

Dundee University Incubator Limited

A wholly publicly owned subsidiary company of the University of Dundee

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

Change control

Last reviewed	December 2018
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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.

Dundee University Incubator Limited has adopted the Model Publication Scheme 2017 produced by the Scottish Information Commissioner. You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting us at the address below.

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
- explain how you can 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 may remove or redact the information before publication but we will explain why.

Copyright

Where **Dundee University Incubator 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
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Where **Dundee University Incubator Limited** 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.

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 sheet of paper is shown in the table below:

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	20p	60p
A4	10p	30p
A5	N/A	N/A

Information provided on CD-Rom will be charged at £1.00 per computer disc.

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 in relation to 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.

Contact us

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

Dundee University Incubator Limited
Whitehall House
33 Yeaman Shore
Dundee, DD1 4BJ

For information please contact:

Susan Young
Company Secretary
Dundee University Incubator Limited
University of Dundee
Dundee, DD1 4HN

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.

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 are welcome to make a request to us for that information.

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.
Please note that as a subsidiary company of the University of Dundee the activities of the company are limited. This is reflected in the available information detailed below.

The information we publish under this class	How to access it	Charges other than standard reproduction charges
Purpose of Dundee University Incubator Limited	Notes to the Accounts in the University of Dundee Reports and Financial Statements - http://www.dundee.ac.uk/finance/procedures/financial_statements.htm 'Dundee University Incubator Limited[']s] ...primary activity...is in support of new ventures.' It is wholly-owned subsidiary company of the University of Dundee. Its website is at http://www.dundeeincubator.com/	No
Authority name, address, contact details	Dundee University Incubator Limited Whitehall House 33 Yeaman Shore Dundee, DD1 4BJ For information please contact: Susan Young Company Secretary Dundee University Incubator Limited University of Dundee	No

	Dundee, DD1 4HN	
Organisational structure, roles and responsibilities of senior officers	Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company
Business opening hours	Due to the nature of the company it does not maintain an office or regular business hours.	No
How to request information from the company	Please contact the Company Secretary, Susan Young, in the first instance at the address above.	No
Legal Framework for the Authority	Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company
Description of governance structure, Board, committees and other decision making structures	Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company Board minutes are available on request from Susan Young, Company Secretary, at the address above. Information may be redacted where one or more of the exemptions in the Freedom of Information (Scotland) Act 2002 are applicable.	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company
Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function	Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company

and/or delivery of services by the authority e.g. Board members, chief officer		
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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	Charges other than standard reproduction charges
Description of the function of the company	Notes to the Accounts in the University of Dundee Reports and Financial Statements - http://www.dundee.ac.uk/finance/procedures/financial_statements.htm 'Dundee University Incubator Limited['s] ...primary activity...is in support of new ventures.' It is wholly-owned subsidiary company of the University of Dundee. Its website is at http://www.dundeeincubator.com/	No
How to report a concern to the company	Please contact the Company Secretary, Susan Young, in the first instance at the address above.	No

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	Charges other than standard reproduction charges
Decisions taken by the company	<p>Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company</p> <p>Board minutes are available on request from Susan Young, Company Secretary, at the address above. Information may be redacted where one or more of the exemptions in the Freedom of Information (Scotland) Act 2002 are applicable.</p> <p>Should this company be required to publish any information in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017, it will be made available via http://www.dundee.ac.uk/estates/.</p>	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company

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	Charges other than standard reproduction charges
Financial Statements	Annual Report and Accounts – available on request from the address above or online from Companies House https://www.gov.uk/get-information-about-a-company	Companies House may levy a charge for access to this information. Please see https://www.gov.uk/get-information-about-a-company

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.

As a subsidiary of the University of Dundee the company uses the same frameworks as the University. Please see the University's Publication Scheme for more information or contact the company Secretary directly at the address above.

<http://www.dundee.ac.uk/recordsmanagement/freedomofinformation/publicationscheme/>

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.

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

Information available via <http://www.dundee.ac.uk/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.

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	Charges other than standard reproduction charges
External reports	Annual Report and Accounts – available on request from the address above or online from	Companies House may levy a charge for access to this information. Please

	<p>Companies House https://www.gov.uk/get-information-about-a-company</p> <p>As a subsidiary of the University of Dundee, please see https://www.dundee.ac.uk/hr/equality/psed/ for information on how the University meets its requirements under the Public Sector Equality Duty.</p>	<p>see https://www.gov.uk/get-information-about-a-company</p>
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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.

This company does not produce commercial publications.

CLASS 9: OUR OPEN DATA

Class description: Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack¹⁸ and available under an open licence.

This company does not produce open data.