

PUBLICATION SCHEME

THE SCOTTISH INSTITUTE OF SUSTAINABLE TECHNOLOGY LIMITED

PART ONE

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for The Scottish Institute of Sustainable Technology Limited ("SISTech"). This is a guide to the information routinely made available by the company as required under section 23 of the Freedom of Information (Scotland) Act 2002 (the Act).

1.2 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.

1.3 Under Section 23 of the Act, SISTech must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- the publication of reasons for the decisions we make.

1.4 Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our publication scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.

2. ABOUT THIS SCHEME

2.1 This publication scheme is based on the Model Publication Scheme for Publicly Owned (Active) Companies and has been developed by the Scottish Information Commissioner. The Scottish Information Commissioner is responsible for the promotion and enforcement of the Act.

2.2 Section 23 of the Act states that in adopting or reviewing its publication scheme the authority must have regard to the public interest in allowing public access to information about:

- the services provided by the authority;
- the costs of those services;
- the standard attained by those services;
- the facts which form the basis of decisions taken by the authority which are of importance to the public; and
- the publication of reasons for decisions made by it.

We have therefore included, as far as possible, information about these matters in this scheme.

3. ABOUT OUR PUBLIC AUTHORITY

3.1 SISTech is a company limited by guarantee which is owned jointly by Heriot-Watt University and MWH UK Ltd. The principal activities of the company are to maximise business and technology opportunities from the growing sustainable development agenda.

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

4.1 The following person has overall responsibility for this scheme:

Name: Professor Paul Jowitt

Job Title: Executive Director

Address: SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh EH14 4AS

Telephone number: 0131 451 3143

Email address: paul.jowitt@sistech.co.uk

4.2 The following person is responsible for maintaining the scheme on a daily basis:

Name: Ms Joanne Pope

Job Title: Administrative Assistant

Address: SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh EH14 4AS

Telephone number: 0131 451 8162

Email address: info@sistech.co.uk

5. EXEMPTIONS

- 5.1 (a) All information included in the Scheme must be provided promptly on request (subject to the exemptions discussed below).
(b) From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme.

SISTech's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we 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.

If you wish to complain about information which is being withheld from you, please read the "complaints" section below at paragraph 10.

6. ARCHIVING POLICY

- 6.1 SISTech adheres to the Records Management Policy of Heriot-Watt University which can be viewed at
<http://www.hw.ac.uk/reference/HWURecordsPolicy04042002.pdf>

7. COPYRIGHT

- 7.1 Unless otherwise stated, SISTech 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 the consent of the copyright holder should always be sought.

8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

- 8.1 People can access information under the publication scheme in a number of ways. The information can be accessed as follows:

By email: if the information you request is not available on our website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. When requesting information, please include a telephone number, so that we can telephone to clarify any details, if necessary.

By phone: information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can phone to clarify any details, if necessary.

By post: all information is available in copy form. Please address your request to Ms Joanne Pope, Administrative Assistant, SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh EH14 4AS. When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number, so that we can telephone to clarify any details, if necessary.

If you have difficulty determining the information you want to see, please contact Professor Paul Jowitt, Executive Director SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh EH14 4AS, who will be happy to help.

9. CHARGING POLICY

- 9.1 Information which can be sent by email will be provided free of charge. Information requested in print is available at 5 pence per A4 page.

10. COMPLAINTS

- 10.1 If you are unhappy with any aspects of this publication scheme, you can complain to Mr D G Brown, Company Secretary, SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh EH14 4AS.
- 10.2 If we are unable to resolve your complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1st January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

The contact details for the Commissioner are:

The Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Tel: 01334 464610

Fax: 01334 464611

Email address: enquiries@itspublicknowledge.info

11 FEEDBACK

- 11.1 As part of our statutory duty we are required to review our publication scheme periodically. SISTech welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication scheme or if you require any assistance please contact: Ms Joanne Pope, Administrative Assistant, SISTech Limited, Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS.

For example:-

- what did you like and dislike about this Publication Scheme?
- what else would you like to see in this Publication Scheme?
- did you find the information you wanted easily and were the members of staff helpful?
- do you have any suggestions on how to make SISTech more open and transparent in the provision of information?

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PART TWO

The following classes set out the information which SISTech is making available under this publication scheme.

Class 1: Legal Framework

The company's certificate of incorporation, memorandum of association, articles of association and address of the registered office.

Format(s):

Copies of this information can only be obtained by photocopy.

Timescale of availability:

Information will be made available within two weeks of receipt of a valid request.

Fee:

- Information requested in print is available at 5 pence per A4 page.

Class 2: Financial Resources

The annual accounts and auditors' report from 2003 to the present.

Format(s):

Copies of the annual accounts and auditors' report can be obtained by photocopy.

Timescale of availability:

The annual accounts will be made available two weeks after they have been lodged at Companies House.

Fee:

- Information requested in print is available at 5 pence per A4 page.

Class 3: Board Meetings

Minutes, agendas and papers of Board meetings from 2003 to the present.

Format(s):

Where available electronically, information will be sent by email, otherwise it will be sent by photocopy.

Timescale of availability:

Agendas and papers will be made available two weeks after the relevant meeting. Minutes will be made available two weeks after they have been approved.

Fee:

- Information in this class will be sent by email free of charge
- Information requested in print is available at 5 pence per A4 page.

Class 4: Directors

List of the names of current directors, their roles and responsibilities.

Format(s):

Information will be sent by email.

Timescale of availability:

Information will be made available within two weeks of receipt of a valid request.

Fee:

- Information in this class will be sent by email