

Univation Ltd Publication Scheme

A wholly publicly owned subsidiary company of the Robert Gordon University.

Guide to Information available through the Model Publication Scheme 2019

Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This guide to information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (EIRs).

Univation Ltd has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

This will be reviewed on an annual basis, or sooner as required.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This guide to information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- Information about the company
- How we deliver our functions and services
- How we take decisions and what we have decided
- What we spend and how we spend it
- How we manage our human, physical and information resources
- How we procure goods and services from external providers
- How we are performing
- Our commercial publications
- Our open data

Availability and formats

Our guide to information provides details of the information available under the scheme, along with additional guidance on how information can be accessed. If the information you are seeking is not available under this publication scheme, then you may wish to request it. Information requests should be made in writing with the name of the applicant and a description of the information required. In line with requirements under the Freedom of Information (Scotland) Act 2002, all information requests will be fulfilled as quickly as possible, with 20 working days being the maximum time.

To request information in an alternative format or for assistance with any aspect of this publication scheme please contact:

Information Governance
Robert Gordon University
Aberdeen
AB10 7QB
foi@rgu.ac.uk
01224 26 2076

Exempt Information

We will publish the information we hold that falls within the classes of information below.

If a document contains information that we may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws (for example sensitive person information or a trade secret), we may remove or redact the information before publication but we will inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

If you wish to complain about any information which has been withheld from you, please refer to the contact details below.

Copyright

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The publication scheme may contain information where the copyright holder is not Univation Ltd. In most cases the copyright holder will be obvious from the documents. However, in cases where the copyright is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access

Our Charging Policy

Wherever possible, information contained within our guide is available from us **free of charge** where it can be downloaded from our website or

where it can be sent to you electronically by email.

Univation Ltd reserves the right to charge for providing information by USB, photocopying, and postage and packaging.

Charges will reflect the actual costs of reproduction and postage to the company, as set out below. If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

Postage cost

We will pass on postage charges to the requester at the cost to the company of sending the information by first class post.

Information Not Included

Anyone has the right to make a request for information and is entitled to receive it, as long as the information does not fall into one of the exempt categories. The request can be made by an individual or organisation.

Requests should be made through a freedom of information or environmental information request. Full details of how to do this are available at:

<https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information>

Complaints

You are entitled to complain if we do not deal with your request adequately. If you feel that, for example:

- We have been slow in dealing with your request;
- That the information supplied is inadequate;
- The exemptions that we have applied are not relevant in your case;
- or
- The fee charged is not proportionate.

You are entitled to a formal review. In the first instance, contact the university's Information Governance Officer at foi@rgu.ac.uk.

If you are dissatisfied with the outcome of your complaint, you can contact the Scottish Information Commissioner, who oversees the Freedom of Information (Scotland) Act 2002:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
T: 01334 464 610
E: enquiries@itspublicknowledge.info

Duration

Once published, information will generally be available for the current and previous two years.

Contact us

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

The company's registered address is:

Univation Ltd
Central Services Building
Robert Gordon University
Aberdeen
AB10 7QB

For information please contact:

Information Governance
Robert Gordon University
Aberdeen
AB10 7QB

foi@rgu.ac.uk

01224 26 2076

Classes of information

Please note that this is a subsidiary company of the Robert Gordon University and as such the activities of the company are limited. This is reflected in the available information detailed below.

1.	About the authority Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.
2.	How we deliver our functions and services Information about our work, our strategy and policies for delivering functions and services and information for our service users.
3.	How we take decisions and what we have decided Information about the decisions we take, how we make decisions and how we involve others.
4.	What we spend and how we spend it 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)
5.	How we manage our human, physical and information resources Information about how we manage the human physical and information resources of the authority.
6.	How we procure goods and services from external providers Information about how we procure works, goods and services, and our contracts with external providers.
7.	How we are performing Information about how we perform as an organisation, and how well we deliver our functions and services.
8.	Our commercial publications Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet.
9.	Our open data Open data made available by us and available under an open licence.

1. About the University

Class Name	How to access	Further info
Name and address	<p>The Company's registered address is:</p> <p>Univation Ltd Central Services Building Robert Gordon University Aberdeen AB10 7QB</p>	
Organisational structure, roles and responsibilities of senior officers	<p>Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services</p>	
Opening hours	<p>Due to the nature of the company it does not maintain an office or regular business hours.</p>	
Contact details and advice about how to request information from the authority.	<p>Please contact the university's Information Governance department in the first instance at foi@rgu.ac.uk</p>	
Legal Framework	<p>Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services</p>	
Description of governance structure, Board, committees and other decision making structures	<p>Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services</p>	
Details of individuals who make strategic and operational decisions	<p>Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services</p>	

2. Our Functions & Services

Class Name	How to access it	
Description of functions, including statutory basis	<p>Notes to the Accounts in the Robert Gordon University annual reports and financial statements: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services</p> <p>The university owns 100% of the issued share capital of 100,000 £1 ordinary shares of Univation Limited a company registered in Scotland, whose principal activities are the provision of short courses, training and consultancy services in engineering, management, health and design.'</p>	

3. How we take decisions

Class Name	How to access	Further info
Decisions taken by the organisation.	Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services	

4. Finance

Class Name	How to access	Further info
Financial Statement, including annual accounts, any regular statements	Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services	

5. Human Resources, Estates and IT

As a subsidiary of the Robert Gordon University the company uses the same frameworks as the university. Please see the university's publication scheme for more information or contact the company director directly at the address above.

<https://www3.rgu.ac.uk/file/university-publication-scheme-pdf-527kb>

6. Procurement

As a subsidiary of the Robert Gordon University the company uses the same frameworks as the University. Please see the University's Guide to Information for more information or contact the company director directly at the address above.

<https://www3.rgu.ac.uk/file/university-publication-scheme-pdf-527kb>

Information available via <https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/procurement> includes information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016, the Public Contracts (Scotland) Regulations 2015, the University's public register of contracts and links to the Public Contracts Scotland website.

7. Performance of the organisation

Class Name	How to access	Further info
External reports (e.g. annual report, performance statements required by statute)	Annual Report and Accounts – available from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services	

8. Commercial Publications

This company does not produce commercial publications.

9. Our Open Data

This company does not produce open data.