



# **Guide to information available through Fife Cultural Trust Publication Scheme**

**Produced as required by the Freedom of  
Information (Scotland) Act 2002**

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## 1. INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 6 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. Publication schemes are high level, strategic documents in which a public authority commits to making published information reasonably available to the general public. This ensures that published information held by authorities is open, accountable and transparent at all times.

This single Model Publication Scheme has been produced and approved by the Scottish Information Commissioner.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in allowing public access to the information we hold on:

- the services we provide, the costs of those services and the standards attained by those services;
- the facts or analyses which form the basis of the decisions we make; and
- the publication of the reasons for the decisions we make.

In preparing to meet our obligations under FOISA, including the drawing up of this publication scheme, we have been mindful of the value and openness and transparency.

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

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs.

## **2. ABOUT FIFE CULTURAL TRUST**

Fife Cultural Trust (FCT) was established by Fife Council to deliver Libraries, Arts, Museums, Galleries, Theatres, Cultural Partnerships and Archive services on behalf of Fife Council in order to ensure the long-term sustainability of these services. FCT took responsibility for delivering these services on 1 October 2012.

FCT delivers a diverse range of quality and accessible cultural services, events and learning opportunities across all of its venues, as well as in schools, community halls, and within Fife's built and natural environment.

FCT develops these opportunities within Fife's communities for, by and with local people helping them to engage in cultural and heritage activities, and lifelong learning. FCT's works crosses all ages, social groupings and communities of interest and uses cultural creativity as a tool to engage with those most vulnerable or hard to reach ensuring they are fully supported to reach their full potential and overcome barriers they face.

### **Contractual Obligation**

FCT has a formal contract, lease and funding agreement with Fife Council. The contract obliges Fife Council to provide funding and central support services such as Finance, IT, HR, building repairs and maintenance to the Trust, and in return FCT delivers cultural services to mutually agreed performance specification.

As a Company with charitable status FCT attracts rating relief and VAT savings. The contractual outcomes and outputs FCT is required to deliver to Fife Council are decided by the aspirations and objectives contained in appropriate policies, plans and strategies.

The work of FCT is led by its Vision, Mission, Purpose and Values.

### **Vision**

Fife will be the most culturally vibrant and rewarding place to live, work, study and visit in Scotland.

### **Mission**

Fife Cultural Trust provides creative, entertaining and learning experiences that enhance the quality of life, delivered in our galleries, libraries, museums, theatres and through our partnerships.

### **Purpose**

Enriching Lives in Fife.

### **Values**

Inclusive, creative, trusted, enabling, integrity.

**FCT's Strategic Priorities are:**

Enriching the lives and wellbeing of Fife residents and visitors

Enhancing equality of opportunity

Helping Fife to achieve its economic and social potential

Caring for, developing and celebrating Fife's culture and heritage

Enhancing and promoting Fife's cultural profile and reputation

Fife Cultural Trust's Delivery Objectives are to:

- provide excellent libraries, theatres, archives, museums and cultural development services;
- raise awareness of, increase attendance at and participation in libraries, theatres, archives, museums and cultural development services;
- improve the scope and breadth of access to collections and services;
- seek continuous improvement and best value.

**Activity Plan**

The detail of how Fife Cultural Trust delivers its services is dictated by the Activity Plan contained in the Specification of Services and gives guidance to how key business functions must be carried out. Activities in the Plan are grouped under each objective and the Plan specifies:

**Objective 1**

To provide excellent libraries, theatres, archives, museums and cultural development services.

**Activities**

Open welcoming, attractive and safe facilities at advertised times, keeping unplanned closures to a minimum.

Research, review, plan and implement employee training for the Service Provider and Authority employees in relevant integrated facilities.

Manage and implement a customer services strategy which focuses on engagement and participation.

Contribute to the programme of refurbishment and updating of facilities, including operational strategies for integrated facilities.

## **Objective 2**

To raise awareness of, increase attendance at and participation in libraries, theatres, archives, museums and cultural development services.

### **Activities**

Develop and implement a marketing and communications strategy for the facilities and services provided by the Service Provider.

Create learning, heritage and cultural participation opportunities.

Implement a programme of events and activities to complement heritage, reading and learning service provision.

Provide a year-round theatre and artistic development programme.

Lead and/or participate in national and Fife-wide campaigns relating to the services operated by the Service Provider.

Support individual and group information, learning and cultural needs.

Utilise ICT solutions to develop improved services delivery.

## **Objective 3**

To improve the scope and breadth of access to collections and services.

### **Activities**

Develop and implement schemes to ensure and increase physical and intellectual access to collections and services.

Develop heritage, archive and art collections and services.

Develop and implement policies for the long term conservation, storage and care of existing collections.

Develop and implement policies to maintain and improve the range, depth and quality of heritage, archive and art collections.

Where appropriate, develop and implement a pricing policy for the facilities and services provided by FCT which is customer-friendly, market-sensitive and socially inclusive.

## **Objective 4**

To seek continuous improvement and best value.

## **Activities**

Manage and operate in a way that meets the requirements and principles of Best Value.

Improve the quality of arts programming and opportunities for cultural participation.

Implement, monitor and review (every five years) together with the Authority the Acquisition & Disposal Policy.

Promote enterprise & innovation opportunities in the cultural and creative economy sectors within Fife.

Develop ways of benchmarking the cost and quality of cultural provision in Fife against other similar providers.

Develop minimum service standards and a range of key indicators which will help measure the performance of the Service Provider.

Participate in relevant quality assurance schemes for the cultural sector, including the Archives & Records Management Service Assessment, Accreditation Scheme for Museums & Galleries in the UK Public Libraries Quality Improvement Matrix (PLQIM) and Scottish Government's 'How Good is our Culture and Sport?'

## **Key Functions and Services**

### **Fife Cultural Trust is responsible for:**

- 29 libraries, 2 mobile libraries and library services to primary schools
- 7 museums, 1 heritage centre, 2 heritage sites and 1 mobile museum
- 4 Theatre and community venues
- Maintenance and development of library services within Fife Council's integrated customer service facilities
- Stewardship and long-term care for the objects and archives in Fife Council's collections

Fife Council has invested heavily in the library, museum and theatre infrastructure over the last 10 years that it is now operated on its behalf by FCT. Amalgamating services under one roof, re-locating to match population shifts, and utilising technology to reduce print output are some of the building blocks are some of the strategic developments that will be considered to achieve a more sustainable future.

Services are managed and delivered through a senior management team of comprising of 1 Chief Executive; 2 Directors and Service Managers for Libraries, Partnerships and Creative Development, Museums and Archives; Operations.

## **Fife Cultural Trust Employee Structure**

The Chief Executive is the senior paid officer of the Trust and manages the Trusts day to day with the two Directors. The Directors have responsibility for a specific set of services as described above and also lead on key corporate priorities such as sustainability, community engagement and risk management.

## **Strategic Planning & Performance Reporting**

Fife Cultural Trust is working hard to realise our vision of making Fife the most culturally vibrant and rewarding place to live, work, study and visit in Scotland.

As part of our commitment to openness and transparency, we aim to provide the public in Fife and other key stakeholders with a range of information that gives a balanced and honest picture of how well we are performing in relation to progress on our priorities and the delivery of services on behalf of Fife Council.

Our Business Strategy serves as the overarching plan for Fife Cultural Trust and its connection with the shared goals and objectives of the Fife Council's Plan for Fife 2017 - 2027. Fife Cultural Trust's commitment and contribution to these plans is defined in more detail within our Business Strategy. This plan covers a 5-year planning period and includes the measures used to monitor and assess progress against our priorities.

Other key publications providing information on the performance of Fife Cultural Trust include: external audit and inspection reports such as our Annual Audited Accounts, our annual report to Fife Council Scrutiny Committee and annual Statutory Performance Indicators (SPIs) and Key Performance Indicators (KPIs).

## **Contact Us**

**Head Office:** Iona House, John Smith Business Park, Grantsmuir Road, Kirkcaldy, KY2 6NA

**Admin:** Admin.FCT@onfife.com

### **Library Contacts**

Email [fife.libraries@onfife.com](mailto:fife.libraries@onfife.com) for general enquires.

### **Museum Contacts**

Email: [fife.museums@onfife.com](mailto:fife.museums@onfife.com) for general enquires.

## **Partnerships and Funding Development Team**

Email: [cultural.partnerships@onfife.com](mailto:cultural.partnerships@onfife.com)

Tel: 01592 583255

## **Archives & Records Management Section**

Email [archive.enquiries@onfife.com](mailto:archive.enquiries@onfife.com)

Tel: 01592 583352

## **Venue Hire**

Email: [events@onfife.com](mailto:events@onfife.com)

## **Marketing Team**

Email: [marketing@onfife.com](mailto:marketing@onfife.com) or [press@onfife.com](mailto:press@onfife.com)

## **Theatres**

If you have a general query or would like to know more about an event, please contact one of our Box Offices.

- Adam Smith Theatre - [boxoffice.adamsmith@onfife.com](mailto:boxoffice.adamsmith@onfife.com), 01592 583302
- Carnegie Hall - [boxoffice.carnegie@onfife.com](mailto:boxoffice.carnegie@onfife.com), 01383 602302
- Lochgelly Centre - [boxoffice.lochgellyc@onfife.com](mailto:boxoffice.lochgellyc@onfife.com), 01592 583367
- Rothes Halls - [boxoffice.rothesalls@onfife.com](mailto:boxoffice.rothesalls@onfife.com), 01592 611101

## **Feedback or complaints about or venues or services**

[www.youtellus.co.uk](http://www.youtellus.co.uk)

## **Decision Making Structure**

Fife Cultural Trust is a company limited by guarantee (SC415704) governed by its memorandum and articles of association, and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up. The company has charitable status under Section 505 of the Income and Corporation Taxes Act 1988 and the Scottish Charity Number is SC043442.



## Directors

Fife Cultural Trust's Board comprises 13 Directors, comprising 4 elected members of Fife Council, and 9 independent Directors.

The Board of Directors have agreed to establish a trading subsidiary, Fife Cultural Services (Trading) Ltd, whose primary objects are to carry on activities which benefit the community primarily within the area served by Fife Council.

## Policies and procedures for induction and training of directors

An induction process is in place for new directors, which is reviewed and updated on an annual basis. This covers the strategic and operational issues affecting the company. The ongoing training needs of directors are considered by the Board from time to time.

## Organisation of Business

The Board of Directors meets quarterly with directors and senior management present. Decisions are taken to set the overall strategy for the business as well as to monitor its activities. Senior management are charged with the task of implementing these decisions.

## Risk

The major strategic, business and operational risks that the organisation faces have been identified and are reviewed by the board periodically. Systems have been established and are regularly reviewed. These are strengthened as required to ensure that the necessary steps are taken to lessen these risks.

## 3. PREPARING THE PUBLICATION SCHEME

### About this scheme

This single Model Publication Scheme has been produced and approved by the Scottish Information Commissioner.

It is suitable for adoption by any authority listed in Parts 3, 5 and 6 of Schedule 1 of the Freedom of Information (Scotland) Act 2002 (councils and other local authority bodies, educational institutions, police authorities).

### Adopting the single Model Publication Scheme 2013

This single Model Publication Scheme can be adopted only in its entirety, **without amendment**. It commits an authority to:

- **Publishing the information**, including environmental information that it holds and which falls within the classes of information below.
- **Producing a guide** for the public to that information.

The Commissioner has issued Guidance to accompany this model scheme [www.itspublicknowledge.info/MPS](http://www.itspublicknowledge.info/MPS) This is essential reading for authorities adopting the model scheme: It explains the above requirements in further detail and lists the types of information the Commissioner expects authorities will publish under each class of information.

#### **4. ACCESSING INFORMATION UNDER THE SCHEME**

Information available under our publication scheme will normally be available through the routes described below. Section 13: Classes of Information provides more details on the information available under the scheme, along with additional guidance on how the information falling within each 'class' may be accessed.

##### **Online:**

Most information listed in our publication scheme is available to download from our website. The website can be accessed directly via the Fife website at [www.onfife.com](http://www.onfife.com). In addition, Fife's libraries have public access computers with Internet facilities.

In many cases a link within Section 13: Classes of Information will direct you to the relevant page or document.

Where no such link is present, you can use our website's "Search" facility at [www.onfife.com](http://www.onfife.com).

If you are still having trouble finding any document listed under our scheme, please contact us for assistance at [FOI@onfife.com](mailto:FOI@onfife.com)

##### **By email:**

If the information you seek is listed in our publication scheme but is not published on our website or you do not have access to the Internet, we can send the information 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:**

Information can also be requested from us over the telephone. Please call 03451 555555 Ext 444753 to request information available under this scheme.

##### **By post:**

All information under the scheme will normally be available in paper copy form. Please address your request to:

Fife Cultural Trust  
John Smith Business Park  
Iona House  
Grantsmuir Rd  
Kirkcaldy  
KY2 6NA

When writing to us to request information, please include your name and address, full details of the information documents you would like to receive, and any fee applicable (see Section 6: Our  
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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:**

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 7: 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 our staff (address above) who will be happy to help. Contact details:

Tel: 03451 555555 Ext 444753

E-mail: [FOI@onfife.com](mailto:FOI@onfife.com)

The Fifiedirect website includes tools for translating information into other languages and access to information in an alternative format such as large print, Braille etc. This can be arranged through the Information Management and Requests Team on 08451 550000. As well as arranging to provide documents in other languages, there is a real-time interpreting service available on this number to answer questions from speakers of other languages or deaf customers.

## **5. INFORMATION THAT WE MAY WITHHOLD**

Information covered by our publication scheme is set out in Section 13 which describes the classes of information which are published by Fife Cultural Trust.

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

However, sometimes we may not be able to provide certain information which is described in the scheme. This could be for two reasons:

### **We do not have it or publish it**

Because this publication scheme is based on a model scheme, the class structure covers every possible type of information we might publish. Under law, a model has to be adopted in its entirety, and Fife Cultural Trust may not have, or publish, every type of information covered by every class description. Where this is the case, we will indicate this in the 'notes' section and, if relevant, explain why (see Section 13 for more information about this). If we have the information but do not publish it via this publication scheme, you still have a right to request access to it – see Section 11 for advice.

### **Information is exempt from disclosure**

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in Section 13. This may be an entire document, or just parts of a document. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) 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 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 may, 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 10 – Complaints.

## 6. OUR CHARGING POLICY

Unless a charge is otherwise stated in Section 13 – 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.

Each class of information described in Section 13 will clearly show if a charge may apply within that class. Unless otherwise stated the charges which apply will be based on the charging policy set out below. In the event that a payment is required for the information you want, 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.

We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information in paper copy or computer disc/alternative formats. Fife Cultural Trust is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

<b>Reproduction costs</b>	
A4 black and white copy	20p (double-sided)
A4 Colour copy	40p (double-sided)
A3 black and white copy	30p per side
A2 black and white copy	£1.00 per side
A1 black and white copy	£1.50 per side
A0 black and white copy	£2.00 per side
<b>Alternative formats</b>	
Computer discs	£1 per CD-Rom/DVD
<b>Postage</b>	
Charged at the cost to the Trust of sending the information by first class post	

There are a small number of publications for which Fife Cultural Trust makes a charge. These publications will be charged according to the cost to the authority of publishing them.

For example, if Fife Cultural Trust has produced a formal report and it costs Fife Cultural Trust £1,000 to print 100 documents, then the actual printing cost paid by the Trust is £10 per report. We therefore reserve the right to charge you up to £10 per copy – plus actual postage costs, as charged by the Royal Mail – but no more than this.

If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and will be listed individually in the column entitled 'Charges' along with the details of the specific charges.

## 7. OUR COPYRIGHT POLICY

Fife Cultural Trust holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The Trust holds the copyright for all of the material provided and it may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material not being used in a derogatory manner or in a misleading context. The source of the material must be acknowledged as Fife Cultural Trust and the title of the document must be included when being reproduced as part of another publication or service.

The publication scheme may however contain information where the copyright holder is not Fife Cultural Trust. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.gov.scot/publications/queens-printer-for-scotland](http://www.gov.scot/publications/queens-printer-for-scotland) We can provide you with a copy of this information if you do not have internet access.

### **Re-Use of Public Sector Information**

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Fife Cultural Trust to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information please access our website on [www.onfife.com](http://www.onfife.com) or alternatively contact us on 03451 555555 Ext 444753

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/legislation-api/>

We can provide you with a copy of this information if you do not have internet access.

## 8. RECORDS MANAGEMENT

Records are one of the Trust's most vital assets. They support decision making, document activities, provide evidence of policies, decisions and transactions, and underpin the daily work of the Trust.

To ensure that records are managed properly, the Trust aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002. The details of the Trust's commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary.

For further information on records management and the Trust's Records Policy, please contact Dowsey/Archivist on 03451 555555 Extn 440197 [andrew.dowsey@fife.gov.uk](mailto:andrew.dowsey@fife.gov.uk).

Council records of historical interest that have been identified for permanent preservation. Some have been transferred to the custody of the Council's Archives Service, which Fife Cultural Trust runs on behalf of the Council. The contents of archives are not included in the publication scheme, although supporting information such as lists of content and guidance to finding information are. However, the contents of our archives are made accessible to the public and requests for access or further information should be directed to Andrew Dowsey/Archivist on 03451 555555 Extn 440197 [andrew.dowsey@fife.gov.uk](mailto:andrew.dowsey@fife.gov.uk).

## 9. FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example, wish to tell us about:

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

Please make any comments or suggestions by e-mail to [FOI@onfife.com](mailto:FOI@onfife.com) by phone on 03451 555555 Ext 444753 or write to:

Fife Cultural Trust  
John Smith Business Park  
Iona House  
Grantsmuir Rd  
Kirkcaldy  
KY2 6NA

## 10. COMPLAINTS

Our aim is to make our publication scheme 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 publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact us at [www.youtellus.com](http://www.youtellus.com) or by phone on 03451 555555 Ext 444753

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

If you are still unhappy, you may contact the Scottish Information Commissioner's Office, on the details below

Appealing to the Scottish Information Commissioner.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy you can make an appeal to the Scottish Information Commissioner.

This same three-step right of appeal applies if you make written requests for information which is not included in the publication scheme, and are unhappy with the response you receive. Section 11 provides guidance on how to request information which is not available under the scheme.

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](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## **11. HOW TO ACCESS INFORMATION NOT AVAILABLE UNDER THE SCHEME**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a general right of access to the information we hold, subject to certain exemptions.

The Environmental Information (Scotland) Regulations 2004 (EIRs) provide a right of access to the environmental information we hold, and the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Together these three pieces of legislation provide rights of access to most information held by the Trust.

### **Charges for information which is not available under the scheme**

The charges for information which **is** available under this scheme are set out under Section 6 – Our Charging Policy. If you submit a request to us for information which **is not** available under the scheme the charges will be based on the following calculations:

#### **General information requests under FOISA:**

- 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, which 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 and it is Fife Cultural Policy not to do so.
- 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 under the EIRs:**

Charges will be made in compliance with your schedule of costs. 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 the authority of providing the information. Schedule of Costs available at:

<http://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=F7DC18E5-9809-ED7C-E458442C5D524B7F>

### **Requests for your own personal data under the DPA:**

Requests to see your own information held by Fife Cultural Trust are called Subject Access Requests under Data Protection Act 2018. These will be processed after proof of identity of the applicant has been inspected by a Fife Cultural Trust employee. Information advising of the requirements of this identity will be sent to the applicant on receipt of their initial request. It is Fife Cultural Trust policy not to charge for Subject Access Requests.

## 12. OTHER INFORMATION

There is a range of other information which is available from the Trust which is not 'published information' for the purpose of a publication scheme under FOISA. Reference to this information is included here to assist scheme users who might be interested in it, but it cannot be requested via the publication scheme.

### **Information which is publicly accessible, but is not 'published'**

This covers information which is held by the Trust but is not accessible via the publication scheme. It will not be included under the classes listed in Section 13.

Information which falls into this category would include the content of library, museum and archive collections. Some of these may be held by the Trust on behalf of others e.g. deposited collections in local museums.

Guides to archives, catalogues and lists of content are published, and can be accessed in the classes found in Section 13.

Local examples include:

#### **On-line Catalogues:**

Fife Council Archive Catalogue:

<https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=service.display&p2sid=C9430229-2F03-4BA3-A16A-8931C82296C7&themeid=98A56687-9A34-4494-A43C-68E07CCAE64E>

Enquiries for this information should be directed to: Andrew Dowsey/Archivist by e-mail [andrew.dowsey@fife.gov.uk](mailto:andrew.dowsey@fife.gov.uk) or by phone 03451 555555 Extn 440197.

#### **Information from other organisations**

The Trust primarily through its Libraries and Theatres may provide local information on behalf of other organisations. Examples include, information on the local area including local facilities and attractions which are not owned or managed by the Trust, details of local clubs and societies, and events run by other organisations.

This is a valuable information resource for local people, who expect to be able to access this information via their local Council services. However, the information cannot be requested from the Trust under FOISA as it is not primary information concerning Trust activities held by the Trust.

Local information may be available from Fife Council and includes:

NHS Fife  
Scottish Enterprise Fife  
Business Gateway  
CVS Fife  
Community Support Groups  
Leisure Clubs & Organisations  
Community Councils  
Community Planning Partnerships

You can access this information through Fife Council's website at <http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=themes.display&themeid=98A56687-9A34-4494-A43C-68E07CCA64E> Please note that Fife Cultural Trust is not responsible for the content of external websites recommended or referred to in these publications, or in any information provided via the Trust by third parties.

### **'Added Value' information**

This covers information which is held by the Trust but has to be analysed or packaged in some way in response to a specific enquiry for it. Such information does not pre-exist the request and cannot be said to be 'published' – therefore it is not available via the publication scheme.

### **Requests relating to information held in registers**

The contents of statutory public registers are included under the information classes in this scheme. However, where the Trust performs any analysis of the contents of a register in response to an enquiry, the resulting information did not pre-exist the request and is therefore not included in the publication scheme.

Enquiries for this information should be directed to the Trust staff by e-mail [FOI@onfife.com](mailto:FOI@onfife.com) or by phone on 03451 555555 Ext 444753

### **Genealogy Services**

The 'raw' data is held by Fife Cultural Trust can be accessed via the publication scheme, but any specific analysis created in response to enquiries to the service is new information and is not published for the purposes of the publication scheme.

Enquiries for this information should be directed to Andrew Dowsey/Archivist by e-mail [andrew.dowsey@fife.gov.uk](mailto:andrew.dowsey@fife.gov.uk) or by phone 03451 555555 Extn 440197

## 14. CLASSES OF INFORMATION

Fife Cultural Trust has adopted the Model Publication Scheme 2013 without amendment. We have therefore made a commitment to publish all information which we hold which falls within the classes of information in the scheme. The information we publish through the model scheme is, wherever possible is available on our website.

However, in accordance with the Scottish Information Commissioners guidance we have supplied the links below relating to information that is required to be made available. For all other information please access our website – [www.onfife.com](http://www.onfife.com).

### Class 1 - About the Authority

**Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.**

Authority name, address & contact details for HQ and offices	<a href="https://www.onfife.com/contact-us">https://www.onfife.com/contact-us</a>
Business Opening Hours	<a href="https://www.onfife.com/all-venues">https://www.onfife.com/all-venues</a> (select relevant venue option)
Contact details for customer care and complaints functions	Comments & complaints <a href="https://www.youtellus.co.uk/">https://www.youtellus.co.uk/</a> Customer Service <a href="https://www.onfife.com/contact-us">https://www.onfife.com/contact-us</a>
Publication scheme and guide to information	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/freedom-information">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/freedom-information</a>
Contact details and advice about how to request information from the authority	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/freedom-information">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/freedom-information</a>
Articles of Association or charter	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy</a>
Description of governance structure, board, committees and other decision making structures	<a href="http://ar2017-2018.onfife.com/finance/">http://ar2017-2018.onfife.com/finance/</a>
Names of, responsibilities of and work related biographical details of the people who make strategic and operational decisions about the	<a href="https://www.onfife.com/contact-us">https://www.onfife.com/contact-us</a>

performance of function and/or delivery	
Register of interests	<a href="https://www.onfife.com/about-us/board-members">https://www.onfife.com/about-us/board-members</a>
Mission Statement	<a href="https://www.onfife.com/about-us">https://www.onfife.com/about-us</a>

## **Class 2 How We Deliver your Functions & Services**

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

Descriptions of functions, including statutory basis for them - where applicable.	<a href="https://www.onfife.com/about-us">https://www.onfife.com/about-us</a> <a href="https://www.onfife.com/about-us/board-members">https://www.onfife.com/about-us/board-members</a>
How to report a concern to Fife Cultural Trust	<a href="https://www.youtellus.co.uk/">https://www.youtellus.co.uk/</a> <a href="https://www.onfife.com/node/1789">https://www.onfife.com/node/1789</a>
Statutory Registers.	<a href="https://www.onfife.com/about-us/board-members">https://www.onfife.com/about-us/board-members</a>
List of Services	<a href="https://www.onfife.com/about-us">https://www.onfife.com/about-us</a>
Information for service users, including how to access services.	<a href="https://www.onfife.com/all-venues">https://www.onfife.com/all-venues</a> (select relevant venue option)
Service fees and charges	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy</a>

## **Class 3 How the authority takes decisions and what it has decided**

### **Information about the decisions we take, how we make decisions and how we involve others**

Decision taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	<a href="https://www.onfife.com/about-us/board-members/board-meetings-minutes">https://www.onfife.com/about-us/board-members/board-meetings-minutes</a>
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Reports of regulatory inspections, audits and investigations carried out by the authority	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=162375F9-E2D6-AE82-727F6B9CF237F84D&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=162375F9-E2D6-AE82-727F6B9CF237F84D&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
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#### **Class 4 What the authority spends and how it spends it**

**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.**

Financial Statements, including annual accounts and quarterly budget statements	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/annual-accounts">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/annual-accounts</a>
Financial statements required by statute, e.g sections 31 and 33 of the public service reform (Scotland) Act 2010 if applicable to the authority	<a href="https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/annual-accounts">https://www.onfife.com/creative-communities/fife-cultural-trust-opportunities/corporate-policy/annual-accounts</a>
Financial policies and procedures for budget allocation	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Budget allocation to key policy/function/service areas	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Purchasing plans and capital funding plans	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Financial administration manual/internal financial regulations	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Expenses policies and procedures	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Senior staff/board member expenses at category level e.g travel, subsistence and accommodation	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Board member remuneration other than	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>

expenses	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Pay and grading structure (levels of pay rather than individual salaries)	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Investments, summary information about endowments, investments and authority pension fund	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Funding awards available from the authority, how to apply for them and funding awards made by the authority	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=AAC434E8-8E8A-40D1-A51A3C89D508AEBA&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>

### **Class 5 How the Authority Manages its Human, Physical and Information Resources**

Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records.	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=98BEA334-EC59-C4B7-7426FAD66EEE652D&amp;themeid=CF1A6730-CD2E-2956-93489E941E29AD03">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=98BEA334-EC59-C4B7-7426FAD66EEE652D&amp;themeid=CF1A6730-CD2E-2956-93489E941E29AD03</a>
Employee relations structures and agreements reached with recognised trade Unions and professional organizations.	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=themes.display&amp;themeid=CF1A6730-CD2E-2956-93489E941E29AD03">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=themes.display&amp;themeid=CF1A6730-CD2E-2956-93489E941E29AD03</a>
Description of the authority's land and property holdings	From the home page click on: Residents, Planning and building standards, View all, Land and property <a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=DA7CCDC1-6930-4BF1-AFF5-6C2D0D44F0C6&amp;themeid=2B482E89-1CC4-E06A-52FBA69F838F4D24">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=DA7CCDC1-6930-4BF1-AFF5-6C2D0D44F0C6&amp;themeid=2B482E89-1CC4-E06A-52FBA69F838F4D24</a>
Estate development plans	From the home page click on: Residents, Planning and building standards, View all, Land and property <a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=DA7CCDC1-6930-4BF1-AFF5-6C2D0D44F0C6&amp;themeid=2B482E89-1CC4-E06A-52FBA69F838F4D24">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=DA7CCDC1-6930-4BF1-AFF5-</a>

	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=6C2D0D44F0C6&amp;themeid=2B482E89-1CC4-E06A-52FBA69F838F4D24">6C2D0D44F0C6&amp;themeid=2B482E89-1CC4-E06A-52FBA69F838F4D24</a>
Records Management policy, including records retention schedule	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=2B282C8B-3DA6-4A1D-84AA-B063205B583F&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=2B282C8B-3DA6-4A1D-84AA-B063205B583F&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>
Asset management policies and procedures	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=EBECDFF0-0074-FE1F-362783F551A5EF9D&amp;themeid=3263BE7E-E642-7893-1BE972362747814A">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=EBECDFF0-0074-FE1F-362783F551A5EF9D&amp;themeid=3263BE7E-E642-7893-1BE972362747814A</a>
Information Governance	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=9E772FAA-9F5F-4D0A-B45B-0866C639A0B1&amp;themeid=774CCC0C-0B1C-4ACC-9520-08DA18">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=9E772FAA-9F5F-4D0A-B45B-0866C639A0B1&amp;themeid=774CCC0C-0B1C-4ACC-9520-08DA18</a>
Knowledge management policies and procedures	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=9E772FAA-9F5F-4D0A-B45B-0866C639A0B1&amp;themeid=774CCC0C-0B1C-4ACC-9520-08DA18">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=9E772FAA-9F5F-4D0A-B45B-0866C639A0B1&amp;themeid=774CCC0C-0B1C-4ACC-9520-08DA18</a>
List of statistical information published by the authority.	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=4E24E238-65BF-00F7-D5CE2A27F630CF40&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=4E24E238-65BF-00F7-D5CE2A27F630CF40&amp;themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90</a>

## Class 6 How the Authority Procures Goods and Services from External Providers

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

Procurement policies and procedures	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=B1B410B3-DF23-3D94-93C597A11080FCBC&amp;themeid=3263BE7E-E642-7893-1BE972362747814A">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&amp;subjectid=B1B410B3-DF23-3D94-93C597A11080FCBC&amp;themeid=3263BE7E-E642-7893-1BE972362747814A</a>
Invitations to Tender	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=B1C9C490-09C5-F92A-30EF48373D2030C6&amp;themeid=3263BE7E-E642-7893-1BE972362747814A">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=B1C9C490-09C5-F92A-30EF48373D2030C6&amp;themeid=3263BE7E-E642-7893-1BE972362747814A</a>
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	<a href="http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=B1C9C490-09C5-F92A-30EF48373D2030C6&amp;themeid=3263BE7E-E642-7893-1BE972362747814A">http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=B1C9C490-09C5-F92A-30EF48373D2030C6&amp;themeid=3263BE7E-E642-7893-1BE972362747814A</a>

## **Class 7 How our Authority is Performing**

**Information about how the authority performs as an organisation, and how well it delivers its functions and services**

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	<a href="https://www.onfife.com/media-centre">https://www.onfife.com/media-centre</a>
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## **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**

	There are currently no commercial publications
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## **Class 9 Open Data**

**Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack<sup>18</sup> and available under an open licence.**

	No open data is currently produced
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