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10.08.17	Richie Morgan	V2	SIC July 2017 Update
03.04.18	Richie Morgan	V2.1	Removal of reference to 10 yr. Corporate Plan
18.04.19	Liz Taylor	V3	Full review and update to incorporate new guidance

CALEDONIAN MARITIME ASSETS LIMITED GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

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

Caledonian Maritime Assets Limited (“CMAL”) has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. You can see this scheme on our website at <http://www.cmassets.co.uk/about-us/freedom-of-information/> or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

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 will remove or redact the information before publication and explain why.

Copyright

Where CMAL 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 CMAL does not hold the copyright in 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 on our website or at our premises except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per side of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	Price on application
A2	Price on application
A3	20p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
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A1	Price on application
A2	Price on application
A3	30p
A4	15p
A5	10p

Information provided on USB will be charged at £1 per request.

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

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

Quality, Governance and Data Officer
Caledonian Maritime Assets Limited
Municipal Buildings
Fore Street
Port Glasgow
PA14 5EQ

E-mail: info@cmassets.co.uk

Telephone: 01475 749920

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

Duration

CMAL aims to ensure that at least all information relevant to the financial year, in addition to the two previous financial years, is available through the website. Where this information is not available on the website, it can be provided by request.

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.

The classes of information that we publish

We publish information that we hold within the following classes.

CLASS 1: ABOUT THE AUTHORITY

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access it
<i>General information about the authority</i>	
Address of registered office	http://www.cmassets.co.uk/contact-us/
“About Us” Company Information	http://www.cmassets.co.uk/about-us/
Organisational Structure, roles and responsibilities of senior officers	Available by request
Office Contact Information which includes contacts for complaints	http://www.cmassets.co.uk/contact-us/
Publication Scheme and Guide to Information (includes charging schedule)	http://www.cmassets.co.uk/about-us/freedom-of-information/
CMAL is a public corporation that is wholly owned by Scottish Ministers. The following are available from the Companies House website: <ul style="list-style-type: none"> Articles of Association Memorandum of Association Certificate of Incorporation 	https://beta.companieshouse.gov.uk/
<i>How the authority is run</i>	
Information about board members	http://www.cmassets.co.uk/about-us/our-board/
Board Terms of Reference	Available by request
Board Register of Interests	Available by request
<i>Corporate Planning</i>	
3 Year Corporate Plan	http://www.cmassets.co.uk/wp-content/uploads/2015/07/CMAL-3-Year-Corp-Plan-2016-19-2.pdf
Corporate policies	Some are available from http://www.cmassets.co.uk/about-us/publications/ , otherwise available by request
<i>External relations</i>	
Press releases	http://www.cmassets.co.uk/news/
Newsletter	http://www.cmassets.co.uk/email-newsletter/
Audit Arrangements	Audit information that can be published will be made available by request

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.

The information we publish under this class	How to access it
<i>Functions</i>	
Managing the Fleet	http://www.cmassets.co.uk/ferries/
Managing Harbours	http://www.cmassets.co.uk/harbours/
Notice to Mariners	http://www.cmassets.co.uk/harbours/notice-to-mariners/

Standing Notice to Mariners	http://www.cmassets.co.uk/harbours/standing-notice-to-mariners/
Port Marine Safety Code: Statement of Compliance	http://www.cmassets.co.uk/about-us/publications/
Harbour policies	http://www.cmassets.co.uk/harbours/beharboursafe/
<i>Services</i>	
Terms and Conditions of Harbour Use	http://www.cmassets.co.uk/harbours/port-operations/
Harbour Dues	http://www.cmassets.co.uk/harbours/harbour-dues/
Projects	http://www.cmassets.co.uk/current-projects/

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Board Minutes	http://www.cmassets.co.uk/about-us/meeting-minutes/
Public consultations	CMAL run public consultations as part of their projects. Information is available from http://www.cmassets.co.uk/current-projects/ and is also published in the news section of our website

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT

Class description:

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.

The information we publish under this class	How to access it
Annual Report (including Directors' Report and Financial Statements)	http://www.cmassets.co.uk/about-us/annual-reports/
Financial statements required by the Public Service (Reform) Scotland Act 2010	http://www.cmassets.co.uk/about-us/information-disclosure/
Standard terms and conditions for the acquisition of goods and services	http://www.cmassets.co.uk/about-us/publications/
Salary information for senior staff (directors)	http://www.cmassets.co.uk/about-us/freedom-of-information/
Expenses policies and procedures	Available by request
Senior staff expenses	Available by request
Board member remuneration	Published in Annual Report & Statement of Accounts

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it
<i>Human resources</i>	
HR policies, procedures and guidelines	Available by request
Information about current vacancies	http://www.cmassets.co.uk/about-us/current-vacancies/
<i>Physical resources</i>	

Fleet information	http://www.cmassets.co.uk/ferries/fleet-facts/
Harbour information	http://www.cmassets.co.uk/harbours/locations/
<i>Information resources</i>	
Records management plan	Available by request
Gaelic language plan	http://www.cmassets.co.uk/about-us/publications/
Freedom of information policies and procedures	http://www.cmassets.co.uk/about-us/freedom-of-information/
Privacy policies	http://www.cmassets.co.uk/privacy-policy/ and http://www.cmassets.co.uk/about-us/publications/

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Tender information and Guidance	http://www.cmassets.co.uk/about-us/publications/
Contracts register	http://www.cmassets.co.uk/about-us/publications/
Current invitations to tender are available from PCS	https://www.publiccontractsscotland.gov.uk/

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Class description:

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Report (including Directors' Report and Financial Statements)	http://www.cmassets.co.uk/about-us/annual-reports/

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

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

The information we publish under this class	How to access it
Nil	

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pak and available under an open licence.

The information we publish under this class	How to access it
Nil	