GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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.

College Development Network (CDN) has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval.

You can see this scheme on our website at https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/ 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 will remove or redact the information before publication but we will explain why.

Copyright and re-use
Where CDN 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 CDN 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.
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 (excluding VAT) is shown in the tables below:

Type of Copy	Pence per sheet of paper
Black and white	0.01
Colour	0.04

Information provided on CD-Rom will be charged at £0.18 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.

Advice and Assistance

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

Gayle Watson
Airthrey Castle
Hermitage Road
Stirling
FK9 4LA

Gayle.watson@cdn.ac.uk
01786 272400

We will also 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 COLLEGE DEVELOPMENT NETWORK

Class description:
Information about College Development Network (CDN), 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
General information about CDN	
Authority name, address and contact details for headquarters and principal offices	https://www.cdn.ac.uk/about-us/contact-us/
Organisational structure, roles and responsibilities for senior officials	https://www.cdn.ac.uk/about-us/about-college-development-network/our-people/
Business opening hours	https://www.cdn.ac.uk/about-us/contact-us/
Contact details for customer care and complaints functions	https://www.cdn.ac.uk/wp-content/uploads/2016/10/Complaints-Guide.pdf
Publication scheme and guide to information	https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/
Charging schedule for published information	https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/
Contact details and advice about to request information from CDN	https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/
Charging schedule for environmental information provided in response to requests under the EIRs	N/A
Legal framework for CDN, including constitution, articles of association or charter	https://www.cdn.ac.uk/about-us/management-governance/
How CDN is run	
Description of governance structure, Board, committees and other decision-making structures.	https://www.cdn.ac.uk/about-us/management-governance/
Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, Chief officers	https://www.cdn.ac.uk/about-us/about-college-development-network/our-people/
Governance policies, including standing orders, scheme of delegation, code of conduct and register of interests.	https://www.cdn.ac.uk/about-us/management-governance/

Corporate planning	
Mission Statement	https://www.cdn.ac.uk/about-us/about-college-development-network/our-visions-and-values/
Corporate plan Corporate strategies e.g. for economic development etc. Corporate policies e.g. health and safety, equality, sustainability Strategic planning processes	https://www.cdn.ac.uk/wp-content/uploads/2017/09/CDN-Strategic-Plan-2017-20.pdf
External relations	
Accountability relationships, including reports to regulators	Hardcopy/email on request
Internal and external audit arrangements	Hardcopy/email on request
Subsidiary companies (wholly or part owned) and other significant financial interest	N/A
Strategic agreements with other bodies	Hardcopy/email on request

CLASS 2: HOW COLLEGE DEVELOPMENT NETWORK 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
Functions	
Description of functions, including statutory basis for them, where applicable	https://www.cdn.ac.uk/about-us/contact-us/
Strategies, policies and internal staff procedures for performing statutory functions	Hardcopy/email on request
How to report a concern to CDN	https://www.cdn.ac.uk/about-us/management-governance/
Reports of CDN's exercise of its statutory functions	https://www.cdn.ac.uk/
Statutory registers	N/A
Fees and charges for performance of CDN's functions	Hardcopy/email on request
Services	
List of services, information for service users, including how to access the services	See individual banners under: https://www.cdn.ac.uk/
List of our work	See individual banners under: https://www.cdn.ac.uk/projects/
Service fees and charges	Hardcopy /email on request

CLASS 3: HOW COLLEGE DEVELOPMENT NETWORK 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
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	https://www.cdn.ac.uk/about-us/management-governance/
Public consultation and engagement strategies	N/A
Reports of regulatory inspections, audits and investigations carried out by CDN	Hardcopy/email on request

CLASS 4: WHAT COLLEGE DEVELOPMENT NETWORK 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
Financial Statements (Annual accounts)	https://www.cdn.ac.uk/about-us/financial-statements/
Financial policies and procedures	Hardcopy/email on request
Budget allocation to key policy/ function/ service areas	Hardcopy/email on request
Purchasing plans and capital funding plans	N/A
Financial administration manual / internal financial regulations	Hardcopy/email on request
Expenses policies and procedures	Hardcopy/email on request
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Hardcopy/email on request
Board member remuneration other than expenses	N/A – no remunerated positions
Pay and grading structure (levels of pay rather than individual salaries)	Hardcopy/email on request
Investments – summary information	N/A
Funding awards available from CDN, how to apply for them and funding awards made by CDN.	N/A

CLASS 5: HOW COLLEGE DEVELOPMENT NETWORK MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources of College Development Network

The information we publish under this class	How to access it
Human resources	
Strategy and management of human resources	Hardcopy/email on request
Staffing structure	https://www.cdn.ac.uk/about-us/about-college-development-network/our-people/
Human resources policies, procedures and guidelines, including: recruitment, performance management, pensions, discipline, grievance, staff development	Hardcopy/email on request
Employee relations structures and agreements reached with recognised trade unions and professional organisations	N/A
Physical resources	
Management of the authority's land and property assets, including environmental/ sustainability reports Estate development plants	N/A
Maintenance arrangements	N/A
	N/A
Information resources	
Records management policy and records management plan, including records retention schedule	https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/
Information governance / asset management policies and procedures, information asset list	N/A
Knowledge management policies and procedures	N/A
List of statistical information published by the authority	https://www.cdn.ac.uk/cdn-annual-report-2015-16/ https://www.cdn.ac.uk/cdn-first-four-years/
Freedom of information policies and procedures	https://www.cdn.ac.uk/about-us/management-governance/freedom-of-information/
Data protection or privacy policy	https://www.cdn.ac.uk/wp-content/uploads/2015/09/Privacy-Statement-1.pdf

CLASS 6: HOW COLLEGE DEVELOPMENT NETWORK 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 policies and procedures	Hardcopy/email on request
Invitations to tender	Hardcopy/email on request
List of contracts which have gone through formal tendering, including name of supplier, period and value of contract	Hardcopy/email on request For regulated procurement: http://www.apuc-scot.ac.uk/#!/institution?inst=74

CLASS 7: HOW COLLEGE DEVELOPMENT NETWORK IS PERFORMING

Class description:
Information about how College Development Network performs as an organisation, and how well we deliver our functions and services

The information we publish under this class	How to access it
Financial Statements	https://www.cdn.ac.uk/about-us/financial-statements/
Strategic Plan	https://www.cdn.ac.uk/wp-content/uploads/2017/09/CDN-Strategic-Plan-2017-20.pdf
Annual Report	https://www.cdn.ac.uk/cdn-annual-report-2015-16/

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
We do not publish information under this class	N/A

CLASS 9: OUR OPEN DATA
Class description: Open data made available by College Development Network as described by the Scottish Government's Open Data Resource Pack and available under open licence.

The information we publish under this class	How to access it
We do not publish information under this class College Development Network is a registered charity which receives core funding from the Scottish Funding Council. College Development Network's purpose is to support and promote the learning community in the college sector through leading on innovation, creating professional development opportunities and sharing best practice. College Development Network has formally adopted the Model Publication Scheme to meet our Freedom of Information Duty by publishing information proactively on our website, by providing hardcopy where required and providing access to professional learning resources.	N/A https://www.cdn.ac.uk/ https://professionallearning.collegedevelopmentnetwork.ac.uk/

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