

GUIDE TO INFORMATION

Freedom of information (FOI) law 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.

Mirren Park is a Scottish public authority under FOI law and it has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. View the Model Publication Scheme at www.itspublicknowledge.info/mps

The purpose of this Guide to Information is to:

- let you to see what information Mirren Park publishes under each class of the Model Publication Scheme
- tell you how to find the information easily
- tell you about any charges for the information
- give contact details for enquiries and help with accessing the information
- explain how to request information we haven't published

Availability and formats

The information we publish through the Model Publication 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 may remove or redact the information before publication but we will explain why.

Copyright

Mirren Park has adopted the Open Government Licence (OGL) for the information it publishes through this Guide. You can view the OGL here:

<http://www.nationalarchives.gov.uk/doc/open-government-licence/>

This sets out what you can and cannot do with our published information where we are the copyright holder.

Where Mirren Park does not hold the copyright in information we publish, we will make that clear in this guide.

Charges

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 costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

We will recharge any postage costs 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 for our published information.

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.

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	N/A	N/A
A2	N/A	N/A
A3	£0.10	£0.175
A4	£0.05	£0.055
A5	N/A	N/A

The classes of information that we publish

We publish the 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 are welcome to make a request to us for that information.

Contact us

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

Mirren Park School
6 Falcon Crescent

Paisley,
 PA3 1NS
 Tel: 0141 4042784

Email: louise.poole@youngfoundations.com

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 this publication scheme.

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CLASS 1: About Mirren Park	
Class description:	
Information about Mirren Park, 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
School name, address and contact details, including contact during holidays	louise.poole@youngfoundations.com
School structure, names, roles and responsibilities of senior staff and board members	Mirren Park School
School opening hours	Mirren Park School
School term times, holidays and INSET days	louise.poole@youngfoundations.com
Contact details for customer care and complaints – our Complaints Policy	louise.poole@youngfoundations.com
This Guide to Information	Mirren Park School
How to make an information request to the school	louise.poole@youngfoundations.com
Our charges for information that has not been published*	Mirren Park School
Legal framework for the school	louise.poole@youngfoundations.com
Governance structures: board, committees, other decision-making structures	louise.poole@youngfoundations.com

School strategies e.g., stakeholder engagement, equality	louise.poole@youngfoundations.com
School planning processes	louise.poole@youngfoundations.com
How the school is held accountable, including reporting requirements of regulators	louise.poole@youngfoundations.com
Internal and external audit arrangements	louise.poole@youngfoundations.com
Subsidiary companies or other significant financial interests	louise.poole@youngfoundations.com
Contractual agreements with local authorities	louise.poole@youngfoundations.com
Membership of advisory bodies e.g., SCIS and ETCS and links to more information	louise.poole@youngfoundations.com

CLASS 2: HOW Mirren Park DELIVERS 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
Description of the school's functions	louise.poole@youngfoundations.com
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	louise.poole@youngfoundations.com
How to report a concern to the school	louise.poole@youngfoundations.com
Reports about how the school delivers its functions	louise.poole@youngfoundations.com
How the school charges (generally) for its services and functions (Scottish Excel Framework)	louise.poole@youngfoundations.com
List of services provided by the school, including the statutory basis for them (where applicable)	louise.poole@youngfoundations.com
Service schedules and delivery plans, for example school improvement plan	louise.poole@youngfoundations.com
Information for service users	louise.poole@youngfoundations.com
School newsletters and news sheets	louise.poole@youngfoundations.com

CLASS 3: HOW Mirren Park 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
Decisions taken by the school: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	ouise.poole@youngfoundations.com
Public consultations and the outcomes of engagement with stakeholders	ouise.poole@youngfoundations.com
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	ouise.poole@youngfoundations.com

CLASS 4: WHAT Mirren Park 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
Financial statements, including annual accounts, financial statements required by statute and any regular statements e.g., quarterly budget statements	louise.poole@youngfoundations.com
Financial policies and procedures for budget allocation	louise.poole@youngfoundations.com
Budget allocation to key policy / function / service areas	louise.poole@youngfoundations.com
Purchasing plans and capital funding plans	louise.poole@youngfoundations.com
Financial administration manual / internal financial regulations	louise.poole@youngfoundations.com
Expenses policies and procedures	louise.poole@youngfoundations.com
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	louise.poole@youngfoundations.com
Board member remuneration other than expenses	louise.poole@youngfoundations.com
Pay and grading structure (levels of pay rather than individual salaries)	louise.poole@youngfoundations.com
Investments, summary information about endowments, investments and school pension fund	louise.poole@youngfoundations.com
Any grants available from the school, how to apply for them and funding awards made	louise.poole@youngfoundations.com

CLASS 5: HOW Mirren Park MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

The information we publish under this class	How to access it
Strategy for and management of human resources	louise.poole@youngfoundations.com
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	louise.poole@youngfoundations.com
Employee relations structures and agreements reached with recognised trade unions and professional organisations	louise.poole@youngfoundations.com
Management of the school's land and property assets, including environmental / sustainability report	louise.poole@youngfoundations.com
Description of the school's land and property holdings	louise.poole@youngfoundations.com
Estate development plans	louise.poole@youngfoundations.com
Property and land maintenance arrangements	louise.poole@youngfoundations.com
Records management policy, including records retention schedule	louise.poole@youngfoundations.com
Information governance / asset management policies and procedures, information asset list	louise.poole@youngfoundations.com
Knowledge management policies and procedures	louise.poole@youngfoundations.com
Lists of statistical information published by the school	louise.poole@youngfoundations.com
Freedom of information policies and procedures	louise.poole@youngfoundations.com
Data protection or privacy policy	louise.poole@youngfoundations.com

CLASS 6: HOW Mirren Park 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
Procurement policies and procedures	louise.poole@youngfoundations.com
Invitations to tender	louise.poole@youngfoundations.com

List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	louise.poole@youngfoundations.com
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CLASS 7: HOW Mirren Park IS PERFORMING	
Class description:	
Information about how Mirren Park performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable)	Reports page Inspection reports Education Scotland
Performance indicators and performance against them	None
Education Scotland Inspection reports (links to ES website)	Reports page Inspection reports Education Scotland
Care Inspectorate Inspection reports (links to CI website)	None

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
NONE	NONE

CLASS 8: OUR OPEN DATA	
Class description:	
Open data made available by the school as described by the Scottish Government's Open Data Resource Pack and available under an open licence.	
The information we publish under this class	How to access it
To Follow	ouise.poole@youngfoundations.com

