

FREEDOM OF INFORMATION GUIDE TO INFORMATION
GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL
PUBLICATION SCHEME 2018

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1	12/03/2014	New document	Jill Franks Sport Aberdeen Board March 2013
1A	07/04/2014	3 – Change of date of expiry date of Guide to Information	Jill Franks
2	30/4/2015	Title and Footer to reflect Model Publication Scheme 2018	Corporate Governance Committee, 8 th May 2015
3	25/10/2017	Title, footer and contents throughout to reflect Model Publication Scheme 2018	Corporate Governance Committee, 3 rd November 2017
	25/10/2017	Glossary added	Jill Franks

	25/10/2017	Change of company address and telephone numbers throughout	
	25/10/2017	Deletion of references to Hazlehead Pool and Kincorth Pool (p6)	
	25/10/2017	Class 3 information – added requirement for Environmental Impact Assessment Reports to be published	
	25/10/2017	Class 6 information – added requirement for arrangements under new Scottish Procurement Regulations etc to be published	
	25/10/2017	Class 7 information – added requirement to publish mainstream equality reports and employee and board equality monitoring reports under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.	
4	30/11/2018	Title and Footer to reflect Model Publication Scheme 2018	Jill Franks. Corporate Governance Committee, 1 st February 2019
	30/11/2018	Updated facility lists to include current facilities leased to Sport Aberdeen, including additions of Adventure Aberdeen premises and Aberdeen Snowsports Centre	

	30/11/2018	Updated DPA 2018	
	30/11/2018	Updated hyperlinks	

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TERMS USED

Term Used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
The Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification Form	The form an authority must submit to the Commissioner of its adoption of the MPS

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.

Sport Aberdeen is subject to the Act because it is a “publicly-owned company”, as defined in section 6 of the Act. Sport Aberdeen is wholly owned by Aberdeen City Council.

Sport Aberdeen has adopted the **Model Publication Scheme 2018** which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2019.

You can see this scheme on our website at www.sportaberdeen.co.uk. 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 2018, 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 Sport Aberdeen in relation to each class in the Model Publication Scheme 2018;
- 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; and
- 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 Sport Aberdeen

Sport Aberdeen was set up by Aberdeen City Council. Further information regarding Aberdeen City Council is available at www.aberdeencity.gov.uk.

Sport Aberdeen was incorporated on 7/11/2008 as a Private Company Limited by Guarantee and Not Having a Share Capital. Its company registration number is SC350981.

It is also a Scottish Registered Charity, Scottish Charity Registration Number SC040973, and regulated by the Office of the Scottish Charity Regulator (OSCR), www.oscr.org.uk .

Sport Aberdeen is governed by its Memorandum and Articles of Association which determine its operation and its governance arrangements. The Company’s Objects are as follows:

“To promote the benefit of the inhabitants of Aberdeen and its environs, without distinction of sex, sexuality, political, religious or other opinions, by association with the local statutory authorities, voluntary organisations and inhabitants in order to:

1. Advance public participation in sport;
2. To provide facilities, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved;
3. Advance education;
4. Advance community development;
5. Advance the arts, heritage and culture; and / or
6. To advance such similar charitable purpose as the directors may determine from time to time.

Without prejudice to the foregoing generality, the Company is established:

1. To provide, or assist in the provision of, indoor and outdoor sporting, recreational and / or leisure facilities, at reasonable cost to the public in, or in connection with, the Local Authority area of Aberdeen City Council and other parts of Scotland in the interests of social welfare and in order to improve the conditions of life of the public in Aberdeen and other parts of Scotland; and
2. To promote use of the Facilities by members of the public by providing, or procuring the provision of, education, instruction, training and coaching in the sports available at the facilities and generally to encourage the wider use of the facilities by residents of, and visitors to, Aberdeen and Scotland.

Sport Aberdeen manages the following facilities under the terms of a contract with Aberdeen City Council:

Swimming Pools

Bridge of Don Pool
Bucksburn Pool
Tullos Pool

Golf Courses

Hazlehead Golf Courses (2 x 18 Hole, 1 x 9 Hole,)
Balnagask Golf Course
Kings Linx Golf Course (1 x 18 Hole, 1 x 6 Hole)

Community Sports Centres

Get active @ Jesmond
Kincorth Sports Centre
Peterculter Sports Centre
Get active @ Sheddocksley Sports Centre
Alex Collie Gymnastics Performance Centre
Torry Youth and Community Centre
Get active @ Beacon Centre
Cults Community Sports Centre

Get active @ Lochside

Leisure Centre

Beach Leisure Centre

Ice Skating Centre

Link Ice Arena

Tennis Centre

Aberdeen Tennis Centre

Adventurous and Outdoor Activities

Kingswells Centre

Cromdale Centre, Aberdeen

Aberdeen Snowsports Centre

Football Pavilions and Pitches

The Jack Wood Pavilion (Inverdee Outdoor Sports Centre)

The Joe Peterson Pavilion (Hazlehead Outdoor Sports Centre)

Aulton Pavilion

Queens Links Outdoor Pitches (adjacent to the Linx Ice Arena)

3G Pitches

Dyce Academy

Northfield Pool

Cults Sports Centre

Bucksburn Academy

Sports Centres

Westburn Outdoor Sports Centre

Ruthrieston Outdoor Sports Centre

Albury Outdoor Sports Centre

Northfield Outdoor Sports Centre

Torry Outdoor Sports Centre

Sport Aberdeen also provides the following services as part of its contract with Aberdeen City Council:

- Active Schools;
- Active and Healthy Communities;
- Lettings for school and community facilities;
- City-wide Coached Programmes, including Aquatics, tennis, ice disciplines and gymnastics;
- Events, including the City of Aberdeen Baker Hughes 10K Running Festival, and a Community Aberdeen Sports Awards Event; and

- Management of Grounds Maintenance Services for outdoor pitches.

Section 3: Accessing Information Under the Scheme

Principle One: Availability and Formats

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:

Freedom of Information Service, Performance and Planning Division, Sport Aberdeen, Broadfold House, Broadfold Road, Aberdeen, AB23 8EE.

Tel: 01224 507744

sa-foi@sportaberdeen.co.uk www.sportaberdeen.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 Freedom of Information Service, Performance and Planning Division, Sport Aberdeen, Broadfold House, Broadfold Road, Aberdeen, AB23 8EE.

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

Principal Two: Exempt Information

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 2018 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

Principal Four: Charges

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 electronic media. Charges will reflect the actual costs to Sport Aberdeen 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	20p
A3	40p

Alternative Formats

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Format	Charge
Computer Discs	£1.00 per CD-ROM £5.00 - £20.00 for memory stick, depending on the amount of information required

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

Principle Three: Copyright and Re-use

Where Sport Aberdeen 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 Sport Aberdeen does not hold copyright on information we publish, we will make this clear.

Section 7: Records Management Policy

Principle Six: Duration

Sport Aberdeen 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. Sport Aberdeen's Records Management Policy can be found in "Section 10 Classes of Information" - Class 5.

Section 8: Contact Details for Enquiries, Feedback and Complaints

Principle Five: Advice and Assistance

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2018, 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; and
- other ways in which our guide to information can be improved.

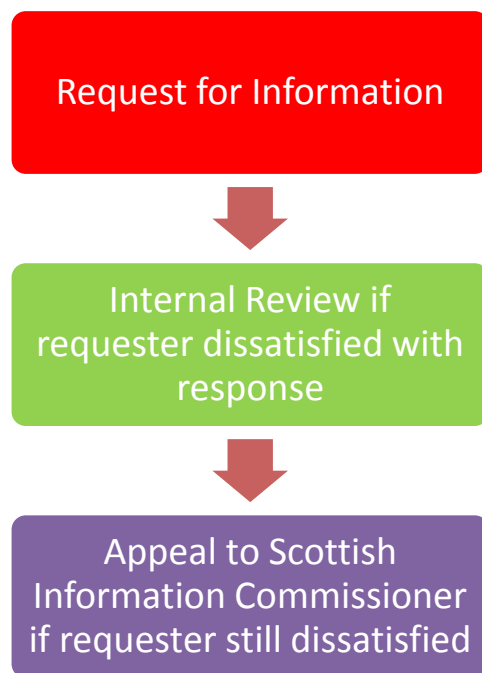
Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide, then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged or responded to within 5 working days of receipt and we will respond in full within twenty working days, where an investigation is required.

You have legal rights to access information under the Model Publication Scheme 2018 (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.

¹ Verbal requests for environmental information carry similar rights
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The Commissioner's website has a guide to this three-step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
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:

Freedom of Information Service
Performance and Planning Division
Sport Aberdeen
Broadfold House
Broadfold Road
Aberdeen
AB23 8EE
Tel: 01224 507744
Email: sa-foi@sportaberdeen.co.uk
Website: www.sportaberdeen.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 2018 (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 2018 (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 2018 (and described in this Guide), please write to:

Freedom of Information Service
Performance and Planning Division
Sport Aberdeen
Broadfold House
Broadfold Road
Aberdeen
AB23 8EE
Tel: 01224 507744
Email: sa-foi@sportaberdeen.co.uk
Website: www.sportaberdeen.co.uk

Charges for information which is not available under the scheme:

The charges for information which is available under Sport Aberdeen 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 Sport Aberdeen of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p 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 Sport Aberdeen;
- 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; and
- Class 9: Our open data.

CLASS 1: ABOUT SPORT ABERDEEN		
Class description:		
Information about Sport Aberdeen, 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
About Us		
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.	http://www.sportaberdeen.co.uk/aim-vision-values
Contact Details	Contact details of all our venues and of our head/principal offices.	http://www.sportaberdeen.co.uk/Pages/Category/Venues
Organisational Chart	Details the organisational structure of Sport Aberdeen.	www.sportaberdeen.co.uk/our-leadership-team
Our Board	Details who our Board are and what they do, plus names of Board members	http://www.sportaberdeen.co.uk/our-board

CLASS 1: ABOUT SPORT ABERDEEN		
Class description: Information about Sport Aberdeen, 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
Charitable Trust & Objectives	Information on Sport Aberdeen's charitable status	https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC040973
Articles of Association – Memorandum and Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	On request
Company Governance – Financial Regulations, Financial Procedures, Risk Register, Directors Code of Conduct, Directors Declaration of Interest Register,	Details of Sport Aberdeen's corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information.	Financial Procedures Financial Regulations Risk Register Governance Structure Directors Declaration of Interest Register Written request Directors Code of Conduct
Committee Roles & Remits Board and Committee Terms of Reference	Roles and remits of our committees and subcommittees.	Finance and Resources Committee Terms of Reference http://www.sportaberdeen.co.uk/images/FOI/FRC_Terms_of_Reference.pdf HROD Committee Terms of Reference Business Development Committee Terms of Reference Property and Asset Management Committee
News	News about Sport Aberdeen e.g. news releases, newsletters.	http://www.sportaberdeen.co.uk/latest-news

CLASS 1: ABOUT SPORT ABERDEEN		
<p>Class description: Information about Sport Aberdeen, who we are, where to find us, how to contact us, how we are managed and our external relations.</p>		
The information we publish under this class includes:	Description	How to access it/details of any charges
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.	www.oscr.org.uk www.companieshouse.gov.uk www.aberdeencity.gov.uk
<i>External relations and working with others</i>		
Partnership Agreements and Strategic Agreements with other organisations. Funding and Services Agreement	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.	Funding and Services Agreement between Aberdeen City Council and Sport Aberdeen - Funding and Services Agreement: http://www.sportaberdeen.co.uk/financial-policies - Index http://www.sportaberdeen.co.uk/images/FOI/00_-_index.pdf - Transfer Agreement http://www.sportaberdeen.co.uk/images/FOI/01_-_transfer_agreement.pdf - Funding and Service Agreement http://www.sportaberdeen.co.uk/images/FOI/02_-_funding_and_service_agreement.pdf

CLASS 1: ABOUT SPORT ABERDEEN		
<p>Class description: Information about Sport Aberdeen, who we are, where to find us, how to contact us, how we are managed and our external relations.</p>		
The information we publish under this class includes:	Description	How to access it/details of any charges
		<ul style="list-style-type: none"> - Variation to Funding and Service Agreement - written request - Licence to use Moveable Assets <p>http://www.sportaberdeen.co.uk/images/FOI/04_-_licence_to_use_moveable_assets.pdf</p>
<i>Information on rights, how to make a request</i>		
How to complain or make a comment Customer Complaints Policy	How to complain or make a comment e.g. complaints policy and contact details.	www.sportaberdeen.co.uk/contact
How to make a freedom of information request Freedom of Information Policy	How to request information, contacts details for FOI section/unit.	Guide to Information
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by Sport Aberdeen about you.	Written request
Model Publication Scheme 2018	Sport Aberdeen has adopted the Scottish Information Commissioner's Model Publication Scheme 2018.	http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.aspx
Guide to Information	Sport Aberdeen's Guide to Information it makes available under the Model Publication Scheme 2018.	Guide to Information

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
Our Venues	Our venues, contact details & facilities	http://www.sportaberdeen.co.uk/alex-collie
Our Venues Opening Hours	Opening hours of our venues	http://www.sportaberdeen.co.uk/beach-leisure-centre
Venue Timetables and Programmes	Information about the timetables and programmes in each venue showing what's on e.g. fitness class timetables, shows/performances, events/exhibitions etc.	http://www.sportaberdeen.co.uk/beacon-centre http://www.sportaberdeen.co.uk/cults
Activities	Details of all activities offered within Sport Aberdeen's venues, including venue hire	http://www.sportaberdeen.co.uk/jesmond http://www.sportaberdeen.co.uk/kincorth http://www.sportaberdeen.co.uk/linx-ice-arena http://www.sportaberdeen.co.uk/peterculter http://www.sportaberdeen.co.uk/sheddocksley http://www.sportaberdeen.co.uk/torry http://www.sportaberdeen.co.uk/westburn-tennis-centre http://www.sportaberdeen.co.uk/balnagask http://www.sportaberdeen.co.uk/hazlehead http://www.sportaberdeen.co.uk/kings-links http://www.sportaberdeen.co.uk/bridge-of-don http://www.sportaberdeen.co.uk/bucksburn http://www.sportaberdeen.co.uk/hazlehead-sp

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES		
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>		
The information we publish under this class includes:	Description	How to access it/details of any charges
		http://www.sportaberdeen.co.uk/kincorth-sp http://www.sportaberdeen.co.uk/northfield http://www.sportaberdeen.co.uk/tullos
Coached Programmes	Information on courses available to the public e.g. coaching, workshops and classes.	Venues - http://www.sportaberdeen.co.uk/training-opportunities Aquatics - http://www.sportaberdeen.co.uk/aquatics
Memberships	Details of all the membership products available and how to join.	http://www.sportaberdeen.co.uk/about-memberships http://www.sportaberdeen.co.uk/images/Memberships_table_download_v2.pdf
Bookings	Details of how to make bookings, including links to online booking system, booking forms, box office details.	http://sportaberdeen.co.uk/booking-system
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection Policy, Safe Swim Guidelines, Health and Safety, Equality, Sustainability etc.	Health & Safety http://www.sportaberdeen.co.uk/images/FOI/Health_and_Safety_Policy_v4_Final_March_2015.pdf Child Protection Policy - written request

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
		<p>Under 8's Admission Policy - written request</p> <p>Protecting Vulnerable Groups - http://www.sportaberdeen.co.uk/images/FOI/PROTECTING_VULNERABLE_GROUPS_PVG.pdf</p>
Pricing/Charges	Details of current charges for Sport Aberdeen, including concession schemes and eligibility criteria.	<p>Timetables - http://www.sportaberdeen.co.uk/timetable</p> <p>Price Lists - http://www.sportaberdeen.co.uk/pricelist</p>
How to access our services	Information on how to access services e.g. for people with disabilities.	http://www.sportaberdeen.co.uk/images/FOI/Website_Information_for_Disabled_Customers.pdf
Jobs at Sport Aberdeen	Our current vacancies	http://www.sportaberdeen.co.uk/employment-current-vacancies
Sport Aberdeen Business Plan 2018/19 – 2020/21	3-year business plan setting out the overall vision and objectives for the company. (Note version is redacted removing sensitive commercial information).	www.sportaberdeen.co.uk/redactedbusiness-plan

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
Board/Committee Agendas	The agendas for our Board/Committee Meetings by month.	Written request
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.	Written request
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.	Written request
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. However, you still have the right to ask for these under the Act.	Full details on written request
Environmental Impact Assessment Reports	Environmental Impact Assessment Reports undertaken in accordance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Written requests
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority.	Written request

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.	http://sportaberdeen.co.uk/annualreports-accounts
Auditors Report	Audited annual statements.	Written request
Activity Prices	List of current prices/charges for activities in each venue.	Timetables - http://www.sportaberdeen.co.uk/timetable Price Lists - http://www.sportaberdeen.co.uk/pricelist
Expenses Policy & Procedures	Our policy on expenses.	http://www.sportaberdeen.co.uk/financial-policies
Pay & Grading Structure	Pay & grading structure for Sport Aberdeen staff.	http://www.sportaberdeen.co.uk/images/FOI/Pay_Rates.pdf
Senior Staff/Board Member expenses	Details of senior staff/board member expenses	Written request
Board member remuneration	Board member remuneration, other than expenses.	Written request
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy, finance manual.	Sport Aberdeen Reserves Policy Bad Debt Management Policy
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.	Written request

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
Human Resources – Current Policies	List of all HR policies in Sport Aberdeen which are currently in use, and details of how to access them.	
Access to Personal Files Policy	Outlines the policy for staff access to personal files.	Employee Handbook
Alcohol Drugs & Substance Abuse Policy	Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.	Employee Handbook
Attendance Management Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	Employee Handbook
Career Break Policy	Outlines the policy for employees to take a break from paid employment, which could be to deal with personal responsibilities or for other personal reasons.	Employee Handbook
Data Protection Policy	This policy details how personal information about employees and customers will be kept and processed by Sport Aberdeen. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	Employee Handbook
Disciplinary Policy	Outlines the Disciplinary procedures to help and encourage all employees to improve, achieve and maintain required standards of conduct whilst ensuring that all employees are treated fairly, consistently, and without discrimination.	Employee Handbook
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. Sport Aberdeen also complies fully with the Data Protection Act	Employee Handbook

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
	2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.	
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.	Employee Handbook
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.	Employee Handbook
Flexible Working	This policy explains the different types of working arrangements that are in place in Sport Aberdeen and sets out the framework to use for requests to work flexibly.	Employee Handbook
Further & Higher Education Support Policy	The purpose of the policy is to ensure that employees requesting support to undertake further and higher education qualifications are aware of the application process and that they understand the criteria for approval of support.	Employee Handbook
Hospitality Policy	This policy details the standards required by Sport Aberdeen where employees are offered hospitality, goods or other benefits through the performance of their duties.	Employee Handbook
HR Strategy	Sport Aberdeen Human Resources strategy.	Employee Handbook
Information Communication & Technology Policy	The purpose of this policy is to ensure that employees of Sport Aberdeen 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	Employee Handbook

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
	used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.	
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	Employee Handbook
Long Service Awards Policy	This policy outlines the criteria for long service and the steps that managers should take to implement the long service award for eligible employees.	Employee Handbook
Managing Smoking Policy	This policy ensures that Sport Aberdeen complies with “The Smoking, Health and Social Care (Scotland) Act 2005” and “The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006”	Employee Handbook
Mobile Phone Policy	This policy clarifies the responsibilities of employees and Sport Aberdeen in managing the use of “insert organisation’s name” mobile communication devices.	Employee Handbook
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	Employee Handbook
Pension Regulations Policy	Policy Statement Regarding Local Government Pension Scheme (Administration) (Scotland) Regulations 2008	Written request
Recruitment & Selection Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	Employee Handbook
Redundancy Policy	Outlines the process of dismissal of employees through redundancy.	Employee Handbook
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”.	Employee Handbook

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
Resolution of Difference Policy	Outlines the procedures for resolving a difference between staff.	Employee Handbook
Retirement Policy	Explains policy on retirement.	Employee Handbook
Special Leave of Absence Policy	Outlines how Sport Aberdeen 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.	Employee Handbook
Stress Policy	This policy explains the action we are taking as an employer with regard to stress related problems in the workplace.	Employee Handbook
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.	Employee Handbook
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.	Employee Handbook
Training & Development Policy	Details how Sport Aberdeen 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.	Employee Handbook
Travel & Expenses Policy	Details how Sport Aberdeen will reimburse reasonable expenses incurred by employees while on authorised business.	Employee Handbook
Volunteering Policy	Details Sport Aberdeen's policy on engaging volunteers, and how to become a volunteer.	Written request
Whistleblowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at Sport Aberdeen.	

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
Working Time Policy	Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	Written request
Poor Performance Policy	Sets out the policy for dealing with poor performance at work.	Employee Handbook
Sickness Absence Policy	Sets out the policy for managing sickness absence.	Employee Handbook
Grievance Policy	Sets out the policy for dealing with grievances within the workplace.	Employee Handbook
Harassment Policy	Sets out the policy for dealing with harassment in the workplace.	Employee Handbook
Equal Pay Policy	Sets out the policy for ensuring Sport Aberdeen complies with all aspects of the Equal Pay Act.	Employee Handbook
Dignity at Work Policy	Sets out the policy for ensuring dignity for all at work.	Employee Handbook
Maternity Policy	Sets out the arrangements in place covering maternity leave and ensuring Sport Aberdeen complies with all requirements.	Employee Handbook
Paternity Leave Policy	Sets out the arrangements in place covering paternity leave and ensuring Sport Aberdeen complies with all requirements.	Employee Handbook
Adoption Leave Policy	Sets out the arrangements in place covering adoption leave for Sport Aberdeen Staff adopting children.	Employee Handbook
Bereavement Policy	Sets out the policy and detailed arrangements for dealing with staff affected by bereavement.	Employee Handbook
Anti-Bribery Statement	Sets out the policy with regards to anti-bribery arrangements.	Employee Handbook

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
Employee Handbook	Sets out the detailed policies arrangements for all employees.	Employee Handbook
Information Resources		
Records Management Policy	Outlines our policy on record management.	Records Management Policy
Sport Aberdeen Records Retention Policy	Details what documents we keep for how long and by whom.	Records Management Policy
Freedom of Information Procedures	Procedures & Guidance for Staff	Freedom of Information
ICT strategy/policy	Details of our policy for managing ICT.	Employee Handbook
Health & Safety		
Health & Safety Policy and procedures	Health and safety policies and procedures for Sport Aberdeen.	Health and Safety Policy
Risk Assessments	Details of risk assessment carried out for Sport Aberdeen venues.	Written request
Accident Statistics	Statistical detail of accidents and incidents at venues in Sport Aberdeen.	Written request
Normal Operating Procedures	Normal Operating procedures for Sport Aberdeen's venues.	Written request
Emergency Action Plans	Emergency Action Plans for Sport Aberdeen's venues.	Written request
Physical Resources		
Pool Water Management	Details of our policies and procedures for pool water management.	Written request
Employee Relations		

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
Agreement with Trade Unions	Details agreements with Trade Unions	http://www.sportaberdeen.co.uk/images/FOI/TRADE_UNION_RECOGNITION_AGREEMENT.pdf

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	Sport Aberdeen's procurement policy, including references to the Procurement Reform (Scotland) Act 2014, the Procurement Reform (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015.	http://www.sportaberdeen.co.uk/financial-policies
Contracts	Details of Sport Aberdeen let contracts which have gone through formal tendering, including contractor and value.	Written request
Contract Register	Contract register for contracts awarded through formal tendering, including name of supplier, period of contract and value	Contract Register
Public Contract Scotland	Links to procurement information published by the authority on Public Contracts Scotland website	https://www.publiccontractsscotland.gov.uk/Authority/Authdetails/authority_reconfirm.aspx?ReturnURL=

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 Sport Aberdeen key performance indicators and performance against them.	Written request
Audits & Inspections	Reports from audits and inspections.	Written request
Annual Performance Report	Annual report and audited financial statements.	http://www.sportaberdeen.co.uk/annual-reports-accounts
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Surveys page: http://www.sportaberdeen.co.uk/surveys
Sickness Absence Statistics	Breakdown of sickness absence statistics	Written request
Equality Report	Mainstream equality reports produced under the Equality Act 2010 (specific Duties) (Scotland) Regulations 2012, as amended	Written request
Equality Report	Employee and board equality monitoring reports produced under the Equality Act 2010 (specific Duties) (Scotland) Regulations 2012, as amended	Written request

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
Sport Aberdeen does not hold or publish any information under this class.	Not applicable	Not applicable

CLASS 9: OUR OPEN DATA

Class description:

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

The information we publish under this class includes:	Description	How to access it/details of any charges
<p>At present Sport Aberdeen does not have an Open Data Publication Plan.</p> <p>No open data is available.</p>		<p>Not applicable</p>