



Scottish Information
Commissioner
It's Public Knowledge

Model Publication Scheme Publicly Owned (Active) Companies

Developed by the Office of the Scottish Information Commissioner

Introduction

The attached model publication scheme has been designed for active companies which fall within the definition of a publicly owned company under section 6 of the Freedom of Information (Scotland) Act 2002 (the Act). The model has been designed for publicly owned companies which are trading. A separate model publication scheme has been designed for publicly owned companies which are dormant ([insert link](#)).

The model is in two main parts: the introductory paragraphs and the classes of information.

While companies are free to adopt this model scheme, the scheme should not be adopted until the company has read the Commissioner's guidance on publication schemes. The guidance can be found at:

<http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.asp>

There is no obligation on companies to adopt this model scheme. Companies are free to prepare their own schemes or to adopt other models which are suitable to their needs.

If you choose to adopt this model publication scheme it can only be adopted in its entirety. If you choose to amend it, you must submit the scheme to the Commissioner in line with the publication scheme guidance which can be found on the Commissioner's website at:

<http://www.itspublicknowledge.info/web/FILES/pocactive.doc>

Adopting the scheme

To adopt this model scheme, you must do the following:

- Complete the sections in italics in the model scheme as instructed so that the model reflects your particular company.
- Take the necessary administrative steps within your company to officially adopt the model scheme by 31 August 2004.



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- In addition, by 31 August 2004, you must complete an OSIC 3 form and submit it to the Commissioner. (Instructions on where to obtain an OSIC 3 form and on how forms can be submitted to the Commissioner are included in the publication scheme guidance.) When completing the form, you will be asked for the name of the model publication scheme you are adopting. The name of this scheme is “Publicly Owned (Active) Companies.”

The Commissioner will, on receipt of the OSIC 3 form, write to you to confirm that your application to adopt the model publication scheme has been approved. The company can decide when to bring the publication scheme into effect, but the publication scheme must come into effect no later than 30 November 2004. As soon as the publication scheme comes into effect, the information set out in the classes of information must be made available on request.



**PUBLICATION SCHEME
SCOTTISH HEALTH INNOVATIONS LIMITED
PART ONE**

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for Scottish Health Innovations Limited. 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), and should be read together with Scottish Health Innovations Limited's Freedom of Information Policy.

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, Scottish Health Innovations Limited have agreed to adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we will review the scheme from time to time. In adopting (or reviewing) our publication scheme, we will 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

- sets out the classes of information which we publish or intend to publish;
- says how we will publish the information in each class; and
- says 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 Scottish Health Innovations Limited (SHIL) was established as a Company Limited by Guarantee, incorporated on 3rd September 2002 and commenced operations on the 21st October 2002. Owners are Scottish Enterprise and Highlands and Islands Enterprise and current funding is received from; Chief Scientist Office, Department of Trade and Industry, Scottish Enterprise, Highlands and Islands Enterprise and the European Regional Development Fund.

SHIL functions as a Technology Transfer Office and a number of subsidiary companies with separate business foci have been established to manage the Company's product development and commercial interests. In March 2003 Scottish Health Devices Ltd, Scottish Health Equities Ltd and Scottish Health Licensing Ltd were established as fully owned subsidiaries of SHIL. A fourth subsidiary, Scottish Health Software Ltd, was incorporated in May 2003.

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

- 4.1 The following person has overall responsibility for this scheme:

Name: Dr Alexander Allan

Job title: CEO

Address: 206 St. Vincent Street, Glasgow G2 5SG

Telephone number: 0141 248 7334

Email address: sandy.allan@shil.co.uk

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

Name: Fiona McCulloch

Job title: Head of Corporate Governance and Administration

Address: 206 St. Vincent Street, Glasgow G2 5SG

Telephone number: 0141 248 7334

Email address: Fiona.mcculloch@shil.co.uk

5. EXEMPTIONS

5.1 (a) All information included in this Scheme will 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 allows any member of the public to make a request for information that is not in this Scheme.

Scottish Health Innovation'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 Scottish Health Innovations Ltd Records Management Strategy, which documents arrangements for the creation, retention and disposal of the authority's records, is available in word format on request.

7. COPYRIGHT

7.1 Unless otherwise stated, Scottish Health Innovations Limited 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 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: information listed in our publication scheme is available from this website www.shil.co.uk.

By email: if the information you request is not available on this 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 fiona.mcculloch@shil.co.uk

By post: All information is also available in a paper copy form. Please address your request to **Fiona McCulloch, 206 St. Vincent Street, Glasgow G2 5SG**. 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.

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact Fiona McCulloch by post or email.

If you have difficulty determining the information you want to see, please contact Fiona McCulloch by post or email, who will be happy to help.

9. CHARGING POLICY

- 9.1 Material in this publication scheme is normally made available free of charge. Where information that is ordinary held only in electronic format is requested in a hard copy format, or requests are made for multiple copies of documents, Scottish Health Innovations Ltd may charge 20 pence per page of copy (subject to review) plus a charge for postage. There will be no charge where the cumulative costs (copy charge plus postage charge) amount to less than £5 to provide the information in response to individual request. Amounts are inclusive of VAT.

10. COMPLAINTS

- 10.1 If you are unhappy with any aspect of this publication scheme, you can complain to Fiona McCulloch by post or email.
- 10.2 If we 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.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

E-mail address: enquiries@itspublicknowledge.info

11. FEEDBACK

11.1 As part of our statutory duty we are required to review our publication scheme periodically. Scottish Health Innovations 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: Fiona McCulloch on by post or email.

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 Scottish Health Innovations more open and transparent in the provision of information?

PUBLICATION SCHEME
Scottish Health Innovations Ltd
PART TWO

The following classes set out the information which Scottish Health Innovations are 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):

Hard Copy

Timescale of availability

Now

Fee:

Information in this class is made available free of charge. However, a fee may be levied for bulk orders in accordance with the charging policy outlined in the introductory section.

Class 2: Financial Resources

The annual accounts and auditors' report.

Format(s):

Hard Copy and Email

Timescale of availability

The annual accounts will be made available four weeks after they have been approved.

Fee:

Information in this class is made available free of charge. However, a fee may be levied for bulk orders in accordance with the charging policy outlined in the introductory section.

Class 3: Board Meetings

Minutes, agendas and papers of Board meetings.

Some Information may be withheld if it substantially prejudices commercial interests.

Format(s):

Hard Copy

Timescale of availability

Minutes, agendas and Papers are available four weeks after they have been approved.

Fee:

Information in this class is made available free of charge. However, a charge for bulk orders may be levied in accordance with the charging policy outlined in the introductory section.

Class 4: Directors

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

Format(s):

Hard Copy and Email

Timescale of availability



Now

Fee:

Information in this class is made available free of charge. However, a charge may be levied for bulk orders in accordance with the charging policy outlined in the introductory section.