

THE KILMARNOCK LEISURE CENTRE TRUST T/A

E-Mail: adminoffice@galleoncentre.com
Web: www.galleoncentre.com
Scottish Charity Number: SC 00 8314
Trust Established 1985

THE GALLEON CENTRE



FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME 2014

SECTION 1 – INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish Public Authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme.

The Kilmarnock Leisure Trust T/A The Galleon Centre has been designated as a Scottish Public Authority by an order made under Section 5 of the Act known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities Order 2013).

The Kilmarnock Leisure Centre Trust T/A The Galleon Centre has adopted the **Model Publication Scheme 2014** which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2018.

You can see this scheme on our website at (we have to insert link to the Model Publication Scheme 2014 on our Website). It is also available on the Scottish Information Commissioners website at www.itspublicknowledge.info/MPS.

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2014, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

- Allow the public to see what information is available (and what is not available) for the Kilmarnock Leisure Centre Trust T/A The Galleon Centre in relation to each class in the Model Publication Scheme 2014.
- State what charges may be applied.
- Explain how to find the information easily.
- Provide contact details for enquiries and to get help with access to the information.
- Explain how to request information that has not been published.

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

SECTION 2 –ABOUT THE KILMARNOCK LEISURE CENTRE TRUST, T/A THE GALLEON CENTRE

The Kilmarnock Leisure Centre Trust is a registered Charity and was entered in to the Registers of Scotland on the 16th January 1986 with the Board of Trustees of the Kilmarnock Leisure Centre Trust appointed in terms of Deed of Trust by the Council on 30th October 1985.

The Minute of Agreement as registered above between Kilmarnock and Loudoun Council (now East Ayrshire Council by succession) incorporated in terms of the local Government (Scotland) Act 1973 and the Trustees of the Kilmarnock Leisure Centre Trust.

The purpose of the Trust shall be to provide a Leisure and Recreation Centre on a site owned by the District Council at Titchfield Street, Kilmarnock, to encourage the widest use of the recreation facilities provided by residents within and visitors to East Ayrshire for the development of sport including coaching and training, to ensure that young persons, the disabled and minority and underprivileged social groups have access to the facilities on reasonable times and otherwise to promote leisure and recreational activities within East Ayrshire.

The Galleon Centre, a multi purpose wet and dry leisure centre houses a 25 metre swim pool and associated learning pool, ice rink for figure skating, skating, curling and ice hockey. Six rink indoor bowling hall, two sports halls, squash courts, a sauna/solarium suite, steam room, a superb fitness room, café/bar.

The Kilmarnock Leisure Centre Trust is regulated by the Office of the Scottish Charity Regulator (OSCR) Charity Number SC0 084314 and must report on an annual basis.

SECTION 3 – ACCESSING INFORMATION UNDER THE SCHEME. AVAILABILITY AND FORMATS

The information published through this Guide to Information is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot access the information online or by inspection at the Galleon Centre. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 Classes of Information” provides more details on the information available under the Guide along with additional guidance on how the information falling within each “class” maybe accessed.

ONLINE

Most information listed in our Guide to Information is available to download from our website. In many cases a link within section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact: David Carey, The Galleon Centre, 99 Titchfield Street, Kilmarnock, KA1 1QY or www.galleoncentre.com, davidc@galleoncentre.com or on 01563 557052.

BY EMAIL

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

BY PHONE

All information in the guide will be available in hard copy from e.g. paper copies. Hard copies of information can be requested from us over the telephone. There will be costs attached to this as outlined in Section 5, Our Charging Policy.

Please call us to request information available under this scheme.

BY POST

You can also request hard copies of any information in the Guide by post.

Please address your request to: - General Manager, 99 Titchfield Street Kilmarnock, KA1 1QY.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

PERSONAL VISITS

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

ADVICE AND ASSISTANCE

If you have any difficulty identifying the information you want to access, then please contact us to help you.

EXEMPT INFORMATION

We will publish all the information we hold that falls within the classes of information in Section 10. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact (black out) the information before publication and explain why.

SECTION 4 – INFORMATION THAT WE MAY WITHHOLD

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

Our aim in adopting the Commissioner’s Model Publication Scheme 2014 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in “Section 10 – Classes of Information”. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation’s commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person’s personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to “Section 8 – Contact details for enquiries, feedback and complaints”.

SECTION 5 – OUR CHARGING POLICY

Unless otherwise stated in “Section 10 – Classes of Information”, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs to The Kilmarnock Leisure Centre Trust of supplying the information to you, e.g. photocopying and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated.

Information will not be provided to you until payment has been received.

There is no charge to view information on our website or at our premises.

REPRODUCTION CHARGES

We may charge for providing information to you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

BLACK & WHITE PHOTOCOPYING

SIZE OF PAPER	PENCE PER SHEET
A4	10p
A3	20p

COLOUR PHOTOCOPYING

SIZE OF PAPER	PENCE PER SHEET
A4	20p
A3	40p

ALTERNATIVE FORMATS

FORMAT	CHARGE
Computer Discs	£1.00 per CD-ROM/DVD

POSTAGE COSTS

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

SECTION 6 – OUR COPYRIGHT POLICY

Where the Kilmarnock Leisure Centre Trust holds the copyright in its published information, the information may be copied or reproduced within formal permission, provided that:

- It is copied or reproduced accurately
- It is not used in a misleading context and
- The source of the material is identified

Where the Kilmarnock Leisure Centre Trust does not hold copyright in information we publish, we will make this clear.

SECTION 7 – RECORDS MANAGEMENT POLICY

The Kilmarnock Leisure Centre Trust regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfillment of its governance, business and legal responsibilities. The Kilmarnock Leisure Centre Trust Records Management Policy can be found in Section 10 Classes of Information – Class 5.

SECTION 8 – CONTACT DETAILS FOR ENQUIRIES, FEEDBACK AND COMPLAINTS

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2014, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

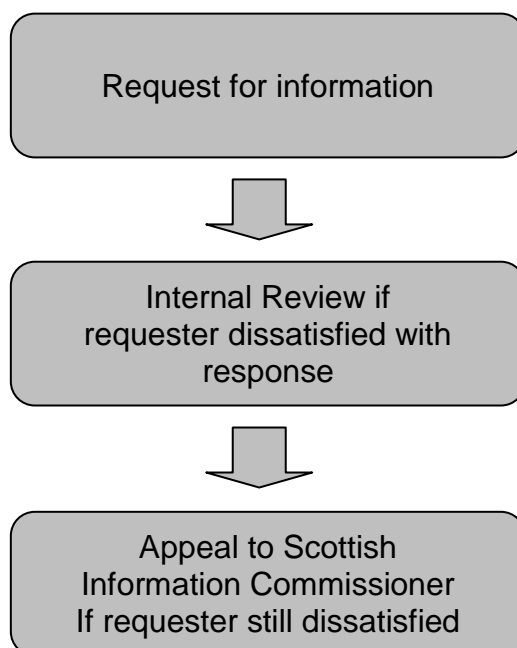
- Other information that you would like to see included in the guide;
- Whether you found the guide easy to use;
- Whether you found the guide to information useful;
- Whether our staff were helpful;
- Other ways in which our guide to information can be improved.

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

Any complaint will be acknowledged within 5 working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme 2014 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing or another recordable format. If you are unhappy with our response to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.



The Commissioner's website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9.00am to 5.00pm.

Her office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.infor/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspects of Freedom of Information, Data Protection and the EIRs should be directed to:

General Manager
The Galleon Centre
99 Titchfield Street
Kilmarnock
KA1 1QY
Email: adminoffice@galleoncentre.com
Tel: 01563 557052
Website: www.galleoncentre.com

SECTION 9 – HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE IN THE GUIDE TO INFORMATION

If the information you are seeking is not available via the Model Publication Scheme 2014 (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 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. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2014 (and described in this Guide), please write to:

General Manager
The Galleon Centre
99 Titchfield Street
Kilmarnock
KA1 1QY
Email: adminoffice@galleoncentre.com
Tel: 01563 557052
Website: www.galleoncentre.com

CHARGES FOR INFORMATION WHICH IS NOT AVAILABLE UNDER THE SCHEME:

The charges for information which is available under The Kilmarnock Leisure Centre Trust Guide to Information are set out under “Section 5 – Our Charging Policy”.

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations.

General information request:

- 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 £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us £600 or in excess of this amount to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

CHARGES FOR ENVIRONMENTAL INFORMATION:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the Kilmarnock Leisure Centre Trust T/A The Galleon Centre of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15per person per hour.

The first £100 worth of information will be provided to you without charge.