

NAPIER UNIVERSITY VENTURES LTD

Guide to Information

NAPIER UNIVERSITY VENTURES LTD

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.

Napier University Ventures Ltd was set up in 1987 and is a wholly owned subsidiary of Edinburgh Napier University. The principal activity of this company is to provide and to assist in providing research, consultancy, training and general education services. The company is limited by guarantee.

Details of Napier University Ventures Ltd's associate companies are available in the Investments section of the annual accounts which are available at:

<http://staff.napier.ac.uk/SERVICES/FINANCE/Pages/AnnualAccounts.aspx>

Napier University Ventures Ltd has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme was reviewed in October 2017 and is approved until 31 May 2019. You can see this scheme on the Scottish Information Commissioner's website at: <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemeHome.aspx> or the University website at: www.napier.ac.uk/foi 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

Unless otherwise stated, Napier University Ventures Ltd reserves copyright in all information available under this publication, 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. Where the organisation does not hold copyright in the information it publishes this will be made clear. NUVL is not subject to the Re-Use of Public Sector Information Regulations 2015.

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.

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.

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

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.

Advice and guidance

This publication scheme is maintained by:

Governance Services
Edinburgh Napier University
Room 5.B.18
Sighthill Campus
Edinburgh
EH11 4BN

0131 455 6257

foi@napier.ac.uk

Should you have any queries relating to this publication scheme or wish to submit a request for information please use the contact details given above.

Duration

This publication scheme will be reviewed in May 2019.

Where appropriate, information will be available for 2 years e.g. annual reports for at least 2 years prior to the review of this publication scheme will be available. Where information is superseded only the current information will be available, however previous versions will remain available on request.

The classes of information that we publish

We publish information that we hold within the following classes. Once 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.

As a subsidiary company of Edinburgh Napier University the activities of the company are limited, and this is reflected in the available information detailed below.

CLASS 1: ABOUT NAPIER UNIVERSITY VENTURES LTD

Class description:

Information about Napier University Ventures Ltd, 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
<ul style="list-style-type: none">Address of registered office	Merchiston Tower 10 Colinton Road Edinburgh EH10 5DT
<ul style="list-style-type: none">Articles of association	Available on request or at Companies House: www.gov.uk/get-information-about-a-company (a charge may apply)
<ul style="list-style-type: none">Memorandum of association	
<ul style="list-style-type: none">Company's certificate of incorporation	
<ul style="list-style-type: none">Names of current Directors, their roles and responsibilities	Annual Accounts
<ul style="list-style-type: none">Organisational structure	Annual Accounts

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
<ul style="list-style-type: none">No information held	Not applicable

CLASS 3: HOW NAPIER UNIVERSITY VENTURES LTD 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
<ul style="list-style-type: none">No information is published, however Minutes, Agenda's and Papers of Board meetings are available on request.	Available on request by contacting Governance Services

CLASS 4: WHAT NAPIER UNIVERSITY VENTURES LTD 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
<ul style="list-style-type: none"> Company's annual accounts Auditors reports 	Annual Accounts Available on request by contacting Governance Services

CLASS 5: HOW NAPIER UNIVERSITY VENTURES LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of Napier University Ventures Ltd

The information we publish under this class	How to access it
<ul style="list-style-type: none"> No information held 	Not applicable

CLASS 6: HOW NAPIER UNIVERSITY VENTURES LTD 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
<ul style="list-style-type: none"> No information held 	Not applicable

CLASS 7: HOW NAPIER UNIVERSITY VENTURES LTD IS PERFORMING**Class description:**

Information about how Napier University Ventures Ltd performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
<ul style="list-style-type: none"> No information is published, however the annual accounts and auditors' report are available as filed at Companies House. 	Available on request by contacting Governance Services or at Companies House: www.gov.uk/get-information-about-a-company (a charge may apply)

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
<ul style="list-style-type: none">No information held	Not applicable

CLASS 9: OUR OPEN DATA**Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack¹⁹ and available under an open licence.

The information we publish under this class	How to access it
<ul style="list-style-type: none">No information held	Not applicable