

The Scottish Institute of Sport Freedom of Information (Scotland) Act 2002 – Publication Scheme

1. Introduction

1.1 Welcome to the Scottish Institute of Sport Publication Scheme. This is a guide to the information routinely made available by The Scottish Institute of Sport 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, the Scottish Institute of Sport must adopt and maintain a publication scheme setting out the information we routinely make publicly available. Our scheme has to be approved by the Scottish Information Commissioner, who is responsible for the enforcement of the Act. 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 the Publication Scheme

2.1 The Institute has formulated this scheme by consulting other publication schemes and has included relevant information. The scheme is also intended to be flexible and will be amended when required.

2.2 Section 23 of the Act provides 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. The Scottish Institute of Sport

3.1 The Scottish Institute of Sport headquarters are based at Airthrey Road, Stirling FK9 5PH.

3.2 The Scottish Institute of Sport was established in October 1998 to support the development of high performance sport in Scotland. A member of the **sportscotland** group of companies, the Institute is funded primarily by the Lottery Sports Fund administered by **sportscotland**.

In 2002, we moved to a new purpose built facility in Stirling which we believe provides an inspirational environment and a focus for high performance coach development and learning. As our operational nerve centre, the Institute's new home is promoting excellence in Scottish sport, encouraging interaction and harnessing energy to develop a culture of shared knowledge and winning.

There are nine core sports in the Institute: athletics, badminton, curling, football, golf, hockey, judo, rugby, and swimming. In addition, the very top Scots performers from other sports have been identified to be part of the Institute and its programmes (as individual athletes).

The Scottish Institute of Sport is driven by its values. We aspire to WIN. First and foremost, our athletes will be successful in world competition.

4. Responsibility for the Publication Scheme

4.1 Alastair McCall, Business Manager of the Institute, is based at the Institute headquarters at Airthrey Road Stirling FK9 5PH and can be contacted there – telephone number is 01786 460100. He holds responsibility for the Institute's Publication Scheme and is also responsible for maintaining the scheme on a day to day basis at the Institute. His email address is alastair.mccall@sisport.com.

5. Exemptions

5.1 The Scottish Institute of Sport'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 seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also 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 The Institute is reviewing its archiving policy and once the policy has been reviewed and approved the Institute will ensure compliance with said policy.

7. Copyright

- 7.1 Unless otherwise stated, the Scottish Institute of Sport reserves copyright (and all other rights) 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 (and/or any other symbol) appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright (and/or other rights), and consent of the copyright holder (and/or the holder of any other rights) 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:-

Online: most information listed in our publication scheme is available from this website. <http://www.sisport.com>. A link will take you to the relevant page or document.

By email: if the information you request is not available on the 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. Email address is freedom@sisport.com

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary. The Institute phone number is 01786 460100.

By post: All information is also available in a paper copy form. Please address your request to the Business Manager contact details above (paragraph 4.1). 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. The contact address is detailed above (paragraph 3.1)

If you have difficulty determining the information you want to see, please contact Alastair McCall Business Manager who will be happy to help.

9. Charging Policy

- 9.1 The Institute's charging policy is set out in Paragraph 12 which features the classes of Information included within the Scheme. The Institute reserves the right to review this policy.

10. Complaints

- 10.1 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 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.itpublicknowledge.info before this date.

The contact details for the Commissioner are Kevin Dunion, Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS, telephone number 01334 464610, email address enquiries@itpublicknowledge.info

11. Feedback

- 11.1 As part of our statutory duty we are required to review our publication scheme periodically.

The Scottish Institute of Sport 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: Alastair McCall, Business Manager

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 the Scottish Institute of Sport more open and transparent in the provision of information?

12. Classes of Information

12.1 The following classes set out the information which the Scottish Institute of Sport 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.

Copies of the above documents will be available by post from the Institute's offices at Airthrey Road Stirling FK9 5PH.

The above documents will be available within 20 working days of the request.

- Information in this class is made available free of charge

Class 2: Financial Resources

The annual accounts and auditors' report for the year ended 31st March 2004 are available and future annual accounts and auditor's reports for subsequent financial years will be made available on the basis indicated below.

The annual accounts and auditors' reports will be available on the Institute's website and by post from the Institute's offices.

The annual accounts and auditor's reports will be available four weeks after they have been approved and signed.

- Information accessed online is available free of charge
- Information requested in print is available at £6.00 per set

Class 3: Board Meetings

The finalised and approved minutes of the Institute Board Meetings from September 2004 to the present will be available on the basis indicated below.

The finalised and approved minutes of the Institute Board Meetings will be available by post from the Institute's offices.

The finalised and approved minutes of the Institute Board Meetings will be available four weeks after they have been approved.

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

Class 4: Directors of the Institute

Information on the Directors of the Institute are available on the Institute's website <http://www.sisport.com>

- Information accessed online is available free of charge

Class 5: Press and Publications

All the Institute's current publications are available by post from the Institute's offices and the website - <http://www.sisport.com>

Historical copies (from December 2001) of the Institute's publications are available on the website.

- Information accessed online is available free of charge
- Information requested in print is available free of charge.

Disclaimer

Whilst every attempt is made to ensure that information provided by the Scottish Institute of Sport is accurate and up-to-date, some information is subject to change. No responsibility is accepted by or on behalf of the Scottish Institute of Sport for any errors, omissions, or misleading statements within the information. Responsibility can also not be taken for action or inaction as a result of information obtained from the Scottish Institute of Sport. In the case of information provided on the website, this also includes information obtained through any site to which the pages connect, including any feature or aspect of such site or pages, whether provided by the Scottish Institute of Sport or by any organisation, company or individual. The Scottish Institute of Sport will not be held liable for any such information and reserves the right to alter the content of information at any time.

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