



Routes to Work Limited

**GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL
PUBLICATION SCHEME**

July 2023

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish Public Authorities to produce and maintain a Publication Scheme. Authorities, including Routes to Work Limited, are required to:-

- publish the classes of information that they make routinely available; and
- tell the public how to access the information and what it might cost.

Routes to Work Limited has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner.

You can see this Scheme on the Commissioner's website at <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

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 for providing you with information;
- explain how you can find the information easily;
- provide contact details for enquiries and to get help with accessing information; and
- explain how to request information we hold that has not been published.

Amendments to the Freedom of Information (Scotland) Act 2002

Please note that the temporary changes to FOI law which were introduced by the Coronavirus emergency legislation (The Coronavirus (Scotland) Act 2020) have now been removed. From 1 October 2021, normal FOI rules applied to all requests received.

Availability and exemptions

Availability and formats of information

The information we publish through the Model Scheme is available on request from our Bellshill Office, address as follows:

Routes to Work Limited
168 – 170 Main Street
Bellshill
ML4 1AE

Tel: 01698 846810

Email: FOIrequest@routestowork.co.uk

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 may remove or redact the information before publication but we will explain why.

Copyright

Where Routes to Work Limited 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 Routes to Work Limited does not hold the copyright for 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 at our premises.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do so.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until you have paid us.

Reproduction costs

Where charges are applied, photocopied information will be charged at the standard rate of 10p for each A4 sheet copied (black and white) and 30p per A4 sheet copied (colour copy)

General Freedom of Information requests

There will be no charge for information requests which cost us £100 or less to process.

Where information costs between £100 and £600 to provide, you may be asked to pay 10% of the costs. That is, if you were to ask for information that costs us £600 to provide, you may be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests which will cost us over £600 to process.

In calculating any fees, staff time will be calculated at actual cost per staff member hour salary rate to a maximum of £15 per person per hour.

We do not charge for the time taken to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a Fees Notice) and how it has been calculated. You will have three months from the date of issue of the Fees Notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Requests for Your Own Personal Data

Requests for your own personal data will be charged in terms of the Data Protection Act 2018. All requests are required to be in writing using our Data Subject Request Rights Form which can be found here : [Data Subject Request Rights Form](#)

Contact us

You can contact us for assistance with any aspect of this guide to information or in relation to Routes to Work Limited's adoption of the Model Publication Scheme. Routes to Works details for contact in this respect are provided below:-

Business Support & Quality Manager
Routes to Work Limited
168 – 170 Main Street
Bellshill
ML4 1AE

Tel: 01698 846 810

Email : FOIrequest@routestowork.co.uk

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of the publication scheme or this guide to information.

The classes of information that we publish

Once the 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 may make a request to us for that information.

Class 1: About Routes to Work Limited

Class description: Information about Routes to Work Limited, who we are, where to find us, how to contact us, how we are managed and our external relations. Included in this class are the following:

- General Information about Routes to Work Limited – contact details, organisational structure, business opening hours
- Articles of Association
- Governance and Board structures
- Corporate Policies : Health & Safety, Equality & Diversity
- Names and contact information for Board Members and Senior Management of the organisation
- Business Planning framework

- External Audit arrangements

Class 2: How we deliver 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.

Included in this class are the following:

- Annual Review/ Report
- Comments, Complaints & Suggestions process
- Directory of Services
- Operational Plan
- Publicity/Marketing materials

Class 3: How we take decisions and what we have decided

Class description: Information about the decisions we take, how we make decisions and how we involve others.

Included in this class are the following:

- Board and Board Sub Group Information
- Service User Involvement Group reports
- Stakeholder consultation reports

Class 4: What we spend and how we spend it

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we spend public money) and what has actually been spent.

Included in this class are the following:

- Finance Reports and Annual Audited Accounts
- Schedule of Delegated Financial Authority
- Expenses Policy
- Pay and grading structure
- Pension Fund arrangements

Class 5: How we manage our human, physical and information resources

Class description: Information about how we manage the human, physical and information resources at Routes to Work Limited.

Included in this class are the following:

- Human Resources Sub Group Terms of Reference
- Human Resources Policies
- Organisational Values
- Organisation Chart
- Employee Forum Terms of Reference

Class 6: How we purchase goods and services from external providers

Class description: Information about how we purchase goods and services, and our contracts with external providers.

Included in this class are the following:

- Procurement Policy & Handbook
- Contracts Register
- Tender Register (including details of how and where RTW tender opportunities have been advertised)

Class 7: How we are performing

Class description: Information about how we perform as an organisation, and how well we deliver our functions and services.

Included in this class are the following:

- Annual Audited Accounts and Trustees report
- Annual Review/Report
- Key Performance Indicator reports
- Board and Employee Equality & Diversity monitoring reports

Class 8: Our commercial publications

Class description: Information packages are made available for sale on a commercial basis and sold at market value through a retail outlet, e.g. bookshop, museum or research journal.

Routes to Work Limited hold no information under this class

Class 9: Our open data

Class description: open data made available by the authority as described by the Scottish Government's open Data Resource Pack and available under an open licence.

Routes to Work Limited hold no information under this class