

**PUBLICATION SCHEME – GUIDE TO INFORMATION**

**FERGUSON MARINE (PORT GLASGOW) LIMITED**



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## 1. INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right to request any recorded information held by Scotland's public authorities. Anyone can exercise this right and information can only be withheld where FOISA permits it.

FOISA also requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- (I) Publish the types of information that they make routinely available
- (II) Inform the public of how to access the information and any associated fees

Ferguson Marine (Port Glasgow) Limited (the Company) and all the subsidiaries of the Company have adopted the Model Publication Scheme produced by the Scottish Information Commissioner.

You can view this publication scheme on our website at [https://www.fergusonmarine.com/media/1059/19\\_480x320.jpg](https://www.fergusonmarine.com/media/1059/19_480x320.jpg) or by contacting us at the postal address provided in section 1.6 Contact Details.

### 1.1 PURPOSE

The purpose of this publication scheme is to:

- (i) Enable the public to see what information is available (and what is not available) in relation to each class
- (ii) State what fee may be applied
- (iii) Explain how to find the information easily
- (iv) Provide contact details for enquiries and to get help with accessing the information
- (v) Explain the way in which to request information we hold which has not been published

### 1.2 AVAILABILITY AND FORMATS

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

If you wish to request information in another format than that available, then please contact us at the address provided in section 1.6 Contact Details.

### 1.3 EXEMPT INFORMATION

We will publish the information we hold that falls within the classes of 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 information prior to publication and will explain the reasons behind this.

## 1.4 COPYRIGHT

Where the Company holds the copyright on its published information, the information may be copied or reproduced without formal permission, provided that:

- (i) It is not copied or reproduced accurately
- (ii) It is not used in a misleading context
- (iii) The source of the material is identified

## 1.5 FEES

This section explains when we may charge for our publications and how any charge will be calculated. We aim to provide all information requested free of charge. Information on our website or available to view at our premises is provided free of charge. We may charge for providing information to you in particular formats, for example, providing photocopies and posting them to you. We will however charge no more than it costs us to do so (including labour). We will always inform you what the cost will be, if any, prior to providing you with any information.

Our fees for photocopying (per sheet of paper) are shown in the tables below:

### Black and White photocopying

<u>Paper Size</u>	<u>Pence per sheet of paper</u>
A3	10p
A4	10p

### Colour photocopying

<u>Paper Size</u>	<u>Pence per sheet of paper</u>
A3	20p
A4	20p

Information provided on CD-Rom will be charged at £1 per computer disc. Postage costs will be recharged at the rate we paid to send the information to you.

This fee schedule does not apply to our commercial publications.

## **1.6 ADVICE AND ASSISTANCE - CONTACT DETAILS**

You can contact us for assistance with any aspect of this publication scheme by contacting our Freedom of Information Officer at the address below:

Ferguson Marine (Port Glasgow) Ltd  
Newark Works  
Castle Road  
Port Glasgow  
Renfrewshire  
PA14 5NG

Email: [FOI@fergusonmarine.com](mailto:FOI@fergusonmarine.com)

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

## **1.7 DURATION**

The Company aims to ensure that all information relevant to the current financial year, in addition to the two previous financial years, is available through our Company website. Information is held consistent with legal obligations. Where this information is not available on our website, it can be provided upon request.

## 2. 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.

There are 9 classes of information.

### 2.1 CLASS 1 – ABOUT US

Information about the Company, who we are, where to find us, how to contact us, how we are managed and our external relations.

General Information about the Company	
Information we publish:	How to access the information:
Who we are	<a href="https://www.fergusonmarine.com/who-we-are/">https://www.fergusonmarine.com/who-we-are/</a>
Contact details	<a href="https://www.fergusonmarine.com/contact-us/">https://www.fergusonmarine.com/contact-us/</a>
Business opening hours	Office Mon to Thurs: 08.00 – 16.30 Office Fri: 08.00 – 13.00
Customer Relations	Routed to: <a href="mailto:enquiries@fergusonmarine.com">enquiries@fergusonmarine.com</a>
Company Structure	Available upon request
Company's publication scheme and guide to information (charging information)	<a href="https://www.fergusonmarine.com/media/1059/19_480x320.jpg">https://www.fergusonmarine.com/media/1059/19_480x320.jpg</a>
Governance Structure incorporating Board	FMPG form part of DG Economy governance structure within the Scottish Government.
Governance policies such as code of conduct & register of interests	Available upon request
Corporate plans and strategies	Information is available on our website - is available on our website - <a href="https://www.fergusonmarine.com/news/vessels-801-802-cost-and-programme-report/">https://www.fergusonmarine.com/news/vessels-801-802-cost-and-programme-report/</a>
Corporate Policies eg H&S, environmental	Available upon request
Corporate Responsibility	Information is available on our website – <a href="https://www.fergusonmarine.com/who-we-are/company-profile/">https://www.fergusonmarine.com/who-we-are/company-profile/</a>
Business News	All business news can be viewed on our website: <a href="https://www.fergusonmarine.com/news/">https://www.fergusonmarine.com/news/</a>

## 2.2 CLASS 2 – HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Information about our work, our strategy and policies for delivering function and services information for our service users.

Information we publish:	How to access the information:
Description of functions and services	An overview of the Company's functions and services can be found at: <a href="https://www.fergusonmarine.com/what-we-do/">https://www.fergusonmarine.com/what-we-do/</a>
Reports of the Company's exercise of its statutory functions	FMPG have no statutory functions.
Information for service users	Information is available on our website - <a href="https://www.fergusonmarine.com/who-we-are/">https://www.fergusonmarine.com/who-we-are/</a>

## 2.3 CLASS 3 – COMPANY DECISIONS AND HOW WE DECIDE

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

*The Company hold a variety of review and decision making meetings, to agree on significant decisions and which support the control of the business operation.*

*Specific enquires for information associated to Company decisions should be routed through [FOI@fergusonmarine.com](mailto:FOI@fergusonmarine.com)*

## 2.4 CLASS 4 – WHAT WE SPEND AND HOW WE SPEND IT

Information about our strategy for, and the management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

*The Company was nationalised and brought into government ownership in December 2019. Our Company financials for the period ending 31<sup>st</sup> March 2020 will be published in line with standard Scottish Government practice.*

## 2.5 CLASS 5 – HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

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

Information we publish:	How to access the information:
Recruitment	Current vacancies can be found at <a href="https://www.fergusonmarine.com/careers/">https://www.fergusonmarine.com/careers/</a>
Strategy and management of human resources	Available upon request
Human resources policies and procedures	Our policies and procedures are currently under review. This document will be updated to reflect any changes as appropriate.
Description of the authority's land and property holdings	Information is available on our website: <a href="https://www.fergusonmarine.com/who-we-are/facilities/">https://www.fergusonmarine.com/who-we-are/facilities/</a>
Privacy policy	Information is available on our website: <a href="https://www.fergusonmarine.com/privacy-policy/">https://www.fergusonmarine.com/privacy-policy/</a>

## 2.6 CLASS 6 – HOW WE PROCURE OUR GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Information about how we procure works, good and services, and out contracts with external providers.

Information we publish:	How to access the information:
Invitations to tender	For procurements over £50,000, projects are published on Public Contracts Scotland - further information available upon request.

## 2.7 CLASS 7 – HOW WE ARE PERFORMING

Information about how we perform as an organisation, and how well we deliver our functions and services.

***Our key performance indicators are currently under development and review, they will be published in due course and this documented will be updated to reflect any changes as appropriate.***



## **2.8 CLASS 8 – COMMERCIAL PUBLICATIONS**

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

***The Company does not produce any publications that are sold on a commercial basis.***

## **2.9 CLASS 9 – OUR OPEN DATA**

Open data made available by the authority as described by the Scottish Government's open data resource pack and available under an open licence.

***At present, the Company does not produce data of this nature.***