



**Guide to Information available through
The Model Publication Scheme, 2021**

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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 Ayrshire Leisure 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 Ayrshire Leisure has adopted the **Model Publication Scheme** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on the 'About Us' section of our website www.eastayrshireleisure.com

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, 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 Ayrshire Leisure in relation to each class in the Model Publication Scheme
- 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 Ayrshire Leisure

- East Ayrshire Leisure is a Scottish Charitable Incorporated Organisation.
- The Trust was registered on 2 May, 2013 and the registration number is SCO43987.
- The SCIO was established by East Ayrshire Council and came into effect on the 1st July 2013.
- The purposes of the organisation are:
 - To advance the arts, heritage, culture and science;
 - To advance public participation;
 - To provide recreational facilities, and organise recreational activities with such facilities/activities being made available to members of the public at large with the object of improving their condition of life;
 - To advance education;
 - To advance health;
 - To advance citizenship and/or community development (which may include the promotion of civic responsibility, volunteering, the voluntary sector and/or the effectiveness or efficiency of charities);
 - To relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage; and
 - To promote, establish, operate and/or support other similar schemes and projects which further charitable purposes; through the provision of services (including those entrusted to it by East Ayrshire Leisure),
- As a charitable organisation East Ayrshire Leisure's main purpose is to deliver inspiring cultural, countryside, community and sport services and experiences to support East Ayrshire's communities' aspirations in a way that has a focus on ensuring equality of opportunity and access for all.
- East Ayrshire Leisure is responsible for the operation and management of sports facilities and pitches, a country park and Core Path Network, libraries, museums, collections, arts venues and town halls and will provide sports, heritage, arts and countryside development programmes, health and fitness and outdoor learning.
- East Ayrshire Leisure is registered as a charity with the office of the Scottish Charity Regulator (No SC043987) VAT Reg: 164 5945 79 and we are a Fairtrade employer.

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, and require further assistance please contact:

East Ayrshire Leisure Trust

Dower House

Dean Road

Dean Castle Country Park

Kilmarnock

KA3 1XB

Email: EALeisure-CorporateAdmin@eastayrshireleisure.com

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 post:

You can also request hard copies of any information in the Guide by post. Please address your request to East Ayrshire Leisure, Corporate Admin, Dower House, Dean Castle Country Park Kilmarnock, KA3 1XB

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.

Open Data

Please note that information published through Class 9 (Open Data) is generally only available in electronic format and cannot easily be provided in other formats.

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 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. Charges will reflect the actual costs to East Ayrshire Leisure 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	10p
A3	20p

Colour Photocopying

Size of Paper	Pence per sheet
A4	35p
A3	£1

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 and Re-Use of Public Information Policy

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

Re-Use of Public Sector Information

Re-use is not the same as copying or re-producing. Re-use means using public sector information, for a purpose other than the initial public task for which it was produced. For example, an individual or a company taking the public sector information and republishing it or using it to produce a new product or resource, often by combining it with other information, often for commercial purposes.

If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to East Ayrshire Leisure to re-use the information. Your request should be in writing, should state your name and an address for correspondence and should specify the document requested and the purpose for which the document is to be re-used. Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated.

Re-use cannot be permitted by East Ayrshire Leisure if someone else holds the intellectual property rights (such as copyright) in the information.

If you have a complaint about East Ayrshire Leisure's compliance with the 2015 Regulations or if you would like more information on the re-use of information then please direct your complaint to the Freedom of Information Officer at this address in the first instance:
Freedom of Information, Dower House, Dean Castle Country Park
Kilmarnock, KA3 1XB

The information within this Publication Scheme and Guide to Information also constitutes East Ayrshire Council's Information Asset List which details the main information the Council holds within its public task as required by the 2015 Regulations.

Section 7: Records Management Policy

East Ayrshire Leisure 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 Ayrshire Leisure 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 and we will update accordingly as and when required.

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:

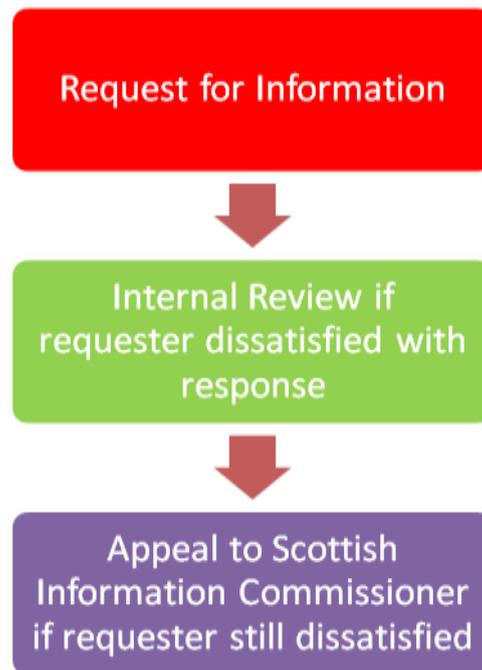
- other information that you would like to see included in this document
- whether you found this document easy to use
- whether you found this document useful
- whether our staff were helpful
- other ways in which our Guide to Information can be improved.

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 5 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 (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 writing 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 operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

The Commissioner's office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

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:

Corporate Admin
East Ayrshire Leisure

Dower House
Dean Castle Country Park
Kilmarnock

Email: EALeisure-CorporateAdmin@eastayrshireleisure.com

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 (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 General Data Protection Regulations and the Data Protection Act 2018 provide 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 (and described in this Guide), please write to the address above.

Charges for information which is not available under the scheme:

The charges for information which is available under East Ayrshire Leisure 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:

Requests under the Environmental Information (Scotland) Regulations 2004 (EIRs): Regulation 8 of the EIRs allows public authorities to charge a 'reasonable amount' for making environmental information available. This means that there is no lower or upper charging limit for requests for environmental information although any fee charged must not exceed the costs to the authority of making that information available.

We will calculate the fee for an environmental request under the EIRs as follows:

- We do not charge for the time to determine whether we hold the requested information, 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.
- Staff time is calculated at actual cost per staff member hourly salary rate including overheads.
- Where appropriate reproduction and postage costs will be calculated as detailed above.
- 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. We will inform you if upfront payment is required.

You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. If you decide not to proceed with the request there will be no charge to you

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 Ayrshire Leisure

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 9: Our open data

CLASS 1: ABOUT EAST AYRSHIRE LEISURE

Class description:

Information about East Ayrshire Leisure, 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>General information about the organisation</i>		
Contact Details	Contact details of all our venues and of our HQ/principal offices.	https://eastayrshireleisure.com/venues/
Organisational Chart	Details the organisational structure, roles and responsibilities of senior officers	Contact us
Opening Hours	Opening hours of our venues	https://eastayrshireleisure.com/venues/
Customer Care & Complaints	Contact details and information on how to complain	https://eastayrshireleisure.com/contact/
Customer Charter	What you can expect from us regarding customer service	https://eastayrshireleisure.com/media/2738/customer-service-charter.pdf
Charging Schedule for published information	Charges	Contact us
How to request information from us	Contact details and advice	Contact us
Charging schedule for environmental information	Response to requests under the EIRs	Contact us
Legal Framework; Constitution	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	Contact us
Company Governance	Details of East Ayrshire Leisure corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information.	Contact us

Charitable Trust &	Information on East Ayrshire	https://eastayrshireleisure.com/about-us/
Objectives	Leisure's charitable status	
How the organisationis run		
Our Board	Details who our Board are and what they do, plus names of Board members	https://eastayrshireleisure.com/about-us/the-board/
Committee Roles & Remits	Roles and remits of our committees and subcommittees.	Contact us
Names, responsibilities and biogs of strategic decision makers	Those who make decisions about performance of function and/or delivery of services	Contact us
Policies, Code of Conduct, Register of Interest	Our Policy documents	https://eastayrshireleisure.com/media/2744/code-of-conduct-5.docx
Corporate Planning		
Mission statement	Our Organisation's Mission	https://eastayrshireleisure.com/media/1836/vision-mission-values.pdf
Corporate Strategies	Our 10 year Strategic Vision document	https://eastayrshireleisure.com/media/1953/eal-strategic-vision-2020-2030-final.pdf
Corporate Policies	Health & Safety Standards, equality, sustainability	Contact us
Strategic Planning processes	How we Plan	Contact us
External relations		
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.	http://www.oscr.org.uk/ link to Board reports: https://eastayrshireleisure.com/about-us/document-library/
Internal and external audit arrangements	Our audit arrangements	Contact us

Strategic agreements with other bodies	Service Level Agreements with EAC Lease agreements Management arrangements	Contact us
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How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	https://eastayrshireleisure.com/contact/
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	https://eastayrshireleisure.com/about-us/freedom-of-information-requests/
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 Ayrshire Leisure about you.	https://eastayrshireleisure.com/privacy-policy/ https://eastayrshireleisure.com/about-us/freedom-of-information-requests/
Guide to Information	East Ayrshire Leisure's Guide to Information it makes available under the Model Publication Scheme 2014.	Contact us

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
Functions		
Description of functions, including statutory basis for them, where applicable	Information on East Ayrshire Leisure's charitable status and responsibilities.	https://eastayrshireleisure.com/about-us/
Statement of public task required by the Re-use of Public Sector Information Regulations 2015 (if applicable)	Information on re-use of information.	Above at Section 6 in this Guide to Information Contact us
Strategies, policies and internal staff procedures for performing statutory functions	Details of what we do, and how we deliver our services across Leisure	https://eastayrshireleisure.com/whats-on/ https://eastayrshireleisure.com/venues/ https://eastayrshireleisure.com/libraries/ https://eastayrshireleisure.com/culture/ https://eastayrshireleisure.com/countryside-outdoor/ https://eastayrshireleisure.com/sport-fitness/ Contact us for internal staff procedures
How to report a concern to us	How to contact us	https://eastayrshireleisure.com/contact/
Reports of our exercise of statutory functions	Board reports	https://eastayrshireleisure.com/about-us/document-library/
Services		
List of services, including statutory basis for them, where applicable		https://eastayrshireleisure.com/whats-on/ https://eastayrshireleisure.com/venues/ https://eastayrshireleisure.com/libraries/

		https://eastayrshireleisure.com/culture/ https://eastayrshireleisure.com/countryside-outdoor/ https://eastayrshireleisure.com/sport-fitness/
Service schedules and delivery plans	Within our Corporate Delivery Plan	https://eastayrshireleisure.com/about-us/document-library/
Information for service users, including how to access the services	How to find us and access our services	https://eastayrshireleisure.com/venues/
Service fees and charges	Sports charges online	https://eastayrshireleisure.com/media/2162/sport-and-fitness-price-list-2021.pdf Contact us for additional prices

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE 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 includes:	Description	How to access it/details of any charges
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Board agendas, minutes, reports	https://eastayrshireleisure.com/about-us/document-library/
Public consultation and engagement strategies		Contact us
Reports of regulatory inspections, audits and investigations carried out by the authority		Contact us
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017		Contact us

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
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	Annual Report & Accounts	https://eastayrshireleisure.com/about-us/document-library/
Financial policies and procedures for budget allocation		https://eastayrshireleisure.com/about-us/document-library/
Budget allocation to key policy / function / service areas		https://eastayrshireleisure.com/about-us/document-library/
Financial administration manual / internal financial regulations		Contact us
Expenses policies and procedures		Contact us
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation		Contact Us
Board member remuneration other than expenses		https://eastayrshireleisure.com/about-us/document-library/
Pay and grading structure (levels of pay rather than individual salaries)		Contact us
Investments, summary information about endowments, investments and authority pension fund		https://eastayrshireleisure.com/about-us/document-library/ https://www.spfo.org.uk/

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 class includes:	Description	How to access it/details of any charges
<i>Human Resources</i>		
Strategy and management of human resources		Contact us
Staffing Structure		Contact us
Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Range of protocols and accompanying documentation with relevant links. Guidance and support mechanisms	https://eastayrshireleisure.com/about-us/document-library/ Contact us
Disclosure Handling Policy	Outlines the process for the correct handling, holding and destroying Disclosure information, provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. East Ayrshire Leisure also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.	Contact us
Driving Policy	Ensure that East Ayrshire Leisure meets necessary vehicle and driving at work requirements as laid out by Health & Safety legislation, Inland Revenue regulations and requirements from our insurance companies.	Contact us

Equal Opportunities Policy	Policy aims to prevent all forms of discrimination in the provision of services and employment of people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	Contact us
Extreme Weather Policy	This policy aims to ensure that fair treatment is applied as far as possible when extreme weather conditions affect people's ability to work their contracted hours.	https://eastayrshireleisure.com/media/2597/severe-weather-policy.docx
Flexible Working	This policy explains the different types of working arrangements that are in place in East Ayrshire Leisure and sets out the framework to use for requests to work flexibly.	Contact us
Hospitality Policy	This policy details the standards required by East Ayrshire Leisure where employees are offered hospitality, goods or other benefits through the performance of their duties.	Contact us
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	Contact us
Managing Smoking Policy	This policy ensures that East Ayrshire Leisure complies with "The Smoking, Health and Social Care (Scotland) Act 2005" and "The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006"	Contact us
Parental Leave Policy	This policy outlines the entitlements of employees in relation to maternity, adoption and paternity leave and pay. It also details the rights of employees with children to take parental leave and the ability for them to request flexible working patterns	https://eastayrshireleisure.com/media/2591/maternity-shared-parental-leave-policy.doc
Pension Regulations Policy	Policy Statement Regarding Local Government Pension Scheme (Administration) (Scotland) Regulations 2008	Contact us

Recruitment & Selection Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	https://eastayrshireleisure.com/media/2593/recruitment-selection-policy.docx
Redundancy Policy	Outlines the process of dismissal of employees through redundancy.	Contact us
Relocation Policy	This policy covers employee entitlements to reimbursement toward expenses incurred in moving house to take up a new post with “insert your origination’s name”.	Contact us
Retirement Policy	Explains policy on retirement.	Contact us
Special Leave of Absence Policy	Outlines how East Ayrshire Leisure supports reasonable requests for time off to deal with unexpected situations that arise and may necessitate short periods of leave that can be accommodated within the needs of the service.	https://eastayrshireleisure.com/media/2598/special-leave-policy.doc
Stress Policy	This policy explains the action we are taking as an employer with regard to stress related problems in the workplace.	Contact us
Threats or Violence Policy	This policy covers the threat of, or actual, violence towards employees by other employees and people visiting venues such as contractors and customers.	Contact us
Time Off for Union Duties & Activities Policy	Details guidelines on the granting of time off for trade union duties and activities, and on the provision of facilities to assist officials in the exercise of their functions.	Contact us
Training & Development Policy	Details how East Ayrshire Leisure aims to develop and improve the competency and efficiency of all staff both as members of teams and as individuals to enable the maximum delivery of service to our customers.	Contact us
Redeployment Policy	Details how employees of East Ayrshire Leisure can apply to transfer to work at another venue in the same type of post.	Contact us
Travel & Expenses Policy	Details how East Ayrshire Leisure will reimburse reasonable expenses incurred by employees while on authorised business.	https://eastayrshireleisure.com/media/2745/summary-of-main-terms-and-conditions.pdf

Volunteering Policy	Details East Ayrshire Leisure's policy on engaging volunteers, and how to become a volunteer.	Contact us
Whistleblowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at East Ayrshire Leisure.	https://eastayrshireleisure.com/media/2599/whistleblowing-policy.docx
Working Time Policy	Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	Contact us
Physical resources		
Management of the authority's land and property assets, including environmental / sustainability reports		Contact us
Estate development plans		Contact us
Maintenance arrangements		Contact us
Information Resources		
Information Communication & Technology Policy	The purpose of this policy is to ensure that employees understand the way in which Information Technology, including Electronic mail (email), the Internet and Computer equipment should be used in the organisation. It aims to ensure that IT is used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.	Contact us
Information governance / asset management policies and procedures, information asset list		Contact us
Knowledge management policies and procedures		Contact us
List of statistical information published		Contact us

by the authority		
Freedom of information policies and procedures		https://eastayrshireleisure.com/about-us/freedom-of-information-requests/ Contact us
Data protection or privacy policy		https://eastayrshireleisure.com/media/2081/data-protection-policy.pdf https://eastayrshireleisure.com/privacy-policy/
Records Management Policy	Outlines our policy on record management.	Contact us
Retention Schedule	Details what documents we keep for how long and by whom.	Contact us
Health & Safety		
Health & Safety Policy and procedures	Health and safety policies and procedures for East Ayrshire Leisure.	https://eastayrshireleisure.com/media/2589/health-safety-wellbeing-policy.doc
Risk Assessments	Details of risk assessment carried out for East Ayrshire Leisure's venues.	Contact us
Accident Statistics	Statistical detail of accidents and incidents at venues in East Ayrshire Leisure.	Contact us
Normal Operating Procedures	Normal Operating procedures for East Ayrshire Leisure's venues.	Contact us
Emergency Action Plans	Emergency Action Plans for East Ayrshire Leisure's venues.	Contact us
Physical Resources		
Land and property holdings	Description of East Ayrshire Leisure's land and property holdings.	Contact us
Environmental reports	Details of reports on environmental issues e.g. sustainability, energy usage, carbon footprint etc.	Contact us
Facility Maintenance & Asset Management		
Asset Management Policy	Details East Ayrshire Leisure's asset management plans and maintenance regime	Contact us

Facility Maintenance Plan	Details East Ayrshire Leisure's facility maintenance plans	Contact us
Asbestos Policy Management Plan	East Ayrshire Leisure's policy and procedures for managing asbestos; details an effective organisational means for controlling the risk to health from asbestos within properties owned by East Ayrshire Council but managed by East Ayrshire Leisure.	Contact us
Energy Awareness	Details staff responsibilities for good practice to reduce energy usage	https://eastayrshireleisure.com/media/2378/eal-strategic-vision-2020-2030-final.pdf https://eastayrshireleisure.com/media/2546/corporate-delivery-plan-progress.docx
Energy Efficiency Review	Details East Ayrshire Leisure's policy on managing energy usage and promoting energy efficiency.	https://eastayrshireleisure.com/media/2378/eal-strategic-vision-2020-2030-final.pdf https://eastayrshireleisure.com/media/2546/corporate-delivery-plan-progress.docx
<i>Employee Relations</i>		
Agreement with Trade Unions	Details agreements with Trade Unions	Contact us
Staff Representative Group Approved Minutes	Approved minutes (redacted) of Staff Reps Group	Contact us

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	East Ayrshire Leisure's procurement policy.	Currently adopt East Ayrshire Council policy: https://www.east-ayrshire.gov.uk/BusinessAndTrade/Procurement/Procurement.aspx
Invitations to tender	Details of invitations to tender	https://www.east-ayrshire.gov.uk/BusinessAndTrade/Procurement/Procurement-opportunities.aspx
Register of Contracts	Details of East Ayrshire Leisure's contracts which have gone through formal tendering, including contractor and value.	https://www.east-ayrshire.gov.uk/Resources/PDF/P/Procurement/East-Ayrshire-Council-Contract-Register.pdf
Become a Service Provider	East Ayrshire Council Procurement: Small and Medium Enterprises Guidance Procedure provides information on how we intend to maximise opportunities for Small and Medium Enterprises (SMEs) to participate in local government procurement exercises	https://www.east-ayrshire.gov.uk/BusinessAndTrade/Procurement/Supplier-engagement-and-development.aspx

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
External Reports – Annual Report	Annual report and audited financial statements.	https://eastayrshireleisure.com/about-us/document-library/
Key Performance Indicators	Information on East Ayrshire Leisure’s key performance indicators and performance against them.	Within East Ayrshire Leisure Performs reports, contained within minutes: https://eastayrshireleisure.com/about-us/document-library/
Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended		Contact us
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended		Contact us

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
Creative Burns	ISBN0-9550546-2-4 Accompanied Creative Burns exhibition – an innovative exhibition that maximised both our own collections and that of others in the sector to tell the story of Burns.	Dean Castle Country Park visitor Centre
South by South West	ISBN 978-0-9550546-1-7 Book to accompany the exhibition bringing together for the first time the history of fine art in the region.	Dean Castle Country Park visitor Centre
Ayrshire Innovators	ISBN 0-9550546-3-x Accompanied exhibition featuring collections from East & North Ayrshire Councils, National Museums Scotland and private owners	Dean Castle Country Park visitor Centre
1839: A Gothic Adventure	ISBN 978-0-9550546-4-8 The book tells the story of the Eglinton tournament and places it within the context of the Gothic Revival of the period.	Dean Castle Country Park visitor Centre
Look: Collection focus on Fine Art	ISBN:0-9550546-0-5 Focus on fine art collection. The paintings featured formed the launch exhibition for the Fine Art Collection Gallery at the Dick Institute during 2005	Dean Castle Country Park visitor Centre

CLASS 9: OUR OPEN DATA

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
The authority's open data publication plan		The Leisure Trust does not hold any information in this area
Open data sets and their metadata, or links to where they are accessible		The Leisure Trust does not hold any information in this area