



## **Freedom of Information Publication Scheme – Guide to Information** ROSSIE (trading as Rossie Secure Accommodation Services)

### **GUIDE TO INFORMATION**

Freedom of Information (FOI) law requires Scottish public authorities to produce and maintain a publication scheme (Guide to Information). 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

Rossie provides a function of secure and residential care, education and therapeutic approaches for young people. Under FOI legislation Rossie has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. View the Model Publication Scheme at [www.itspublicknowledge.info/mps](http://www.itspublicknowledge.info/mps)

The purpose of this Guide to Information is to:

- Let you see what information Rossie publishes under each class of the Publication Scheme (Guide to Information)
- 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 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.

#### *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*

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

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.

Secure email will not be recharged.

We do not pass on any other costs to you for our published information.

## **Contact Us**

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

Serena Brown  
Service Manager, Management Support  
Rossie  
MONTROSE, Angus  
DD10 9TW

Tel No. 01674 820204

Email: [info@rossie.org.uk](mailto:info@rossie.org.uk)

## 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 can make a request to us for that information.

## Terms used

<b>Term used</b>	<b>Explanation</b>
<b>FOISA</b>	The Freedom of Information (Scotland) Act 2002
<b>EIRs</b>	The Environmental Information (Scotland) Regulations 2004
<b>MPS</b>	The Model Publication Scheme
<b>Model Publication Scheme</b>	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
<b>Guide to Information</b>	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
<b>MPS Principles</b>	The six key principles with which all information published under the MPS must comply
<b>Classes of information</b>	Nine broad categories describing the types of information authorities must publish (if they hold it)
<b>Notification form</b>	The form an authority must submit to notify the Commissioner of its adoption of the MPS
<b>Re-use Regulations</b>	The Re-use of Public Sector Information Regulations 2015
<b>Copyright law</b>	The Copyright, Designs and Patents Act 1988
<b>TNA</b>	The National Archives

## **CLASS 1: ABOUT ROSSIE**

### **Class description:**

Information about Rossie, 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 and how to access it:**

#### **Index:**

- 1.1.** Our Location
- 1.2.** Management Structure
- 1.3.** Board and Trustees
- 1.4.** Mission statement
- 1.5.** List of services
- 1.6.** Strategy
- 1.7.** Complaints
- 1.8.** Opening Hours
- 1.9.** Notifying the Commissioner
- 1.10.** Children's Rights
- 1.11.** How to make an information request
- 1.12.** Our charges for information which has not been published
- 1.13.** Legal Framework
- 1.14.** Organisational Improvement Plans
- 1.15.** How the organisation is held accountable, including reporting requirements of regulators
- 1.16.** Strategic agreements with other bodies

#### **1.1. Our Location:**

Rossie (trading as Rossie Secure Accommodation Services)  
 MONTROSE  
 Angus  
 DD10 9TW

Tel: 01674 820 204

Email: [info@rossie.org.uk](mailto:info@rossie.org.uk)

<http://www.rossie.org.uk>

#### **1.2. Management Structure:**

The Chief Executive Officer and Senior Leadership Management Team are supported by a team of operational managers and employees to ensure the delivery of all areas of functioning at Rossie.

### 1.3. Board and Trustees

The Board of Governors is in existence to oversee and regulate the management of Rossie's services by providing independent expertise in a variety of business functions.

### 1.4 Mission Statement:

Our mission is to protect and improve the wellbeing of young people in our care, maximising their potential and resilience, enabling their effective transition back to their communities. This is achieved through the provision of individualised high-quality care, education, health, and therapeutic interventions. Services are delivered in a safe environment by a highly qualified competent workforce in partnership with families, carers and other key stakeholders.

#### **Vision:**

Centre of excellence that changes lives: <http://rossie.org.uk>

#### **Values:**

Respect - we understand, nurture and value diversity. We use our direct practice experience to influence public and government opinion and policy.

Integrity - we are open and honest in all our dealings, maintaining the highest level of truthfulness at all times.

Delivery – we deliver all our legal, regulatory and contractual obligations through innovative responsive services, while measuring and evidencing our impact.

Accountability – we hold ourselves and others to account.

Collaboration - we achieve more and better together through listening, learning and collaborating with each other.

### 1.5 List of services:

Rossie provide Secure Care, Residential Care including close support accommodation, Education, Health, Specialist Intervention and Support Services, including Forensic Psychology and Throughcare services to young people aged 10-18.

Rossie provides diverse accommodation services on campus to meet the needs of young people. Both Secure and Residential services take direct referrals:

**Secure Campus:** More details can be found here <http://www.rossie.org.uk/secure-care>

**Residential Campus:** More details can be found here

<http://www.rossie.org.uk/residential-care>

**Specialist Intervention Services:**

More information about assessments and interventions can be found at:  
<http://www.rossie.org.uk/assessment-intervention>

**Education, Induction, Outdoor Learning and Skills for Work Training:**

More information relating to all our services can be found at:  
<http://rossie.org.uk/what-is-rossie>

**1.6 Strategy:**

The organisational strategy ensures all services will be informed, located within and compliant with current legislative and policy frameworks such as GIRFEC, Curriculum for Excellence, Care Inspectorate Care Standards, SVQ requirements etc.

**1.7 Complaints:**

If you are unhappy with our service and would like to talk to us about this, we can be contacted at:

Telephone number: 01674 820204

Postal address: Rossie, MONTROSE, Angus, DD10 9TW

Email: [info@rossie.org.uk](mailto:info@rossie.org.uk)

If you remain unhappy with our services at Rossie, you can also make a complaint to the Care Inspectorate or HM Inspectorate of Education as follows:

- Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY
- Telephone number: 0345 600 9527
- Website address: <http://www.careinspectorate.com>
- HMIE, Education Scotland, Denholm House, Almondvale Business Park, Almondvale Way, Livingstone, EH54 6GA
- Tel No: 0131 244 4330
- Website address:  
<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

**1.8 Opening hours:**

Rossie operates 24 hours per day, 7 days per week, and 365 days per year.

**1.9 Notifying the Commissioner**

Rossie will notify the Commissioner in the following circumstances:

- i. the Commissioner's approval of our adoption of the MPS has been revoked because we have not complied with it, or
- ii. our legal status changes i.e. Rossie merges with another authority, or there is a change of legal name.

### **1.10 Children's Rights:**

All children and young people at Rossie are informed of their rights and to have these rights protected. To achieve this, we need all adults who are working with our children and young people to assist in making them aware of their rights, as well as working together to protect their rights. We work collaboratively with an advocacy service to support the young people and their rights.

For further details on children and young people's rights, please see the Children and Young People's Commissioner's website at: <http://www.cypcs.org.uk/rights>

For further details on Who Cares Scotland, please see <https://www.whocarescotland.org/>

### **1.11 How to make an information request:**

Under the Freedom of Information (Scotland) Act 2002, you are entitled to access information held by us.

If you are unable to locate the information you require on our website, you have a right to request this information from us.

There are several ways in which to request information:

#### **Online:**

Most of the information in our Publication Scheme is available to access via our website. This Guide to Information contains hyperlinks, which should direct you to the relevant page or document. If you are still unable to access the information you require, please contact the information line at [info@rossie.org.uk](mailto:info@rossie.org.uk).

#### **Email:**

If the information you require is in our Publication Scheme but not available on our website, then we can email the information to you. Our 'Request for Information' form is available to download. This can be completed and returned to us at <http://rossie.org.uk>

#### **Post:**

If you would prefer that the requested information is sent to you in a paper copy, please address your request to:

Serena Brown  
Service Manager, Management Support  
Rossie  
MONTROSE, Angus

DD10 9TW

**By phone:**

You can also request information over the telephone. Please contact 01674 820204 in order to request information which is available under the scheme.

Please ensure that you include name and address details, as well as exact details of the information required. If there is a fee applicable, then this should be included (please see section on charges).

In some cases, it may be possible to attend an appointment at our offices in order to view information.

You are also entitled to have access to environmental information, under the Environmental Information (Scotland) Regulations 2004 (EIRs). If you are unable to locate the information you require on our website, then you can request this information from us. A Request for Information Form should be completed and returned as outlined above.

**Special requirements under the Equality Act 2010:**

If you tell us about any special requirements that you have, we will use this information to make sure that we meet those requirements when we contact you, e.g. large print versions of correspondence. Every effort will be made to accommodate reasonable adjustments under the Equality Act 2010 which may include requests for information to be provided in an alternative format, this will cover both electronic and hard copies.

This means that should we receive a request, for example, stipulating written responses only, or plain language to ensure the readability of information produced by Rossie, we should make every effort to accommodate such requests.

Under the General Data Protection Regulations 2016, you have the right to be informed, right of access, right of rectification, right to erasure, right to restrict processing, right to data portability, right to object and rights in relation to automated decision making and profiling. This type of request is known as a 'Subject Access Request'. This can be done by contacting:

Serena Brown, Service Manager, Management Support,  
Rossie, MONTROSE, Angus, DD10 9TW

Alternatively, we have a form available to download: <http://rossie.org.uk>

As well as the request form, the requester will be required to provide proof of who they are by means of 2 forms of personal identification – one piece of photographic identification and one with their current address.

There is no fee in order to process a subject access request, however, we may charge for computer discs, photocopying, postage and packing and other costs associated with supplying information. The charge will be no more than these elements actually cost us e.g. cost per photocopy or postage. We may however



charge an individual if the subject access request is manifestly unfounded or excessive or when an individual has made numerous requests, in which case a reasonable fee can be charged.

You request will be dealt with within 20 working days (working days mean Monday to Fridays – weekends do not count as working days, nor do bank holidays).

Personal data will only be retained for the length of time the data is required for the specific purpose for which it was acquired.

### **Complaints Procedure - Freedom of Information (Scotland) Act 2002**

We take our obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 very seriously.

If, for any reason, you are dissatisfied with the way in which your request for information has been handled, you can invoke the complaints procedure by contact the organisation as outlined in 1.7 above.

If, after exhausting Rossie's complaints procedure, you are still dissatisfied with the outcome, you may refer the matter to the Scottish Information Commissioner at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
KY16 9DS

### **1.12 Our charges for information which has not been published:**

Where information is available to download online via our website, or where it can be sent electronically by email, there will be no fee charged. However, where the information you are requesting is by paper copy or on a computer disc, we may impose a charge. This charge will be no more than the cost we incur for the reproduction and postage.

If a charge is applicable to your information request, then you will be advised of the charge and how this has been calculated.

Please be aware that the requested information will not be provided until the payment has been received.

The cost incurred by us to send the information to the requester by post, will be passed on to the requester.

### **Charges for information which is not available under the Publication Scheme:**

If you submit a request for information which is not available under the scheme, the charges will be calculated as follows:

**FOISA requests** – If the request involves a lot of work, we may charge in accordance with the Fees Regulations under Section 9 of the Freedom of Information (Scotland) Act 2002. The regulations state:

- The first £100 of costs are provided free of charge.
- For projected costs greater than £100, we may issue a fee's notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).
- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff involved in the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600, but can refuse a request if the cost of answering it exceeds this limit.
- Rossie requires to advise you if we intend to charge by sending you a fee's notice within 20 working days of your request. A fees notice is a notice that shows the estimated fee and how it has been calculated. A fees notice will often be in the form of a letter but it will clearly state that it is a fees notice.

**Environmental information requests** – Provision for charging of fees is different for Environmental information requests: there is no upper or lower threshold and we can recover, in full, the cost of supplying the information. Where a fee is being charged, the requester will be advised of the charge. Information will not be disclosed until payment has been received by us. Please be aware that our response timescale will be suspended until payment has been made. Where environmental information is viewed at our premises, there will be no charge.

### **1.13 Legal framework:**

Children's Hearing (Scotland) Act 2011. Please see the UK Legislation website at: <http://www.legislation.gov.uk/asp/2011/1/contents>

Children (Scotland) Act 1995. Please see the UK Legislation website at: <http://www.legislation.gov.uk/ukpga/1995/36>

Children and Young People (Scotland) Act 2014. Please see the UK Legislation website at: <http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Children Act 1989: <http://www.legislation.gov.uk/ukpga/1989/41/contents>

Criminal Procedure (Scotland) Act 1995:  
<http://www.legislation.gov.uk/ukpga/1995/46/contents>

The Education Act 1996 can be found on the UK's Legislation website at:  
<http://www.legislation.gov.uk/ukpga/1996/56/part/II/chapter/III/crossheading/general-functions>

The Education (Student Support) Regulations 2011 can be found on the UK Legislation website at:  
[http://www.legislation.gov.uk/uksi/2011/1986/pdfs/uksi\\_20111986\\_en.pdf](http://www.legislation.gov.uk/uksi/2011/1986/pdfs/uksi_20111986_en.pdf)

The Equality Act 2010 can be found at the UK Legislation website at:  
<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Foster Children (Scotland) Act 1984. Please see the UK Legislation website at:  
<http://www.legislation.gov.uk/ukpga/1984/56>

The Fostering of Children (Scotland) Regulations 1996:  
<http://www.legislation.gov.uk/uksi/1996/3263/body/made>

Getting It Right For Every Child (GIRFEC). Please see the Scottish Government website for Regulations at:  
<http://www.gov.scot/Topics/People/Young-People/gettingitright>

The Human Rights Act 1998. Please see the UK Legislation website at:  
<http://www.legislation.gov.uk/ukpga/1998/42/contents>.

Looked After Children (Scotland) Regulations 2009 (Part 2). Please see the Scottish Government website for Regulations at:  
<http://www.legislation.gov.uk/ssi/2009/210/part/II/made>

Mental Health (Care and Treatment) Scotland Act 2003:  
<http://www.legislation.gov.uk/asp/2003/13/contents>

Protection of Vulnerable Groups (Scotland) Act 2007. Please see the UK Legislation website at:  
<http://www.legislation.gov.uk/asp/2007/14/contents>

Regulation of Care (Scotland) Act 2001. Please see the UK Legislation website at:  
<http://www.legislation.gov.uk/asp/2001/8/contents>

The Residential Establishments – Child Care (Scotland) Regulations 1996:  
<http://www.legislation.gov.uk/uksi/1996/3256/contents/made>

Scottish Government (2014) National guidance for child protection. Please see the Scottish Government website for Regulations at:  
<http://www.gov.scot/Publications/2014/05/3052>

The Sexual Offences (Scotland) Act 2009:

<http://www.legislation.gov.uk/asp/2009/9/contents>

Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. Please see the Scottish Government website for Regulations at:  
<http://www.gov.scot/Publications/2004/03/19113/34719>

#### **1.14 Organisational Improvement Plans:**

Improvement Plans for the organisation, inclusive of care and education are informed by the findings contained within our Care and Education Inspections.

#### **1.15 How the organisation is held accountable, including reporting requirements of regulators:**

Rossie is regulated internally via the Board of Governors, Chief Executive Officer and the line management structure. Externally, Rossie is regulated via the Care Inspectorate and HMIE. Additionally, Rossie has a contractual responsibility to Scotland Excel for the effective delivery of the Secure and Residential Care contracts.

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our School Care Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our Secure Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

An Education Scotland and Care Inspectorate joint Inspection Report can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

A Summary of key findings from collaborative work between the Care Inspectorate and the Mental Welfare Commission – Secure Services for Children, March 2015  
<http://hub.careinspectorate.com/media/226291/summary-findings-of-care-inspectorate-mwcscotland-childrens-services-2015.pdf>

#### **1.16 Strategic agreements with other bodies e.g. placement agreements:**

Strategic agreements are in place with key stakeholders to assist deliver care, education and appropriate intervention initiatives to the young people in our care.

## **CLASS 2: HOW ROSSIE 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, and how to access it:**

**Index:**

- 2.1. Operational structure, plans and reports
- 2.2. Fees
- 2.3. Internal staff procedures
- 2.4. Policies
- 2.5. How to access our services
- 2.6. Our social enterprises

**2.1. Operational structure, plans and reports:**

**Structure** - The Board of Governors and Senior Leadership and Management Team oversee the delivery of all organisational services to ensure delivery of both the secure and residential care contracts.

**Plans** – An organisational Business Plan provides the strategic direction, priorities and objectives for the organisation (currently 2018-2020). Additionally, an annual Service Plan is produced and related reports provided to the Board of Governors on a monthly basis.

**Reports** – An Annual Report is submitted to OSCR and Companies House. Information can be obtained from:

<https://www.oscr.org.uk/>

<https://www.gov.uk/government/organisations/companies-house>

**2.2 Fees:**

Our fee structure is not published for reasons of commercial sensitivity due the competitive environment of the provision of secure and residential care.

**2.3 Internal Staff Procedures:**

Rossie does not publish internal staff procedures for reasons of security and sector specific confidentiality. However, it should be noted that our suite of procedures is referenced by relevant HR legislation and in line with requirement and recommendations of our regulatory bodies. Additionally, we work in partnership with an external HR service provider to ensure organisational compliance.

**2.4 Policies:**

Rossie does not publish internal staff policies for reasons of security and sector specific confidentiality. However, it should be noted that our suite of policies is referenced by relevant HR legislation and in line with requirement and recommendations of our regulatory bodies. Our policies are periodically reviewed.

**2.5 How to access our services:**

Rossie's care, education and specialist intervention packages are carefully designed to meet the needs of each child and young person and their care plan requirements. Because every package is tailored for each individual young person, there is no single standard referral procedure.

We look forward to welcoming all children and young people to their Rossie placement and are happy to answer any questions you have about the process.

For further information on how to make a referral, please see our website at:  
<http://www.rossie.org.uk>

**2.6 Our Social Enterprises:**

N/A

### CLASS 3: HOW ROSSIE 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, and how to access it:

##### Index:

- 3.1. Minutes of Board Meetings
- 3.2. Public Consultations and the outcomes of engagement with stakeholders
- 3.3. Regulatory Inspections, audits and investigations carried out by the organisation
- 3.4. Reports and reviews

#### 3.1. Minutes of Board Meetings

The Board of Governors have strategic oversight of the organisation. Reports are presented to the Board of Governors to provide assurance on delivery of all aspects of the organisational functions. These will not be published for reasons of confidentiality and commercial sensitivity.

#### 3.2. Public Consultations and the outcomes of engagement with stakeholders:

**Participation** – is Rossie’s process through which stakeholders’ influence and share control over priority setting, policy making, resource allocation and access to goods and services.

**Consultation** – Rossie regularly consults with key stakeholders, for example, parents, families and social work organisations, with a view to improving the quality of service delivery. This area is continuing to be developed.

#### 3.3. Regulatory Inspections, audits and investigations carried out by the organisation:

Rossie is regulated via a number of authorities inclusive of Care Inspectorate, Financial Audits and regulatory councils. Our Inspections for Care and Education are public documents and are available as outlined in section 1.14. Our financial documentation is available via Office of the Scottish Charity Regulator <https://www.oscr.org.uk> and Companies House <https://www.gov.uk/government/organisations/companies-house>.

Internal investigations are private matters and information will not be released for reasons of confidentiality and sensitivity. Conduct Hearings in relation to staff regulation are disclosed via public forums at Scottish Social Services Council <http://www.sssc.uk.com/> and General Teaching Council for Scotland <http://www.gtcs.org.uk/>.

**3.4. Reports and Reviews:**

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our School Care Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our Secure Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

An Education Scotland and Care Inspectorate joint Inspection Report can be found on the care Inspectorate website at: <http://www.careinspectorate.com/index.php/care-services>

A Summary of key findings from collaborative work between the Care Inspectorate and the Mental Welfare Commission – Secure Services for Children, March 2015  
<http://hub.careinspectorate.com/media/226291/summary-findings-of-care-inspectorate-mwcscotland-childrens-services-2015.pdf>



## **CLASS 4: WHAT ROSSIE 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, and how to access it:**

#### **Index:**

- 4.1.** How Rossie is funded
- 4.2.** Annual accounts
- 4.3.** Financial statements
- 4.4.** Financial policies and procedures
- 4.5.** Budget statements
- 4.6.** Expenses policies and procedures
- 4.7.** Pay and grading structure
- 4.8.** Senior staff/ board member expenses by category
- 4.9.** Financial audit reports
- 4.10.** Investments (donations and grants)

#### **4.1. How Rossie is funded:**

Rossie is funded by the payment of per capita fees, the level of which is agreed for the secure and residential care services via the Procurement process outlined in our contractual arrangements with Scotland Excel.

Within our estate, we have a residential housing campus. Income generated via house rental is reinvested to assist upkeep and regeneration of housing stock.

#### **4.2. Annual accounts:**

Rossie Annual accounts information is available through the Office of the Scottish Charity Regulator (OSCR) at their website: <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969>

Information about Rossie including status and company type can be found at Companies House on their website: <https://beta.companieshouse.gov.uk/company/SC157602>

#### **4.3. Financial statements:**

Financial statements for Rossie are available via our submission return which is logged with Companies House: (see details above).

**4.4. Financial policies and procedures:**

Our financial policies and procedures comply with current financial legislation and regulations. These will not be released for reasons of commercial sensitivity.

**4.5. Budget statements:**

Internal budget statements are not available for publication due to the competitive environment of the Secure and Residential Care Sectors. These will not be released for reasons of commercial sensitivity.

**4.6. Expenses policies and procedures:**

Rossie's expenses policies and procedures are in line with current legislative requirements. These will not be released for reasons of commercial sensitivity.

**4.7. Senior staff / Board member expenses by category:**

Senior staff/Board of Governors expenses are detailed within our audited annual accounts documentation. These are public documents and are available via OSCR <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969> and/or Companies House <https://www.gov.uk/government/organisations/companies-house>.

**4.8. Financial audit reports:**

Financial Audit Reports are detailed within our audited annual accounts documentation. These are public documents and are available via Companies House <https://www.gov.uk/government/organisations/companies-house> or OSCR <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969>

**4.9. Investments:**

Investments are detailed within our audited annual accounts documentation. These are public documents and are available via Companies House <https://www.gov.uk/government/organisations/companies-house> and/or OSCR <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969>

## **CLASS 5: HOW ROSSIE MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

### **Class description:**

Information about how we manage the human, physical and information resources of Rossie Education and Care Centre.

### **The information we publish under this class, and how to access it:**

#### **Index:**

- 5.1.** Management of Human Resources
- 5.2.** Human Resources strategy
- 5.3.** Human Resources policies and procedures
- 5.4.** Management of Rossie's land and property assets
- 5.5.** Description of Rossie's land and property
- 5.6.** Estate development plans
- 5.7.** Property and land maintenance agreements
- 5.8.** Employee relations structures and agreements reached with recognised trade unions and professional organisations
- 5.9.** Freedom of Information policies and procedures
- 5.10.** Data Protection policy

#### **5.1. Management of Human Resources:**

##### *Code of Conduct for Care Employees of Rossie:*

The Code sets out the standards of professional conduct and practice expected from the care staff of Rossie. This is available from the SSSC website: <http://www.sssc.uk.com/about-the-sssc/codes-of-practice/what-are-the-codes-of-practice>

The code of professionalism and conduct for Teaching staff can be found here: <https://www.gtcs.org.uk/regulation/complaints/copac.aspx>

##### *HR policies:*

A suite of employee related policies and guidance which, collectively establish our Human Resource procedures and strategies, are in place. These take cognisance of, and link too, the competencies expected via regulatory Authorities codes of conduct, for example, Scottish Social Services Council and The General Teaching Council for Scotland (see above).

##### *Organisational values and competencies:*

Details how we expect staff to demonstrate these when carrying out their work and forms part of our Induction and performance review systems. Both probationary assessment and annual appraisals, where possible, are linked to codes of conduct and job outlines.

**Recruitment: job vacancies:**

A list of the vacancies and job descriptions that Rossie is currently recruiting for externally can be found here: [www.rossie.org.uk](http://www.rossie.org.uk)

**5.2. Human Resources Strategy:**

Rossie's HR Strategy is to align our human resources with organisational and business goals and outcomes. Rossie focuses on responsive future business needs and matches human resource requirement accordingly in line with our business vision, environment and culture.

**5.3. Human Resources policies and procedures:**

Rossie has a suite of policies and procedures which follow current Human Resource legislation and best practice, inclusive of a recruitment and selection comprehensive induction, supervision, appraisal and training and development opportunities. These policies are periodically reviewed to ensure compliance and fit for purpose.

**5.4. Management of Rossie's land and property assets:**

The management of Rossie's land and property assets are detailed within our audited annual accounts documentation. These are public documents and are available via Companies House <https://www.gov.uk/government/organisations/companies-house> and/or OSCR <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969>

**5.5. Description of Rossie's land and property:**

The description of Rossie's land and property assets are detailed within our audited annual accounts documentation. These are public documents and are available via Companies House <https://www.gov.uk/government/organisations/companies-house> and/or OSCR <http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC019969>.

**5.6. Estate development plans:**

This information is not publically disclosed due to commercial sensitivity.

**5.7. Property and land maintenance arrangements:**

Where practicable, all work in relation to this function is carried out by our in-house maintenance team. When required, Rossie will utilise services of local business and/or contractors to assist the maintenance team.

**5.8. Employee relations structures and agreements reached with recognised trade unions and professional organisations:**

A formal structure between management to voluntarily recognise specific Trade Unions is in place for consultation purposes. It is recognised that this practice

promotes the best interest of the staff group and the organisation. The parties to this agreement are committed to Rossie's equal opportunities policies, schemes, plans and codes of practice, which seek to promote equality of opportunity in all areas of the organisation.

#### **5.9. Freedom of Information Policies and Procedures:**

Under Freedom of Information (Scotland) Act 2002, you have a right to access all recorded information held by us. The Act aims to increase accountability, openness and transparency.

There can be exceptions such as information that would breach the confidence of another person/party. More detailed information on exemptions can be found on the Scottish Information Commissioner's website <http://www.itspublicknowledge.info/YourRights/WhatMightINotSee.aspx>

Information requests can be made online, using the form provided.

Serena Brown  
Service Manager, Management Support  
Rossie  
MONTROSE, Angus  
DD10 9TW

We are required to respond to your request within 20 working days (working days mean Monday to Fridays – weekends do not count as working days, nor do bank holidays), however please be aware that some clarification may be required.

A fee may be applicable to your information request.

#### **5.10. Data Protection Policy:**

As an organisation we hold personal information on staff, young people and others, in order to carry out our services and responsibilities. It is important that how this information is acquired, processed, held and destroyed, complies with all Data Protection legislation including the General Data Protection Regulations (GDPR).

By law, individuals are entitled to the right to be informed, right of access, right to rectification, right to erasure/to be forgotten, right to restrict processing, right to data portability, right to object and rights in relation to automated decision making and profiling. This can be done by contacting:

Serena Brown, Service Manager, Management Support  
Rossie, MONTROSE, Angus, DD10 9TW

Alternatively, we have a form available to download, which can be completed and returned to us by email at [info@rossie.org.uk](mailto:info@rossie.org.uk).

In order to process a subject access request you will be required to provide 2 forms of personal identification (one with proof of address, and one form of photographic ID). There is no fee associated with this service, however, we may charge for computer discs, photocopying, postage and packing and other costs associated with supplying information. The charge will be no more than these elements actually cost us e.g. cost per photocopy or postage. We may also charge an individual if the request is manifestly unfounded or excessive or when an individual has made numerous requests, in which case a reasonable fee can be charged.

Please note that your request will be dealt with within 1 month of receipt of request.

**CLASS 6: HOW ROSSIE 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, and how to access it:**

**Index:**

**6.1.** Procurement policies and procedures

**6.2.** Invitations to tender

**6.3.** List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value

**6.1. Procurement policies and procedures:**

These policies and procedures are not available due to the commercially sensitive nature of the secure estate sector.

**6.2. Invitations to tender:**

Invitations to tender within our Procurement strategy are compliant with current legislative requirement.

**6.3. List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value:**

These are not available due to the commercially sensitive nature of the secure estate sector. For further information on Procurement within the secure and residential care setting, please refer to <http://www.scotland-excel.org.uk/>.

## CLASS 7: HOW ROSSIE IS PERFORMING

### Class description:

Information about how Rossie Education and Care Centre performs as an organisation, and how well it delivers its functions and services

### The information we publish under this class, and how to access it:

#### Index:

- 7.1. Performance Indicators and performance against them
- 7.2. Care Inspectorate Reports
- 7.3. Awards and Accreditations

#### 7.1. Performance Indicators and performance against them:

Rossie is subject to a framework contract operated by Scotland Excel which contains values that demonstrates how effectively the organisation is achieving key business objectives. More information can be found here <http://www.scotland-excel.org.uk>

#### 7.2. Care Inspectorate Reports:

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our School Care Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

A Care Service Inspection Report, carried out by the Care Inspectorate in 2018, in relation to our Secure Accommodation Service can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

An Education Scotland and Care Inspectorate joint Inspection Report can be found on their website at: <http://www.careinspectorate.com/index.php/care-services>

A Summary of key findings from collaborative work between the Care Inspectorate and the Mental Welfare Commission – Secure Services for Children, March 2015  
<http://hub.careinspectorate.com/media/226291/summary-findings-of-care-inspectorate-mwcscotland-childrens-services-2015.pdf>

#### 7.3. Awards and Accreditations:

- Scottish Social Services Council, Care Accolades - 2014
- Courier Business Awards – 2015
- Introduction of the Child Care Voucher Scheme – 2016
- CALM Reaccredited – 2016
- Eat Safe – 2016
- National Living Wage Accreditation – 2016
- ECO-School Bronze Award – 2017



- Investors in People, 15 years Continuous Accreditation Award – 2017
- Investors in Young People, Good Practice Silver Award – 2017
- Investors in People, Silver Award – 2017
- ECO-School Silver Award Status – 2017
- Scotland Excel, Workforce Development – 2018
- Scotland Excel, Innovation – 2018
- Grow Wild/Kew Gardens – 2018
- SQA Systems Verification – 2018
- SQA Qualification Verification – 2018
- John Muir Trust Award, Wild Places – 2018
- Saltire Awards and Rewards for Hours Achieved in Volunteering – 2018
- Kew Gardens, Jasmine's Garden – 2018
- CREATE 18, Year of the Young Person – 2018
- The Royal Caledonian Horticultural Society Silver Medal, Pallet Garden – 2018
- Montrose Horticultural Society – 2018
- RHS School Gardening Level 1-3 – 2018
- Association of Scottish Business Woman National Award, Professional of the Year (CEO) – 2018
- Nature of Scotland Awards, Awakening a Secret Wood – 2018
- Get Set Beacon School Award – 2018
- UNICEF Rights Committed Bronze Award – 2018
- Scottish Government Business Engagement & Regional Economic Development Division – 2019

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>
<p><b>Class description:</b></p> <p>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.</p>
<p><b>The information we publish under this class, and how to access it:</b></p> <p>Not applicable to Rossie as we do not have any commercial publications.</p>
<b>CLASS 8: OUR OPEN DATA</b>
<p><b>Class description:</b></p> <p>Open data made available by the school as described by the Scottish Government's Open Data Resource Pack and available under an open licence.</p>
Rossie currently does not have any open data.

<u>Version</u>	<u>Date</u>	<u>Summary of changes</u>	<u>Name</u>	<u>Changes marked</u>
1	August 2016	Creation	S Brown	
2	June 2018	Update in relation to Scottish Information Commissioner MPS Updates/GDPR	S Brown / K Robbie	
3	March 2019	Update in relation to Scottish Information Commissioner MPS Updates	S Brown / K Robbie	