

SCIE publication scheme

social care
institute for excellence



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1. SCIE Publication Scheme – Introduction

This is the Publication Scheme of the Social Care Institute for Excellence (SCIE) drawn up under Section 19 of the Freedom of Information Act 2000. Further information about Freedom of Information and Publication Schemes is available from the Information Commissioner's Website.

Link: <http://www.informationcommissioner.gov.uk/>

This publication scheme forms part of SCIE's commitment to being open and accountable in everything it does. SCIE's Head of Corporate Services is responsible for the scheme on behalf of SCIE's Board.

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2. About SCIE

SCIE was launched in October 2001 as part of the Government's drive to improve social care. We are an independent registered charity, governed by a board of trustees. We are funded by the Department of Health and the National Assembly for Wales. We also work with the Northern Ireland Assembly and the Scottish Executive.

Links:

<http://www.dh.gov.uk/>

<http://www.wales.gov.uk/>

<http://www.dhsspsni.gov.uk/>

<http://www.scotland.gov.uk/>

2.1 What we do

The social care sector is one of the biggest in the UK. Throughout the sector there are many examples of good practice, but they are often localised and seldom widely applied.

SCIE's job is to promote best practice in social care. We work with social care workers and employers, education and training organisations, and service user and carer organisations to find examples of good practice in all aspects of social care. Using these examples, we develop free paper and web-based resources about what works well and why, together with lessons and ideas you can apply in your work. By making knowledge about good practice readily available to the sector, SCIE's work will contribute to positive practice and policy change.

SCIE's work covers the breadth of social care from fostering and adoption, to social work education, to mental health, to human resource development. We also manage the Social Care Online, an extensive online resource for the social care sector.

Link: <http://www.scie-socialcareonline.org.uk/>

2.2 Our values

SCIE promises to:

- have a service user focus
- be independent in our research and findings
- promote empowerment and change
- work in partnership
- be accessible in all our work
- employ and work with people with diverse experience
- be transparent
- be accountable to our stakeholders.

3. Background to the Freedom of Information Act 2000

The Freedom of Information Act 2000 received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.

A 'public authority' is defined in the Act, and includes but is not restricted to central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information, with effect from January 2005, must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Under the Act every public authority has to adopt and maintain a publication scheme, to publish information in accordance with its scheme and, from time to time, to review its publication scheme.

Link: <http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm>

4. Purpose and Structure of the Scheme

The purpose of this publication scheme is to set out:

1. the information we publish or intend to publish as a matter of course
2. how this information will be published
3. whether the information is available free of charge or on payment.

The scheme brings together the many different types of information produced by the SCIE in a structured way. Information is grouped organisationally and then broken down into the classes of information which we undertake to publish.

Appendix 1 details the classes of information we intend to make available, where publications within these classes are available and whether there is a charge.

Information that is exempt under the Act is included in the Scheme for information purposes only.

5. Obtaining publications

Most of our publications can be downloaded from the Publications section of our Web site. Printed copies can be ordered online or requested by calling 020 7089 6840, by emailing publications@scie.org.uk or by writing to:

Publications
Social Care Institute for Excellence
Goldings House
2 Hay's Lane
London SE1 2HB

Link: <http://www.scie.org.uk/publications/>

5.1 Formats

SCIE is committed to making its publications accessible to all users, regardless of physical, economic or technological circumstances. However, SCIE reserves the right to make an administrative charge for making documents available in other formats and applicants will be notified if this will apply prior to a document being provided.

Documents that are currently available in other formats and languages will be detailed in Appendix 1.

6. Charging Policy

Unless otherwise stated, single copies of SCIE's publications are available free of charge. However, for multiple copies of documents SCIE reserves the right to make an administrative charge and applicants will be notified if this will apply prior to a document being provided.

7. Exempt Information

In all cases, publications exclude "exempt information" as defined in the Freedom of Information Act 2000. Documents containing exempt information may be published in edited form.

If any information within a document issued under this Publication Scheme is withheld, the document will be clearly marked to show where information has been removed and which Freedom of Information Act exemption is relied upon.

See Appendix 2 for a list of information that is exempt from disclosure under the Freedom of Information Act 2000.

8. Copyright

All SCIE publications, including text, graphics and photographs, are copyright of SCIE, unless otherwise stated. Text and graphics may be freely reproduced for the purposes of any personal or educational use or private research.

However, the use of any text, graphics or photographs contained in a SCIE publication for any commercial purposes is not authorised unless permission is first obtained from SCIE.

9. Complaints

Our policy is to be as open as possible and supply the information you have requested, but we may withhold information if we consider its release would cause significant harm based on the exemptions contained in the Freedom of Information Act 2000.

If we refuse to supply all or part of any other information you have asked for we will write to you giving our reasons for refusal.

If you are not satisfied with the reasons you have the right to appeal. Complaints should be sent to:

Head of Corporate Services
Social Care Institute for Excellence
Goldings House
2 Hay's Lane
London SE1 2HB
Telephone: +44 (0)20 7089 6840
Fax: +44 (0)20 7089 6841

You can also appeal to the Information Commissioner if you feel we have not complied with our obligations under the Freedom of Information Act 2000.

Link: <http://www.informationcommissioner.gov.uk/>

Appendix 1

Information about obtaining publications and what formats they are available in can be found in Section 5 of this publication scheme.

Information about our charging policy can be found in Section 6 of this publication scheme.

Many of our publications and documents can be downloaded from our Web site. We have provided appropriate links in this appendix to help you access them.

Link: <http://www.scie.org.uk/>

Corporate services

1. Agendas, minutes and papers

1.1. Public papers

Minutes of the meeting of the Board of Trustees (Link: <http://www.scie.org.uk/publications/corporate.asp>)

Summaries of the meetings of the Partner's Council (Link: <http://www.scie.org.uk/partnerscouncil/meetings.asp>)

1.2. Confidential papers

Papers of the meeting of the Board of Trustees

2. Strategies, policies and plans

2.1. Work and business plans

Link: <http://www.scie.org.uk/publications/corporate.asp>

2.2. Corporate plans

Link: <http://www.scie.org.uk/publications/corporate.asp>

2.3. Annual reports and reviews

Link: <http://www.scie.org.uk/publications/corporate.asp>

2.4. Complaints policy

Link: <http://www.scie.org.uk/publications/corporate.asp>

3. Communications

3.1. Promotional material - SCIE

3.2.. Promotional material – events

3.3. Conference papers

3.4. Media releases

SCIE media releases (Link: <http://www.scie.org.uk/news/mediareleases/>)

3.5. Newsletters

scieline (Link: <http://www.scie.org.uk/publications/corporate.asp>)

4. HR and Office Services

4.1. Recruitment

Job application guidance and information (Link: <http://www.scie.org.uk/recruitment/>)

4.2. Staff handbook

4.3. Office procedures

5. Finance

5.1 - Finance handbook

6. Participation

6.1. Reports and occasional publications

6.2. Equal opportunities and diversity policies

6.3. Access policy

6.4. Agendas, minutes and papers

Knowledge services

7. SCIE Practice guides

Practice guides are a free online resource which bring together information, research and current good practice about particular areas of social care. The guides give users the opportunity to develop their own knowledge about what works well and apply it effectively in their day-to-day work.

Link: <http://www.scie.org.uk/publications/practiceguides/>

8. SCIE Resource guides

Resource guides direct people to information about a particular area of social care, especially where there is a lot of information and it hard to know what information to use, or where there is a new area of social care, such as social care education, that people need to know about. Resource guides are available both in hard copy and online.

Link: <http://www.scie.org.uk/publications/resourceguides/>

9. SCIE Knowledge reviews

Knowledge reviews pull together knowledge from service user, research and practice. They describe what knowledge is available, highlight the evidence that has emerged and draw practice points from the evidence. Knowledge reviews are available both in hard copy and online.

Link: <http://www.scie.org.uk/publications/knowledgereviews/>

10. SCIE Position papers

Position papers present a summary of a particular policy question, for example whether service user involvement has made a difference to social care services. They identify issues and key messages and are available both in hard copy and online.

Link: <http://www.scie.org.uk/publications/positionpapers/>

11. SCIE Reports

SCIE produces reports from time-to-time about various areas of social care. SCIE's reports are available both in hard copy and online.

Link: <http://www.scie.org.uk/publications/reports/>

12. SCIE responses to consultations

SCIE makes responses to consultations where the proposed changes have implications for social care stakeholders. Our responses to consultation questions are informed by evidence from SCIE's past and on going work. Drawing on the learning points from relevant SCIE projects we outline our opinion about current policy and practice and proposals for change that are set out in consultation documents.

Link: <http://www.scie.org.uk/publications/consultation/>

13. Research briefing

SCIE research briefings provide a concise summary of the research knowledge in a particular topic and signpost routes to further information. They are designed to provide research evidence in an accessible format to a varied audience, including practitioners, students, managers and policy-makers. They have been undertaken using a transparent methodology. The information upon which the briefings are based is drawn from relevant electronic databases, journals and texts, and where appropriate, from alternative sources, such as inspection reports and annual reviews as identified by the authors. The research briefings do not provide a definitive statement of all evidence on a particular issue.

Link: <http://www.scie.org.uk/publications/briefings/>

14. SCIE research resources and systematic maps

Link: <http://www.scie.org.uk/publications/researchresources/>

15. SCIE race equality discussion papers

Link: <http://www.scie.org.uk/publications/raceequalitydiscussionpapers/>

16. Joint publications

Link: <http://www.scie.org.uk/publications/results.asp?pubType=Joint%20publication>

17. Commissioning documents

Commissioning documentation and guidelines

Guidelines for preparing an analytical report

Guidelines for preparing a practice survey

Guidelines for preparing a research review

Public commissioning briefs

Confidential commission briefs

18. Web-based resources

Social Care Online

Link: <http://www.scie-socialcareonline.org.uk/>

Research Register for Social Care

Link: <http://www.researchregister.org.uk/>

People Management website

Link: <http://www.scie-peoplemanagement.org.uk/>

Appendix 2: Exemptions

Information exempt from disclosure under the Freedom of Information Act 2000

- Information accessible to applicant by other means.
- Information intended for future publication.
- Information supplied by, or relating to, bodies dealing with security matters.
- Information that is needed for the purpose of safeguarding national security.
- Certificates in relation to security or national security.
- Information is considered exempt if its disclosure is likely to prejudice the defence of the British Islands or of any colony.
- Information is exempt if its disclosure is likely to prejudice relations between the United Kingdom and any other state, or international organisation.
- Information is exempt if its disclosure is likely to prejudice relations between any administration in the United Kingdom and any other such administrations.
- Information is exempt if its disclosure is likely to prejudice the economic interests of the United Kingdom or of any part of the United Kingdom.
- Information held at any time by a public authority in relation to criminal or civil investigations and proceedings.
- Information is exempt if its disclosure is likely to prejudice law enforcement
- Court records are exempt from disclosure.
- Information in relation to audit functions is exempt from disclosure.
- Information is exempt if it is required for the purpose of avoiding an infringement of the privileges of either House of Parliament.
- Information is exempt from disclosure if it is in relation to formulation of government policy.
- Information is considered exempt if disclosure is likely to prejudice effective conduct of public affairs.
- Information concerning communications with Her Majesty is exempt from disclosure.
- Health & Safety information is exempt if its disclosure is likely to endanger the physical, mental health or safety of an individual.
- Information is exempt if the public authority holding it is obliged by regulations to make the information available to the public in accordance with regulations or would be so obliged but for any exemption contained in the regulations.
- Release of personal information that would contravene the Data Protection Act 1998 is exempt from disclosure.
- Any information that was provided in confidence is exempt from disclosure.
- Information in respect of which a claim to legal professional privilege or, in Scotland, to confidentiality of communications could be maintained in legal proceedings is exempt information.
- Information is exempt from disclosure if it constitutes a trade secret.
- Information is exempt if its disclosure by the public authority holding it is prohibited by or under any enactment, or is incompatible with any Community obligation or would constitute or be punishable as a contempt of court.