODUCTION

1.1 The Freedom of Information (Scotland) Act 2002 (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.

1.2 Under Section 23 of the Act, Strathclyde European Partnership Ltd (SEP Ltd), for the duties and services it carries out on behalf of The Scottish Executive, must adopt and maintain a publication scheme setting out the information it routinely makes publicly available. The scheme has to be approved by the Scottish Information Commissioner, who is responsible for the enforcement of the Act. In addition SEP Ltd has to review the scheme after a period of time. In adopting (or reviewing) this publication scheme, SEP Ltd is required to have regard to the public interest in:

- allowing public access to information it holds
- the publication of reasons for the decisions made.

1.3 The publication scheme:

- sets out the classes of information which is published or intended for publication
- says how the information in each class will be published
- says if the information is provided for free or a charge made for it.

The purpose of this publication scheme is to let you know what information is readily available from SEP Ltd. Readily available means that the information can be obtained from SEP Ltd on request.

2. ABOUT STRATHCLYDE EUROPEAN PARTNERSHIP Ltd

2.1 The Western Scotland Objective 2, the Clyde Waterfront URBAN II and the Scottish Innovative Actions Programmes are managed within a partnership context. Around 200 agencies are involved in Strathclyde European Partnership, including the Scottish Executive, local authorities, enterprise bodies, further and higher education, voluntary and community organisations and the environmental and equality agencies.

2.2 SEP Ltd is the Programme Management Executive (PME) that works on behalf of the wider partnership to implement European Funds Programmes in Western Scotland and was established as a not for profit company limited by guarantee in 1996. The members of the company are Scottish Enterprise, the five Local Enterprise Companies, the 12 Councils in the region and the West of Scotland Colleges' Partnership. The main functions of SEP Ltd are to manage all aspects of the implementation of European Funds Programmes as delegated by the Scottish Executive, as Managing Authority, and other funding Programmes as awarded, and to serve the wider aims of the Strathclyde European Partnership. The company's financial and personnel matters are managed by a Board of Directors.



3. FORMULATING THIS SCHEME

- 3.1 This publication scheme is a guide to the information that SEP Ltd routinely publishes. The term publication is not limited to information contained in a bound or printed form (eg brochure). Many different forms of information (eg web based information) are just as much part of the publication scheme as mass-produced leaflets.
- 3.2 The purpose of this publication scheme is to ensure that a significant amount of information is available without the need for a specific request. SEP Ltd intends that its scheme will encourage the publication of more information than it is required to publish under existing legislation and to develop a greater culture of openness.
- 3.3 SEP Ltd's publication scheme was prepared by a group of staff representatives working with staff from other Programme Management Executives across Scotland and the Scottish Executive. Information has been categorised into headings for ease of understanding.
- 3.4 This publication scheme is available on the SEP Ltd web sites. It has been designed to make it easy for the person asking information to get access to it. A contents section is also included which lists the categories and classes of information to assist in finding the information required.

4. RESPONSIBILITY FOR THIS PUBLICATION SCHEME

Robert Knox, Programme Manager, SEP Ltd, 94 Elmbank Street, Glasgow G2 4DL is the individual at a senior level who holds responsibility for this scheme on behalf of SEP Ltd. He can be contacted at Robert.Knox@wsep.co.uk, or 0141 572 4400.

5. EXEMPTIONS

- 5.1 From 1 January 2005, the general entitlement to information under Section 1 of the Act will enable any member of the public to make a request for information that is not in this Scheme.
- 5.2 SEP Ltd's aim is to be as open as possible. However, information may be withheld from any of the categories or classes of information listed in Annex 1 where it is considered that the disclosure may fall within one of the exemptions contained in the Act. For example, SEP Ltd may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. SEP Ltd will also withhold information which is considered personal data under the Data Protection Act 1998.
- 5.3 In these cases, SEP Ltd 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.
- 5.4 If you wish to complain about information which is being withheld from you, please read the "complaints" section (see paragraph 10 on page 5).



6. ARCHIVING POLICY

- 6.1 SEP Ltd hopes to implement a document archiving and retention policy as part of an overall re-assessment of company policy and procedures.
- 6.2 It should be noted that, as a Programme Management Executive, the company is obliged to retain all documents relating to individual European Structural Funds Programmes for the period prescribed in the respective European Structural Funds Regulations. These are detailed on our web site at www.wsep.co.uk/content/What%20Happens%20Next/dcretention.asp.
- 6.3 On completion, the document archiving and retention policy will be available from the SEP Ltd web site (www.wsep.co.uk).

7. COPYRIGHT

- 7.1 Some material included in this publication scheme may be the copyright of a third party. SEP Ltd's 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.
- 7.2 Unless otherwise stated, SEP Ltd reserves copyright in all information available under this publication scheme, whether that information is in electronic or hard-copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright, and consent of the copyright holder should always be sought.

8. ACCESSING INFORMATION UNDER THIS PUBLICATION SCHEME

- 8.1 Some information listed in this publication scheme is available from our web sites (www.wsep.co.uk and www.scottishinnovativeactions.co.uk). There is a search facility on both sites to assist you. There is also a facility to make requests for information which may not be contained on SEP Ltd's web sites through the links provided.
- 8.2 Information accessible on SEP Ltd's web sites is all available in hard copy, or another format, on request to SEP Ltd Reception on 0141 572 4400.
- 8.3 If the information you request is not available on SEP Ltd web sites, but is listed in this publication scheme, it will be sent to you by email, wherever practicable. When requesting information, please include a telephone number so that staff can telephone to clarify details, if necessary.
- 8.4 All information is also available in a paper copy form. Please address your request to Reception, SEP Ltd, 94 Elmbank Street, Glasgow G2 4DL. When requesting information, please include the following details: your name and address, the information or documents you want to see and any fee applicable (see Section 9). Please include a contact telephone number so that staff can telephone to clarify details, if necessary.



- 8.5 For some classes of information, you will need to make an appointment to view the information. Please contact Reception at SEP Ltd on 0141 572 4400.
- 8.6 If you have difficulty determining the information you want to see, please contact Reception at SEP Ltd who will direct you to a member of staff who will be happy to help.

9. CHARGING POLICY

- 9.1 No charge will be made on copies of information requested from SEP Ltd records of up to £100. Thereafter costs will be recovered up to an upper limit of £600. It is not envisaged that any requests for information will exceed this upper limit. Where costs of meeting a request exceed £600 there is no obligation to provide the information.
- 9.2 Single copies of documents listed in the SEP Ltd publication scheme will be provided free of charge. However, a charge may be levied on requests received for printing a substantial number of documents as well as the cost of postage, if it is felt appropriate. The charge for printing or photocopying multiple documents will not exceed £1 per 10 pages.
- 9.3 No charge will be made for sending electronic copies of documents. A charge may be levied however, where it is anticipated that a request to inspect records within the SEP Ltd offices will involve more than one hour of staff time.
- 9.4 Any charges for services under the Act will be advised and payment agreed prior to the information or staff resources being provided.

10 COMPLAINTS

- 10.1 If you believe that a decision made by SEP Ltd not to release the information is wrong, you have the right to request a review of that decision. Requests should be made within 40 working days of receipt of the decision, to which you will receive a response within 20 working days of receipt of your complaint. If you require a review of any decision to be carried out, please write to Anne Houston, Acting Chief Executive, Strathclyde European Partnership Ltd, 94 Elmbank Street, Glasgow G2 4DL. The review will be undertaken by staff not involved in the original decision making process.
- 10.2 If you 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 1 January 2005, when the general right of access came into force, there is a formal appeal mechanism when information is withheld. Further details on the appeal mechanism is available from the Commissioner's web site at www.itspublicknowledge.info.
- 10.3 The contact details for the Commissioner are: Kevin Dunion, Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS, telephone 01334 464610, email address enquiries@itspublicknowledge.info



11. FEEDBACK

As part of our statutory duty, SEP Ltd is required to review this publication scheme periodically. SEP Ltd welcomes feedback on how the scheme can be developed further. If you want to make any comments about this publication scheme or if you require any assistance please contact: Robert Knox, SEP Ltd, 94 Elmbank Street, Glasgow G2 4DL.

12. CATEGORIES AND CLASSES OF INFORMATION

SEP Ltd has agreed the categories used within this publication scheme. These are as detailed in the Annex to this publication scheme and have been categorised by each different funding Programme. This Annex includes all funding Programmes managed by SEP Ltd which have not yet passed the period that all documentation must be retained, as detailed by the European Commission. Records will be destroyed after retention dates have expired (see section 6 on page 3).

14 August 2006



Annex 1

CATEGORIES AND CLASS OF INFORMATION AVAILABLE BY SEP Ltd

Unless otherwise stated, all information detailed as available on web site refers to the location www.wsep.co.uk.
All charges are as detailed within Section 9 of this Publication Scheme.

Category: 2000-2006 Western Scotland Objective 2 Programme - Documents Retained until 31 December 2012				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Web Site, Inspection, Paper	As detailed at Section 9
Programme Implementing Committee	Minutes		Web Site, Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Web Site, Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Web Site, Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Web Site, Inspection, Paper, Newsletters, Publications	As detailed at Section 9
General Programme Correspondence and Administration	Correspondence	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

Category: 2000-2006 Clyde Waterfront URBAN II Programme - documents retained until 31 December 2012				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Web Site, Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Web Site, Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Web Site, Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Web Site, Inspection, Paper, Newsletters, Publications	As detailed at Section 9
General Programme Correspondence and Administration	Correspondence	<ul style="list-style-type: none"> • Information provided in confidence • information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

2004-2005 Scottish Innovative Actions Programme - documents retained until 31 December 2010				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Steering Group	Minutes, Agendas, Papers		Inspection, Paper, Web Site (www.scottishinnovativeactions.co.uk),	As detailed at Section 9
Appraisal Sub-Group	Notes of Meetings		Inspection, Paper, Web Site (www.scottishinnovativeactions.co.uk),	As detailed at Section 9
Development Groups	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Inspection, Paper, Web Site (www.scottishinnovativeactions.co.uk),	As detailed at Section 9
Publications/Annual Reports	Reports		Inspection, Paper, Web Site (www.scottishinnovativeactions.co.uk), Newsletters, Publications	As detailed at Section 9
General Programme Correspondence and Administration	Correspondence	<ul style="list-style-type: none"> • Information provided in confidence • information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

Category: Action for Training and Learning for Asylum Seekers - documents retained on behalf of Glasgow City Council to whom all enquiries should be addressed

Category: Western Scotland Objective 2 Programme 1997-99 - documents retained until 31 December 2008				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Programme Management Committee	Minutes, Agendas, Papers		Inspection, Paper	
Advisory Groups	Notes of Meetings		Inspection, Paper	
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	
Guidance Documents	Reports, Forms		Inspection, Paper	
Publications/Annual Reports	Reports		Inspection, Paper, Newsletters, Publications	
Research Reports	Reports		Inspection, Paper	
General Programme Correspondence and Administration		<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	



Annex 1

Category: Glasgow (North) and Paisley URBAN Programme 1997-99 - documents retained until 31 December 2007				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Inspection, Paper, Newsletters, Publications	As detailed at Section 9
Research Reports	Reports		Inspection, Paper	As detailed at Section 9
Area Action Plans	Report		Inspection, Paper	As detailed at Section 9
General Programme Correspondence and Administration		<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

Category: Western Scotland Objective 2 Programme 1994-96 - documents retained until 31 December 2008				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Programme Management Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Inspection, Paper, Newsletters, Publications	As detailed at Section 9
General Programme Correspondence and Administration		<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

Category: Western Scotland RECHAR II Programme - documents retained until 31 December 2008				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Inspection, Paper, Newsletters, Publications	As detailed at Section 9
Research Reports	Reports		Inspection, Paper	As detailed at Section 9
Area Action Plans	Report		Inspection, Paper	As detailed at Section 9
General Programme Correspondence and Administration		<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



Annex 1

Category: Western Scotland RESIDER Programme - documents retained until 31 December 2008				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Programme Monitoring Committee	Minutes, Agendas, Papers		Inspection, Paper	As detailed at Section 9
Advisory Groups	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Projects	Applications, Claims	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Monitoring Visits	Reports	<ul style="list-style-type: none"> • Work in Progress • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9
Guidance Documents	Reports, Forms		Inspection, Paper	As detailed at Section 9
Publications/Annual Reports	Reports		Inspection, Paper, Newsletters, Publications	As detailed at Section 9
Research Reports	Reports		Inspection, Paper	As detailed at Section 9
Area Action Plans	Report		Inspection, Paper	As detailed at Section 9
General Programme Correspondence and Administration		<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9



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Category: Regional Innovation Strategy 1997-99 - documents retained until 31 December 2010				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Steering Group	Minutes, Agendas, Reports		Inspection, Paper	As detailed at Section 9
Ayrshire Local Project	Notes of Meetings, decisions		Inspection, Paper	
Dunbartonshire Local Project	Notes of Meetings, decisions		Inspection, Paper	
Glasgow Local Project	Notes of Meetings, decisions		Inspection, Paper	
Lanarkshire Local Project	Notes of Meetings, decisions		Inspection, Paper	
Renfrewshire Local Project	Notes of Meetings, decisions		Inspection, Paper	
Other Project Teams	Notes of Meetings, decisions		Inspection, Paper	
Publications	Newsletters, Reports		Inspection, Paper	
General Correspondence	Correspondence	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	
Final Report	Report		Inspection, Paper	



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Category: Strathclyde European Partnership Ltd				
Class	Class Description	All/Part Exemptions	How Information Made Available	Charge
Board Meetings	Minutes, Agendas, Reports		Inspection, Paper	As detailed at Section 9
Staff Meetings	Notes of Meetings		Inspection, Paper	As detailed at Section 9
Company Business Plan	Report		Web Site, Inspection, Paper	As detailed at Section 9
Annual Operating Plans	Report		Web Site, Inspection, Paper	As detailed at Section 9
Annual Performance Reviews	Report		Web Site, Inspection, Paper	As detailed at Section 9
Annual Reports	Report		Web Site, Inspection, Paper	As detailed at Section 9
Annual Financial Reports	Report		Included within Annual Reports	As detailed at Section 9
Commissioned Research	Partners Survey		Inspection, Paper	As detailed at Section 9
General Correspondence	Correspondence	<ul style="list-style-type: none"> • Information provided in confidence • Information covered under Data Protection Act 1998 	Inspection, Paper	As detailed at Section 9

End of Annex 1