

EAST DUNBARTONSHIRE LEISURE & CULTURE TRUST GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2014

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

East Dunbartonshire Leisure & Culture has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

East Dunbartonshire Leisure & Culture has adopted the **Model Publication Scheme 2014** which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2018.

You can see this scheme on our website at <https://www.edlc.co.uk/about-edlc/foi-and-data-protection>

It is also available on the Scottish Information Commissioner's website at www.itspublicknowledge.info/MPS

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2014, or this Guide to Information, to be provided in a different format. The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for East Dunbartonshire Leisure & Culture in relation to each class in the Model Publication Scheme 2014
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About East Dunbartonshire Leisure & Culture

East Dunbartonshire Leisure and Culture Trust (EDLCT) was established by East Dunbartonshire Council and is a company (registration number SC389516) which is limited by guarantee, governed by its articles of association and does not have any share capital. This charitable company was incorporated on 25 November 2010 and commenced trading on 1 April 2011.

The company's objects in the deliverance of leisure and culture services are defined in the Articles of Association. Services are delivered from 3 leisure centres (including pavilions); 8 libraries, a museum, an art gallery and an arts centre.

The annual report and financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Section 3: Accessing Information Under the Scheme

Availability and formats

The information published through this Guide to Information 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 – see "Section 5 – Our Charging Policy").

Information in our Guide to Information will normally be available through the routes described below. "Section 10 – Classes of Information" provides more details on the information available under the Guide, along with additional guidance on how the information falling within each "class" may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within "Section 10: Classes of Information" will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Kirkintilloch Town Hall

Union Street

Kirkintilloch G66 1DH

T: 0141 777 3143 E: edlcfoi@eastdunbarton.gov.uk

www.edlc.co.uk

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post. Please address your request to EDLC FOI, Kirkintilloch Town Hall, Union Street, Kirkintilloch G66 1DH. When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see "Section 5: Our Charging Policy" for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within "Section 10 – Classes of Information", and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish all the information we hold that falls within the classes of information in Section 10. 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 will remove or redact (black out) the information before publication and explain why.

Section 4 Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme 2014 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to "Section 8 – Contact details for enquiries, feedback and complaints".

Section 5 Our Charging Policy

Unless otherwise stated in "Section 10 – Classes of Information", all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs to East Dunbartonshire Leisure & Culture of supplying the information to you, e.g. photocopying and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated.

Information will not be provided to you until payment has been received.

There is no charge to view information on our website or at our premises.

Reproduction Charges

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.

Black & White Photocopying

Size of Paper	Pence per sheet
A4	15p
A3	30p

Colour Photocopying

Size of Paper	Pence per sheet
A4	55p
A3	£1.10

Alternative Formats

Format	Charge
Computer Discs	£1.00 per CD-ROM / DVD

Postage Costs

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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.

Section 6 – Our Copyright Policy

Where East Dunbartonshire Leisure & Culture 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.

Where East Dunbartonshire Leisure & Culture does not hold copyright in information we publish, we will make this clear.

Section 7: Records Management Policy

East Dunbartonshire Leisure & Culture regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. East Dunbartonshire Leisure & Culture Records Management Policy can be found in "Section 10 Classes of Information" - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2014, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our Guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

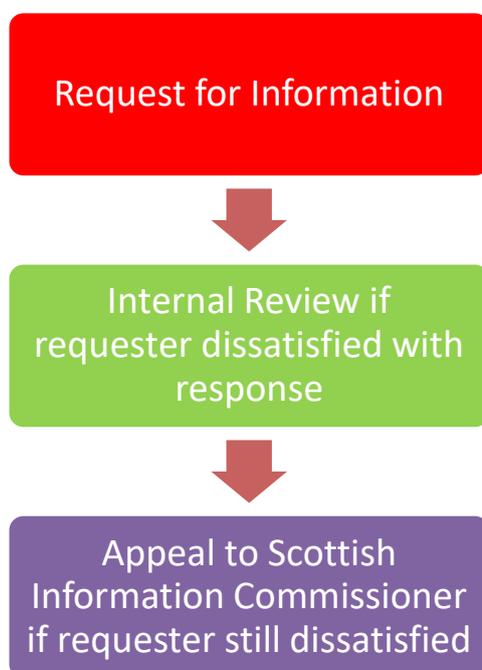
Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to

complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within 3 working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme 2014 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.



The Commissioner's website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews

¹ Verbal requests for environmental information carry similar rights

Fife KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Mark Grant, General Manager
East Dunbartonshire Leisure & Culture Trust
Kirkintilloch Town Hall
Union Street
Kirkintilloch G66 1DH
T: 0141 777 3143 E: edlcfoi@eastdunbarton.gov.uk
www.edlc.co.uk

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available via the Model Publication Scheme 2014 (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2014 (and described in this Guide), please write to:

Mark Grant, General Manager
East Dunbartonshire Leisure & Culture Trust
Kirkintilloch Town Hall
Union Street
Kirkintilloch G66 1DH
T: 0141 777 3143 E: edlcfoi@eastdunbarton.gov.uk
www.edlc.co.uk

Charges for information which is not available under the scheme:

The charges for information which is available under East Dunbartonshire Leisure & Culture Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g.

photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to East Dunbartonshire Leisure & Culture of providing the information.

- Photocopying is charged at 15p per A4 sheet for black and white copying, 55p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data

The charge is a standard fee of £10.00 plus any reproduction and postage costs (both on the same basis as for FOI requests).

Section 10: Classes of Information

The classes of information that we publish

We publish all 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- Class 1: About East Dunbartonshire Leisure & Culture
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications

CLASS 1: ABOUT East Dunbartonshire Leisure & Culture		
Class description: Information about East Dunbartonshire Leisure & Culture, 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 includes:	Description	How to access it/details of any charges
<i>About Us</i>		
Organisation's Purpose, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here? Where we are going & how do we deliver.	https://www.edlc.co.uk/about-edlc/foi-and-data-protection

Contact Details	Contact details of all our venues and of our head/principal offices.	https://www.edlc.co.uk/contact-us
Organisational Chart	Details the organisational structure of East Dunbartonshire Leisure & Culture	https://www.edlc.co.uk/about-edlc
Our Board	Details who our Board are and what they do, plus names of Board members	https://www.edlc.co.uk/about-edlc/trust-board
Charitable Trust & Objectives	Information on East Dunbartonshire Leisure & Culture charitable status	East Dunbartonshire Leisure and Culture Trust (EDLCT) was established by East Dunbartonshire Council and is a company (registration number SC389516) which is limited by guarantee, governed by its articles of association and does not have any share capital. This charitable company was incorporated on 25 November 2010 and commenced trading on 1 April 2011.
Directors	List of East Dunbartonshire Leisure & Culture Company Directors including their roles and responsibilities.	https://www.edlc.co.uk/about-edlc/trust-board
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	https://www.edlc.co.uk/about-edlc
Company Governance	Details of East Dunbartonshire Leisure	

	& Culture corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information.	https://www.edlc.co.uk/about-edlc
Committee Roles & Remits	Roles and remits of our committees and subcommittees.	https://www.edlc.co.uk/about-edlc
News	News about East Dunbartonshire Leisure & Culture e.g. news releases, newsletters.	https://www.edlc.co.uk/about-edlc/edlc-news-and-updates https://www.eastdunbarton.gov.uk/news-list
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them e.g. establishing council, OSCR, Financial Conduct Authority. Reports to these bodies.	https://www.edlc.co.uk/about-edlc
<i>External relations and working with others</i>	EDLC works in partnership with a range of bodies and receives external funding from some organisations.	https://www.eastdunbarton.gov.uk https://education.gov.scot/ http://www.creativescotland.co.uk/ http://www.nhsggc.org.uk/ http://www.sportscotland.org.uk/ http://www.scottishlibraries.org/ http://www.hlf.org.uk/ http://www.scottisharchives.org.uk/

		http://www.nrscotland.gov.uk/ http://www.museumsgalleries.scotland.org.uk/ http://scottishbooktrust.com/
Partnership Agreements and Strategic Agreements with other organisations.	Details of our Partnership Agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding. Contract information can be found in Class 6.	Contact us on details above.
<i>Information on rights, how to make a request</i>		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	https://www.edlc.co.uk/contact-us
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	<p>Send an email to: edlcfoi@eastdunbarton.gov.uk</p> <p>Write to :</p> <p>EDLC FOI Requests Kirkintilloch Town Hall Union Street Kirkintilloch G66 1DH</p>
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by East Dunbartonshire Leisure & Culture about you.	<p>Send an email to:</p> <p>edlcfoi@eastdunbarton.gov.uk</p> <p>Write to :</p> <p>EDLC Data Protection Kirkintilloch Town Hall Union Street</p>

		Kirkintilloch G66 1DH
Model Publication Scheme 2014	East Dunbartonshire Leisure & Culture has adopted the Scottish Information Commissioner's Model Publication Scheme 2014.	https://www.edlc.co.uk/about-edlc/foi-and-data-protection
Guide to Information	East Dunbartonshire Leisure & Culture Guide to Information it makes available under the Model Publication Scheme 2014.	https://www.edlc.co.uk/about-edlc/foi-and-data-protection

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 includes:	Description	How to access it/details of any charges
Corporate Strategy	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there. Detailed business plans may contain commercially sensitive information so are not published- but you can still make a request for them.	Our Leisure & Culture Strategy is currently being developed in consultation with East Dunbartonshire Council. Details of this can be found in our Board Reports available https://www.edlc.co.uk/about-edlc/board-meetings

Strategic planning process	Information on how we undertake our strategic planning e.g. planning policies, decision making structures, timetables.	https://www.edlc.co.uk/about-edlc
Venue/Section Plans	High level details of East Dunbartonshire Leisure & Culture operation plans for venues & sections. Detailed service plans are not routinely published but can be requested from us under the Act.	Contact us on details above.
Our Venues	<p>Our venues, contact details, facilities, opening hours, membership, bookings, activities etc:</p> <p>Allander Leisure Centre https://www.edlc.co.uk/sport-leisure/leisure-centres/allander-leisure-centre</p> <p>Leisuredrome https://www.edlc.co.uk/sport-leisure/leisure-centres/leisuredrome-leisure-centre</p> <p>Kirkintilloch Leisure Centre https://www.edlc.co.uk/sport-leisure/leisure-centres/kirkintilloch-leisure-centre</p> <p>Huntershill Sports Hub https://www.edlc.co.uk/centres-</p>	Please see the list of our venues with links to our website in the column on the left.

	<p>venues/huntershill-sports-hub</p> <p>Kirkintilloch Town Hall https://www.edlc.co.uk/centres-venues/kirkintilloch-town-hall</p> <p>Kilmardinny Arts Centre https://www.edlc.co.uk/heritage-arts/kilmardinny-house</p> <p>Lillie Art Gallery https://www.edlc.co.uk/heritage-arts/lillie-art-gallery</p> <p>Auld Kirk Museum https://www.edlc.co.uk/heritage-arts/auld-kirk-museum</p> <p>Libraries https://www.edlc.co.uk/libraries</p>	
Jobs at East Dunbartonshire Leisure & Culture	Our current vacancies	https://www.myjobscotland.gov.uk/councils/east-dunbartonshire-council/east-dunbartonshire-leisure-culture-trust

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED
<p>Class description:</p> <p>Information about the decisions we take how we make decisions and how we involve others.</p>

The information we publish under this class includes:	Description	How to access it/details of any charges
Board/Committee Agendas	The agendas for our Board/Committee Meetings by month.	https://www.edlc.co.uk/about-edlc/board-meetings
Approved Board/Committee Reports	The approved reports from our Board/Committee Meetings by month. These are published alongside the relevant approved minutes following the Board or Committee meeting to which they refer, but can be requested from us under the Act before that.	https://www.edlc.co.uk/about-edlc/board-meetings
Approved Board/Committee minutes	The approved minutes from our Board/Committee Meetings by month. The approved minutes will be published as soon as they have received approval. You can request copies of minutes, prior to their approval, from us under the Act.	https://www.edlc.co.uk/about-edlc/board-meetings
Public Consultations	Details of any wider consultations we have undertaken with the general public. Note that some market research studies may not be published as we consider them to contain commercially sensitive information which is exempt.	Contact us on details above.

	However you still have the right to ask for these under the Act.	
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CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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 includes:	Description	How to access it/details of any charges
Annual Report & Accounts	Annual report and audited financial statements.	https://www.edlc.co.uk/annual-accounts
Auditors Report	Audited annual statements.	https://www.edlc.co.uk/annual-accounts
Activity Prices	List of current prices/charges for activities in each venue.	Please see the webpage for each venue as per Class 2.
Expenses Policy & Procedures	Our policy on expenses.	EDLC follows East Dunbartonshire Council's policy on expenses.
Pay & Grading Structure	Pay & grading structure for East Dunbartonshire Leisure & Culture staff.	EDLC follows the structure of East Dunbartonshire Council as outlined in their Equality Outcomes and Mainstreaming Report 2013-2017 available here https://www.eastdunbarton.gov.uk/equality-and-human-rights

Pension Fund and other investments	Details of East Dunbartonshire Leisure & Culture pension fund options, and other investments.	www.spfo.org.uk
Senior Staff/Board Member expenses	Details of senior staff/board member expenses.	Contact us on details above.
Board member remuneration	Board member remuneration, other than expenses.	Board members are not remunerated.
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy, finance manual.	Contact us on details above.
Top level budget allocation & capital spending plans	Detailed revenue budgets may not be published, as we consider them to contain commercially sensitive information which is exempt. However you still have the right to ask for these under the Act.	Available in our Trustees Reports and Board meeting minutes https://www.edlc.co.uk/about-edlc/board-meetings East Dunbartonshire Council retains responsibility for some capital spends relating to EDLC venues please see their Committee Documents: https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

The information we publish under this	Description	How to access it/details of any charges
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class includes:		
<i>Human Resources – Current Policies</i>	Under a service level agreement Human Resources for EDLC are delivered by East Dunbartonshire Council (EDC).	Please see EDC’s Publication Scheme for details of these policies and how to access them: https://www.eastdunbarton.gov.uk/council/freedom-information
CCTV Code of Practice and Procedures	Details East Dunbartonshire Leisure & Culture policy and procedures for the monitoring, recording, holding and processing of images of identifiable individuals constitutes personal data as defined by the Data Protection Act 1998 (DPA). Helps East Dunbartonshire Leisure & Culture comply with our legal obligations under the DPA.	https://www.edlc.co.uk/about-edlc/policies
Data Protection Policy	This policy details how personal information about employees and customers will be kept and processed by East Dunbartonshire Leisure & Culture. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	EDLC has adopted East Dunbartonshire Council’s Data Protection Policy. Available here: https://www.eastdunbarton.gov.uk/council/data-protection
<i>Information Resources</i>		
Records Management Policy	Outlines our policy on record management.	EDLC follows EDC’s Records Management Policy available here: http://www.eastdunbarton.gov.uk/content/law_and_licensing/d

		ata protection, freedom of information management/records management policy.aspx
Retention Schedule	Details what documents we keep for how long and by whom.	EDLC follows the Scottish Council on Archives records retention schedules available here: http://www.scottisharchives.org.uk/projects/toolsstandards/retentionschedules
Freedom Of Information Procedures	Procedures & Guidance for Staff	EDLC follows EDC's FOI Toolkit available here: https://www.eastdunbarton.gov.uk/council/freedom-information
ICT strategy/policy	Under a service level agreement ICT for EDLC is delivered by East Dunbartonshire Council (EDC).	Please see EDC's Publication Scheme for details of these policies and how to access them: https://www.eastdunbarton.gov.uk/council/freedom-information
<i>Health & Safety</i>		
Health & Safety Policy and procedures	Health and safety policies and procedures for East Dunbartonshire Leisure & Culture	https://www.edlc.co.uk/about-edlc/policies
Risk Assessments	Details of risk assessment carried out for East Dunbartonshire Leisure & Culture venues.	Contact us at the above details.
Accident Statistics	Statistical detail of accidents and incidents at venues in East Dunbartonshire Leisure & Culture.	Contact us at the above details.

Normal Operating Procedures	Normal Operating procedures for East Dunbartonshire Leisure & Culture venues.	Contact us at the above details.
<i>Physical Resources</i>		
Pool Water Management	Details of our policies and procedures for pool water management.	https://www.edlc.co.uk/about-edlc/policies
<i>Facility Maintenance & Asset Management</i>	Under a service level agreement Facilities Management for EDLC is delivered by East Dunbartonshire Council (EDC).	Please see EDC's Publication Scheme for details of these policies and how to access them: https://www.eastdunbarton.gov.uk/council/freedom-information
<i>Employee Relations</i>		
Agreement with Trade Unions	Details agreements with Trade Unions	Contact us at the above details.

CLASS 6: HOW WE PROCURE 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 includes:	Description	How to access it/details of any charges
Procurement Policies & Procedures, Contracts, Invitations to tender etc	Under a service level agreement Facilities Management for EDLC is delivered by East	Please see EDC's Publication Scheme for details of these policies and how to access them:

	Dunbartonshire Council (EDC).	https://www.eastdunbarton.gov.uk/council/freedom-information
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CLASS 7: HOW WE ARE PERFORMING

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on East Dunbartonshire Leisure & Culture's key performance indicators and performance against them.	EDLC annual reports: https://www.edlc.co.uk/annual-accounts also see EDC's statutory performance indicators: http://www.eastdunbarton.gov.uk/council/about-council/performance-and-governance and the statistics published by CIPFA: http://www.cipfastats.net/cipfastats/
Audits & Inspections	Reports from audits and inspections.	Contact us at details above.
Annual Performance Report	Annual report and audited financial statements.	https://www.edlc.co.uk/annual-accounts
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Contact us at details above.
Staff Survey	Details the results of our staff survey	Contact us at details above.

Sickness Absence Statistics	Breakdown of sickness absence statistics	Contact us at details above.
Health & Safety Audits	Details the Health & Safety Audits of our venues	Contact us at details above.

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 includes:	Description	How to access it/details of any charges
Photographs	Prints of selected items from the Local Studies photograph collection is available to buy on our photograph website.	http://www.edlcimages.co.uk/