



# PUBLICATION SCHEME GUIDE TO INFORMATION

Version	1.4
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Related documents	

## Amendment Form

Version	Date	Brief Summary of Changes	Author
V1	28/11/2016	Added website links for board minutes, strategy, plans & open data	Carol Petrie
V1.1	14/11/2017	Page 2: <ul style="list-style-type: none"> <li>• Contact details updated</li> <li>• Photocopy charges updated</li> </ul>	Carol Petrie
V1.2	19/07/2018	<ul style="list-style-type: none"> <li>• Photocopy charges updated</li> <li>• Head Office address updated</li> <li>• Link added for Description of governance structure, Board, Committees and other decision making structures</li> <li>• Link to list of services</li> <li>• Link to Privacy Statement</li> <li>• Link to FOI page</li> <li>• Link to data protection page</li> </ul>	Carol Petrie
V1.3	16/08/2018	<ul style="list-style-type: none"> <li>• Added link to Recruitment Privacy Notice in Data Protection section</li> </ul>	Carol Petrie

## Introduction

ANGUSalve, as a wholly owned company of Angus Council and therefore a Scottish Public Authority, is required by The Freedom of Information (Scotland) Act 2002 (the Act) to produce and maintain a publication scheme.

Authorities are under a legal obligation to:

Publish the classes of information which they make routinely available; and tell the public how to access the information and what it might cost.

ANGUSalve has adopted the Model Publication Scheme 2015. The Scottish Information Commissioner has approved this scheme until 31 May 2019.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for enquiries and to get help with accessing the information;
- explain how to request information we hold that has not been published.

### Availability of formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### Exempt information

We will publish the information we hold which falls within the classes of information below. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we will remove or redact information before the publication and explain why.

### Copyright

Where ANGUSalve 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;
- the source of the material is identified.

Where ANGUSalive does not hold the copyright in information we publish, we will make this clear.

## **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises, with the exception where statutory fees apply. We may charge for providing information to you, 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.

Our photocopying charge per side of paper is as follows:

Paper size	Black and white	Colour
A4	£0.10	£0.30

Postage costs will be recharged at the rate we paid to send 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, pro rata, of the total print run.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as bookshops or museum shops and their price reflects a 'market value' which may include the cost of production.

## **Contact us**

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

Freedom of Information  
ANGUSalive  
Head Office  
William Wallace House  
Orchardbank Business Park  
FORFAR  
DD8 1WH  
Tel: 01307 473880  
email: [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

## **The classes of information that we publish**

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

<b>Class 1: About ANGUSalve</b>	
Class Description: Information about ANGUSalve, 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	How to access it
What we do?	<a href="http://www.angusalive.scot/aboutaa">http://www.angusalive.scot/aboutaa</a>
Where to find us and how to contact us?	<a href="http://www.angusalive.scot/enquiries@angusalive.scot">http://www.angusalive.scot/enquiries@angusalive.scot</a>
Organisational structure, roles and responsibilities of senior officers	<a href="http://www.angusalive.scot/about-board.cfm">http://www.angusalive.scot/about-board.cfm</a> <a href="http://www.angusalive.scot/about-directors.cfm">http://www.angusalive.scot/about-directors.cfm</a> <a href="http://www.angusalive.scot/about-smt.cfm">http://www.angusalive.scot/about-smt.cfm</a> Organisational Structure: <a href="http://www.angusalive.scot/about-smt.cfm">http://www.angusalive.scot/about-smt.cfm</a>
Head Office Business Opening Hours	<a href="http://www.angusalive.scot/about-contact.cfm">http://www.angusalive.scot/about-contact.cfm</a>
Contact details for customer care and complaints functions	<a href="http://www.angusalive.scot/about-comments.cfm">http://www.angusalive.scot/about-comments.cfm</a>
Charging Schedule for published information	<a href="#">See charges section above</a>
<b>Constitution</b>	
Legal framework for the authority, including constitution, articles of association or charter	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>How the authority is run?</b>	
Description of governance structure, Board, Committees and other decision making structures	<a href="http://www.angusalive.scot/boardminutes.cfm">http://www.angusalive.scot/boardminutes.cfm</a>

Name of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority, e.g. Board members, chief officers	<a href="http://www.angusalive.scot/about-board.cfm">http://www.angusalive.scot/about-board.cfm</a> <a href="http://www.angusalive.scot/about-directors.cfm">http://www.angusalive.scot/about-directors.cfm</a> <a href="http://www.angusalive.scot/about-smt.cfm">http://www.angusalive.scot/about-smt.cfm</a>
Governance policies, including standing orders, code of conduct and register of interests	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>Corporate Planning</b>	
Mission Statement	<a href="http://www.angusalive.scot/strategy-vision.cfm">http://www.angusalive.scot/strategy-vision.cfm</a>
Plan/strategy	<a href="http://www.angusalive.scot/strategy-vision.cfm">http://www.angusalive.scot/strategy-vision.cfm</a>
Corporate Policies	All approved policies available via Board Meetings <a href="http://www.angusalive.scot/boardminutes.cfm">http://www.angusalive.scot/boardminutes.cfm</a>
Strategic planning processes	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>External Relations</b>	
Accountability relationships, including reports to regulators	Companies House Office of the Scottish Charity Regulator Angus Council
Internal and external audit arrangements	Internal audits are performed by Angus Council as part of a Services Agreement. External auditors are appointed by Angus Council.
Subsidiary companies (wholly and part owned) and other significant financial interests	ANGUSalive (Trading)
Strategic Agreement with other bodies?	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>

**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****How to access it****Functions**

Description of functions, including statutory basis for them, where applicable

<http://www.angusalive.scot/aboutaa>

How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

How to report a concern to the authority

<http://www.angusalive.scot/about-comments.cfm>

**Services**

List of services, including statutory basis for them, where applicable

Services Agreement with Angus Council  
List of services available from home page  
<http://www.angusalive.scot/default.cfm>

Service policies and internal staff procedures, including allocation, quality and standards

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Service schedules and delivery plans

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

**Class 3: How We Take Decisions and What we 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****How to access it****Decision Making**

Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings

Board meeting minutes available at <http://www.angusalive.scot/boardminutes.cfm>  
Agendas, reports and papers available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Public Consultation and engagement strategies

Communications Strategy available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Reports of regulatory inspections, audits and investigations carried out by the authority

Current audit programme available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

**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****How to access it**

Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements

Companies House  
Office of the Scottish Charity Regulator  
Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Financial policies and procedures for budget allocation

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Budget allocation to key policy/function/service areas

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Purchasing plans and capital funding plans

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Financial administration manual/ internal financial regulations

Available on request via [enquiries@angusalive.scot](mailto:enquiries@angusalive.scot)

Expenses policies and procedures	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
Pay and grading structure	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
Funding awards available from the authority, how to apply for them and funding awards made by the authority	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>Class 5: How We Manage our Human, Physical And Information Resources</b>	
Class Description: Information about how we manage the human, physical and information resources of the authority	
<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Human Resources</b>	
Strategy and management of human resources	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
Staffing structure	<a href="http://www.angusalive.scot/about-smt.cfm">http://www.angusalive.scot/about-smt.cfm</a>
HR Policies, procedures and guidelines including recruitment, performance management, salary, promotion, pensions, discipline, grievance, staff records	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>Physical Resources</b>	
Description of the authority's land and property holdings	Available from Angus Council: <a href="http://www.angus.gov.uk">www.angus.gov.uk</a>
Maintenance arrangements	Available from Angus Council: <a href="http://www.angus.gov.uk">www.angus.gov.uk</a>
<b>Information Resources</b>	
Records Management Policy	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>



Freedom of Information Policies and procedures	<p>How to make an FOI request:  <a href="http://www.angusalive.scot/about-foi2.cfm">http://www.angusalive.scot/about-foi2.cfm</a></p> <p>Policies &amp; procedures available on request via  <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a></p>
Data Protection or Privacy Policy	<p>Privacy Statement:  <a href="http://www.angusalive.scot/privacy.cfm">http://www.angusalive.scot/privacy.cfm</a></p> <p>How to request personal information:  <a href="http://www.angusalive.scot/about-foi.cfm">http://www.angusalive.scot/about-foi.cfm</a></p> <p>Recruitment Privacy Notice  <a href="http://www.angusalive.scot/about-foi4.cfm">http://www.angusalive.scot/about-foi4.cfm</a></p> <p>Policies &amp; procedures available on request via  <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a></p>
List of statistical information published by the authority	Available from Angus Council <a href="http://www.angus.gov.uk">www.angus.gov.uk</a>
<b>Class 6: How We Procure Goods and Services From External Providers</b>	
Class Description: Information about how we procure goods and services and our contracts with external providers	
<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	<a href="http://www.angusalive.scot/about-procurement.cfm">http://www.angusalive.scot/about-procurement.cfm</a>
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>

<b>Class 7: How We are Performing</b>	
Class Description: Information about how we procure goods and services and our contracts with external providers	
<b>The information we publish under this class</b>	<b>How to access it</b>
External reports e.g., annual report, performance statements required by statute (e.g. section 32 of the Public Service Reform (Scotland) Act 2010 if applicable).	Annual report available at <a href="http://www.angusalive.scot/annualreports.cfm">http://www.angusalive.scot/annualreports.cfm</a>  Other external reports available at:  Companies House  Office of the Scottish Charity Regulator
Performance indicators and performance against them	Available on request via <a href="mailto:enquiries@angusalive.scot">enquiries@angusalive.scot</a>
<b>Class 8: Our Commercial Publications</b>	
Class Description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet	
<b>The information we publish under this class</b>	<b>How to access it</b>
N/A	N/A
<b>Class 9: Our Open Data</b>	
Class Description: Open data made available by the authority as described by the <a href="#">Scottish Government's Open Data Resource Pack</a> and available under an open licence.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Open data publication plan	ANGUSalive has adopted/are incorporated in the Angus Council Plan:  <a href="https://www.angus.gov.uk/media/open-data-publication-plan">https://www.angus.gov.uk/media/open-data-publication-plan</a>
Open data sets and their metadata, or links to where they are accessible	<a href="http://opendata.angus.gov.uk/organization">http://opendata.angus.gov.uk/organization</a>