



 sport aberdeen
Charity no SC040973

Guide to Information

Issue 5, July 2026

 aquatics
aberdeen

 ice
aberdeen

 golf
aberdeen

 tennis
aberdeen

 adventure
aberdeen

 gymnastics
aberdeen

 get active
aberdeen

 community
sport

 active
lifestyles

Contents

	Page
Glossary of Terms	2
1 Introduction	3
2 About Sport Aberdeen	3
3 Accessing Information Under the Scheme	3
4 Information That We May Withhold	4
5 Our Charging Policy	5
6 Our Copyright Policy	6
7 Our Records Management Policy	6
8 Contact Details for Enquiries, Feedback and Complaints	7
9 How to Access Information Which is Not in the Guide	8
10 Classes of Information	11

Glossary of Terms

Term	Definition
FOISA	The Freedom of Information (Scotland) Act 2002. It provides a legal right for anyone to access recorded information held by Scottish public authorities, subject to certain exemptions.
EIRs	The Environmental Information (Scotland) Regulations 2004. These give a separate right of access to environmental information held by public authorities.
Publication Scheme	A legal requirement under FOISA for public authorities to proactively publish information, specifying what information is available and where it can be accessed.
Guide to Information	A document produced by the authority explaining what information is available under the publication scheme and how to access it.
Personal Data	Information relating to an identified or identifiable individual, which is protected under the Data Protection Act 2018 and UK GDPR.

1 Introduction

- 1.1 The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to adopt and maintain a publication scheme approved by the Scottish Information Commissioner. A publication scheme explains the classes of information that are routinely available, how the information can be accessed, and whether any charges apply.
- 1.2 Sport Aberdeen has adopted the Scottish Information Commissioner's Model Publication Scheme. This guide to information explains what information Sport Aberdeen publishes or makes available, how to access it, how to ask for information that is not published, and how to request advice and assistance.
- 1.3 The Environmental Information (Scotland) Regulations 2004 provide a separate right of access to environmental information. This guide will include any environmental information that Sport Aberdeen routinely makes available.

2 About Sport Aberdeen

- 2.1 Sport Aberdeen is a charitable leisure trust and publicly owned company wholly owned by Aberdeen City Council. We manage and deliver sport, physical activity and leisure services across Aberdeen. As a publicly owned company under section 6 of FOISA, Sport Aberdeen is subject to FOISA and must adopt and maintain a publication scheme.
- 2.2 Further information about Sport Aberdeen, including our legal status, governance arrangements, charitable objectives, board, contact details and external relationships, is set out in Section 10, Class 1: About Sport Aberdeen.

3 Accessing Information Under the Scheme

3.1 Principle One: 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 detail on the information available under each class and how it may be accessed. If you are having trouble finding a document in our guide, please contact the Access to Information Service using the details in Section 8.

3.1.1 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.

3.1.2 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. Please request this using the contact details in Section 8.

3.1.3 By phone:

Wherever reasonably possible, information in the guide will be available in hard copy form e.g. paper copies. Hard copies can be requested from us by phone using the contact details in Section 8. Please note that requests for information not available under this guide normally need to be made in writing or another recordable format, such as email or social media message. Verbal requests for environmental information can be handled under the EIRs.

3.1.4 By post:

You can also request hard copies of any information in the guide by post using the details in Section 8.

When writing to us to request information available under this scheme, please include your full name, address, full details of the information and 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 or email address so we can telephone you to clarify any details if necessary.

3.1.5 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.

3.1.6 Advice and assistance:

We will provide reasonable advice and assistance to help you identify the information you want to access.

3.1.7 Exempt information:

We will publish, or make available, the information we hold that falls within the classes of information in Section 10, unless the information is exempt under FOISA or excepted under the EIRs.

4 Information That We May Withhold

Principle Two: Exempt Information

- 4.1** Information covered by this guide will normally be available through our website or provided following a request. Before publication or release, information may be reviewed to identify whether anything needs to be redacted or withheld. This may include personal data, confidential information, commercially sensitive information, security information, or other information that cannot lawfully be disclosed. We will only redact or withhold information where this is permitted under FOISA, the EIRs or data protection legislation.
- 4.2** Our aim in adopting the Commissioner's Model Publication Scheme, produced and approved in 2018 and updated in March 2021, and 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. Information will only be withheld where FOISA, or in the case of environmental information the EIRs, expressly permits it.
- 4.3** Information may be withheld, for example, when 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.
- 4.4** 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.
- 4.5** Where information falls within one of the Model Publication Scheme classes but cannot be published in full, we will consider whether a redacted version can be published. Where appropriate, the relevant class table will explain that information is held but not routinely published and give a brief reason.

5 Our Charging Policy

Principle Four: Charges

- 5.1** Unless otherwise stated in Section 10, 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 to supply the information to you, e.g. photocopying and postage as set out below. There is no charge to view information on our website or at our premises.

In the event 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.

5.2 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.

5.3 Photocopying

Size of Paper	Black and white – pence per sheet	Colour - pence per sheet
A4	10p	20p
A3	20p	40p

5.4 Alternative Formats

Format	Charge
Removable storage device, where required	Charged at actual cost, agreed with the requester before the information is provided.

Postage Costs

- 5.5 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.

6 Our Copyright Policy

Principle Three: Copyright and Re-use

- 6.1 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 material is identified

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

7 Our Records Management Policy

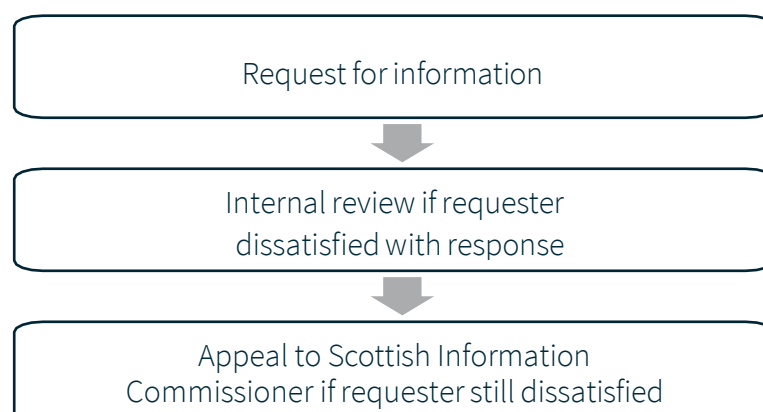
Principle Six: Duration

- 7.1 Sport Aberdeen regards its records as a major company asset. Records support effective governance, business delivery and legal compliance, including compliance with access to information legislation. Sport Aberdeen's records management policy is under review and the guide to information will be updated following approval of the revised policy.

8 Contact Details for Enquiries, Feedback and Complaints

Principle Five: Advice and Assistance

- 8.1 FOISA requires us to review our publication scheme from time to time. As we have adopted the Commissioner's Model Publication Scheme, we will review this guide to information periodically. We welcome feedback on how we can develop the guide further. If you would like to comment on any aspect of it, please contact us.
- 8.2 You may, for example, wish to tell us about:
- Other information you would like to see included in the guide
 - Whether you find the guide easy to use
 - Whether you found the guide useful
 - Whether our staff were helpful, and
 - Other ways in which our guide could be improved.
- 8.3 Our aim is to make our guide 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 to resolve your complaint as quickly as possible.
- 8.4 Any complaint will be acknowledged or responded to within 5 working days of receipt, and we will respond in full within 20 working days where an investigation is required.
- 8.5 Complaints about the handling of personal data, including complaints about subject access requests, should be sent to customerfeedback@sportaberdeen.co.uk. We will acknowledge and review data protection complaints and advise individuals of the outcome. If someone remains dissatisfied, they may complain to the Information Commissioner's Office.
- 8.6 You have legal rights to access information under the Model Publication Scheme, as described in this guide to information. If you are dissatisfied with our response to your request, you have the right to ask us to review our decision. We will respond to requests for review within 20 working days. If you remain dissatisfied after the review, you can appeal to the Scottish Information Commissioner.



- 8.7 The Commissioner's website has a guide to this three-step process, and they operate an enquiry service on Monday to Friday 9am to 5pm.

The office can be contacted as follows:

Post:

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

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info/yourrights

- 8.8 All enquiries, feedback and complaints relating to this guide, or any other aspects of freedom of information, data protection and the EIRs should be directed to:

Post:

Access to Information Service,
Customer and Corporate Support Team
Sport Aberdeen
4th Floor, The Bridge
Kings Way, Bridge of Don
Aberdeen, AB23 8BL

Tel: 01224 507721

Email: sa-foi@sportaberdeen.co.uk for freedom of information requests

dataprotection@sportaberdeen.co.uk for subject access requests

- 8.9 The Customer and Corporate Support Manager is responsible for coordinating updates to this guide. Managers are responsible for notifying the Customer and Corporate Support Team when information within their service area should be added, updated, removed or reviewed for publication.

9 How to Access Information Which is Not in the Guide

- 9.1 If the information you are seeking is not available through the Model Publication Scheme in this guide, you may request it from us.

- 9.2 The Act provides 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 that we hold. If the information you have requested is already available through our publication scheme, or otherwise publicly accessible, we will direct you to where it can be obtained. You do not need to mention the Freedom of Information (Scotland) Act 2002 when making a request for information.

If you wish to request information that we hold but which is not available under the Model Publication Scheme, please contact the Access to Information Service using the details in Section 8.

We will respond to requests for information promptly and within 20 working days (or up to 40 working days for complex environmental information requests where permitted) of receiving a valid request, in line with the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

We recognise that requests for information may be made via our official social media channels (Facebook, X, LinkedIn and Instagram). A request made via social media must include the requester's full name and a contact email or postal address to be valid. When a request does not meet these requirements, we will provide advice and assistance to help the requester submit a valid request. For clarity, routine enquiries received via social media will normally be handled as standard customer service enquiries.

Anyone has the right to request information under the Freedom of Information (Scotland) Act 2002, including children and young people. We will consider all requests in the same way, regardless of the age of the requester. Where appropriate, we will provide advice and assistance to help children and young people make valid requests and understand the information we provide.

We recognise that some requests may be created using digital or automated tools, including artificial intelligence (AI). To help us respond effectively, we may ask you to make your request as clear and specific as possible. If a request is unclear or very broad, we may contact you to seek clarification or help you refine your request.

9.3 **Requests For Your Own Personal Data (Subject Access Requests)**

If you wish to request access to the personal information we hold about you, this is known as a Subject Access Request (SAR) and is handled under data protection legislation rather than Freedom of Information (Scotland) Act 2002. You can submit a subject access request by contacting us at dataprotection@sportaberdeen.co.uk.

We aim to respond to subject access requests within one month of receiving your request. Where we need to confirm your identity before releasing personal information, the timescale will begin once sufficient evidence has been received. In some cases, where requests are complex or involve large volumes of data, the response period may be extended by up to a further two months. We may also contact you to clarify your request if this will help us provide the information more efficiently.

To protect personal information, we may ask you to provide proof of identity before processing your request. Where a request is made for a child's personal data, we will need to be satisfied that the requester has parental responsibility or appropriate authority. We will also consider the child's age and ability to understand their own rights, and where appropriate, a child may exercise their own right of access to their personal data. In such cases, we may require the child's written consent if another person is acting on their behalf.

9.4 Charges for information which is not available under the scheme:

If you submit a request for information which is not available in this guide, the charges will be based on the following calculations in line with legislation.

- There will be no charge for an information request which costs £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 us for information that costs 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 the estimated cost of complying with a request exceeds £600, Sport Aberdeen is not required to comply with the request. In such cases, we will provide advice and assistance to help the requester refine their request where possible.
- 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 then 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.

9.5 Charges for environmental information:

Environmental information is provided under the EIRs rather than FOISA. 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. We will charge, in line with legislation, for locating retrieving and providing information to you e.g. photocopying and postage. 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. The fee must be paid within 60 working days of the notification of charge. If payment is not received within this time frame, we are no longer required to proceed with your request for information. 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 rate

9.6 Charges for requesting your own personal data:

When requesting your own personal data (subject access request) there is no charge under UK data protection regulations. We will provide a copy of the requested information free of charge.

10 Classes of Information

- 10.1 We publish, or make available, the information we hold that falls within the classes of the Scottish Information Commissioner's Model Publication Scheme, unless the information is exempt under FOISA, excepted under the EIRs, or cannot lawfully be disclosed under data protection legislation. Where information is not published, is available only on request, or is published in redacted form, we will explain this in the relevant class where appropriate. Once information is published under a class, we will normally 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

Information about Sport Aberdeen, who we are, where to find us, how to contact us, how we are managed and our external relations

Class 2: How we deliver our services and functions

Information about our work, our strategy and policies for delivering functions, services and information for our service users.

Class 3: How we take decisions and what we have decided

Information about the decisions we take, how we take decisions and how we involve others.

Class 4: What we spend and how we spend it

Information about our strategy for and management of financial resources

Class 5: How we manage our human, physical and information resources

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

Class 6: How we procure goods and services from external providers

Information about how we procure goods and services and our contracts with external providers.

Class 7: How we are performing

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

Class 8: Our commercial publications

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.

Class 9: Our open data

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

Some information is published directly on our website. Where information is marked as "available on request", this means it is held by Sport Aberdeen but is not currently published online. We will provide it where it can be disclosed and may redact or withhold information where this is permitted under FOISA, the EIRs or data protection legislation. We will continue to review whether information currently available on request should be published proactively where this is practical and in the public interest.

Classes of Information

The following class tables set out the information Sport Aberdeen publishes or makes available under the Model Publication Scheme. Where information is available online, a link is provided. Where information is available on request, requests should be sent to sa-foi@sportaberdeen.co.uk. Information may be reviewed before publication or release and may be redacted or withheld where this is permitted under FOISA, the EIRs or data protection legislation.

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
Organisation's purpose, mission statement, vision and values	Our purpose, vision and values / mission statement describes why we are here, where we are going & how do we deliver.	https://www.sportaberdeen.co.uk/
Contact details	Contact details and opening hours of all our venues and of our head office.	https://www.sportaberdeen.co.uk/venues
Organisational chart	Details the organisational structure of Sport Aberdeen.	www.sportaberdeen.co.uk/sport-aberdeen/our-leadership-team
Our board of directors	Details who our board are and what they do, plus names and biographies of our board members.	www.sportaberdeen.co.uk/sport-aberdeen/our-board-members https://www.sportaberdeen.co.uk/sport-aberdeen/our-board-members
Charitable trust and objective	Information regarding our charitable status.	https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC040973
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	Articles of Association of Sport Aberdeen: www.sportaberdeen.co.uk/sport-aberdeen
Company governance	Details of our corporate governance e.g. risk register, codes of conduct, standing orders and other governance information	Governance Structure: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi Corporate Risk Register:

		Available on request Trustee Code of Conduct: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Committee roles and remits	Roles and remits of our committees and sub committees.	Available on request from sa-foi@sportaberdeen.co.uk
News	News about Sport Aberdeen including news releases and newsletters.	www.sportaberdeen.co.uk/news
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
Partnership agreements and strategic agreements with other organisations.	Details of our partnership agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding. Contract information can be found in Class 6.	Funding and Services Agreement between Aberdeen City Council and Sport Aberdeen- Funding and Services Agreement: Available on request Transfer Agreement: Available on request
How to complain or make a comment		www.sportaberdeen.co.uk/contact-us
How to make a freedom of information request		FOI Guide to Information: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
How to make a request for personal information		Written request to dataprotection@sportaberdeen.co.uk
Model Publication Scheme		www.itspublicknowledge.info/sites/default/files/2022-03/ModelPublicationSchemeGuideforScottishPublicAuthorities.pdf
Guide to Information		Guide to Information: www.itspublicknowledge.info/sites/default/files/2022-03/ModelPublicationSchemeGuideforScottishPublicAuthorities.pdf

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 and facilities	https://www.sportaberdeen.co.uk/venues
Our venue opening hours	Opening hours of our venues	https://www.sportaberdeen.co.uk/venues
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.	https://www.sportaberdeen.co.uk/timetables
Activities	Details of all activities offered within Sport Aberdeen's venues, including venue hire	https://www.sportaberdeen.co.uk/activities
Coached programmes	Information on courses available to the public e.g. Coaching, workshops and classes.	Lessons and Coaching: www.sportaberdeen.co.uk/activities/coaching
Memberships	Details of the membership products available and how to join.	www.sportaberdeen.co.uk/memberships
Bookings	Details of how to make bookings including links to online booking system, booking forms, box office details.	online.sportaberdeen.co.uk/mysportaberdeen/en/Public/Home
Corporate policies and procedures for statutory functions.	Corporate-wide policies	Safeguarding Policy: Available on request from sa-foi@sportaberdeen.co.uk Health and Safety Policy: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi Protecting Vulnerable Groups (PVG): www.sportaberdeen.co.uk/sport-aberdeen/policies-foi

Pricing charges	Details of current charges for Sport Aberdeen, Including concession schemes and eligibility criteria.	Price Lists: www.sportaberdeen.co.uk/activities Concession Schemes: www.sportaberdeen.co.uk/get-active-for-less
How to access our services	Information on how to access services e.g. for people with disabilities.	https://www.sportaberdeen.co.uk/venues
Jobs at Sport Aberdeen	Our current vacancies	www.sportaberdeen.co.uk/work-with-us/current-vacancies
Sport Aberdeen Business Plan	Business plan setting out the overall vision and objectives for the company. (Note version is redacted removing sensitive commercial information).	www.sportaberdeen.co.uk/sport-aberdeen/policies-foi

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	Available on request subject to review and any necessary redaction.
Approved Board/Committee Reports	The approved reports from our board/ committee meetings.	Available on request subject to review and any necessary redaction.
Approved Board/Committee minutes	The approved minutes from our board/committee meetings	Available on request subject to review and any necessary redaction.
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.	Available on request subject to review and any necessary redaction.
Environmental Impact Assessment Reports	Environmental Impact Assessment Reports undertaken in accordance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Available on request subject to review and any necessary redaction. .
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority.	Available on request where disclosure is permitted. Reports may be redacted or withheld where they contain confidential, commercially sensitive or personal information, or where another relevant exemption or exception applies.

Class 4: What we spend and how we spend it

Class description:

Information about our strategy for, and management of, financial resources (insufficient 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.	www.sportaberdeen.co.uk/sport-aberdeen/publications
Auditors Report	Audited annual statements.	Available on request from sa-foi@sportaberdeen.co.uk
Activity Prices	List of current prices/charges for activities in each venue.	www.sportaberdeen.co.uk/activities
Expenses Policy & Procedures	Our policy on expenses.	Financial Regulations and Procedures: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Pay & Grading Structure	Pay & grading structure for Sport Aberdeen staff.	http://www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Senior staff/board member expenses	Details of senior staff/board member expenses	Available on request from sa-foi@sportaberdeen.co.uk
Board member remuneration	Board member remuneration, other than expenses.	Available on request from sa-foi@sportaberdeen.co.uk
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy, finance manual.	Financial Regulations and Procedures www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Top level budget allocation & capital spending plans	Detailed revenue budgets may not be published, as we consider them to contain commercially sensitive information which is exempt. However, you still have the right to ask for these under the Act.	Available on request from sa-foi@sportaberdeen.co.uk, subject to review and any necessary redaction.

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 and HR Policies	Our employee handbook and associated HR policies cover employee conduct, disciplinary and grievance procedures, equality, dignity at work, recruitment, redundancy, retirement, and workplace standards. These policies ensure fair, consistent and lawful management of our workforce	Available on request
Employment, Pay and Benefits Policies	Policies covering pay, grading, pensions, expenses, relocation, long service awards, and financial or educational support available to employees.	Available on request
Attendance, Leave and Working Arrangements	Policies relating to working hours, flexible working, sickness absence, parental leave (including maternity, paternity and adoption), special leave and bereavement.	Available on request
Health, Safety and Wellbeing Policies	Policies and procedures designed to protect the health, safety and wellbeing of employees and service users, including health and safety, stress, substance misuse, smoking, workplace violence, and extreme weather arrangements.	Health and Safety Policy: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi All other available on request
Learning, Development and Workforce Strategy	Information about how we support staff training, development and performance, including our Training and Development Policy and Human Resources Strategy.	Available on request
Information Governance and Data Management	Policies covering how we manage information, including data protection, freedom of information procedures, disclosure handling, access to personal files, ICT use, and records management.	www.sportaberdeen.co.uk/sport-aberdeen/policies-foi Records management policy and retention schedule – under review. Available on request where held and disclosable. This guide will be updated following approval of the revised policy.
ICT and Systems Use	Policies governing the acceptable use and	Available on request

	management of IT systems, equipment, and communications, including mobile devices.	
Employee Relations and Engagement	Policies and agreements relating to employee engagement, including volunteering arrangements and trade union agreements.	Available on request
Physical Resources and Operational Procedures	Information on how we manage facilities and operational environments, including normal operating procedures, emergency action plans, pool water management and risk assessments.	Available on request

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.	Financial Procedures: www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Contracts	Details of Sport Aberdeen let contracts which have gone through formal tendering, including contractor and value.	Available on request from sa-foi@sportaberdeen.co.uk
Contract Register	Contract register for contracts awarded through formal tendering, including name of supplier, period of contract and value	Available on request from sa-foi@sportaberdeen.co.uk
Public Contract Scotland	Links to procurement information published by the authority on Public Contracts Scotland website	www.publiccontractsscotland.gov.uk/Access/Login.aspx?ReturnUrl=%2fAuthority%2fAuthdetails%2fauthority_reconfirm.aspx%3fReturnURL&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
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Key Performance Indicators	Information on Sport Aberdeen key performance indicators and performance against them.	www.sportaberdeen.co.uk/sport-aberdeen/policies-foi
Audits & Inspections	Reports from audits and inspections.	Available on request from sa-foi@sportaberdeen.co.uk, subject to review and any necessary redaction.
Annual Performance Report	Annual report and audited financial statements.	www.sportaberdeen.co.uk/sport-aberdeen/publications
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Available on request from sa-foi@sportaberdeen.co.uk, subject to review and any necessary redaction.
Sickness Absence Statistics	Breakdown of sickness absence statistics	Available on request from sa-foi@sportaberdeen.co.uk

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 currently publish commercial publications for sale through a retail outlet under this class. If this changes, the guide will be updated.	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
Sport Aberdeen does not currently publish open datasets under this class. We will keep this under review and update the guide if open data is made available	Not applicable	Not applicable



**creating opportunities, inspiring people
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