

west lothian leisure

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Guide to Freedom of Information

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**WEST LOTHIAN LEISURE'S
GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION
SCHEME 2014**

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Section 1: Introduction

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

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

West Lothian Leisure 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.

West Lothian Leisure 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 www.westlothianleisure.com It is also available on the Scottish Information Commissioner's website at www.itspublicknowledge.info/MPS

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 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 West Lothian Leisure 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 West Lothian Leisure

West Lothian Leisure Limited (WLL) is an Industrial and Provident Society and is a corporate body registered under the Industrial & Provident Societies Act 1965. WLL also has charitable status granted by HM Revenue and Customs in Scotland, and is regulated by the FCA and OSCR.

West Lothian Leisure Limited was incorporated on 1 February 1998 and provides sports and leisure facilities and activities to the community of West Lothian. It operates as a not for profit distributing Society and is a social enterprise. Surplus, other than reserves, if generated is available to reinvest in the facilities to benefit the community. The business retains a public sector ethos but this is combined with greater private sector freedoms and a clearer single focus.

WLL is responsible for the strategic and operational management of the following ten sport and leisure facilities which it leases from West Lothian Council:

>> Xcite Armadale	>> Xcite Craigswood
>> Xcite Bathgate	>> Xcite Linlithgow
>> Xcite Broxburn Sports Centre	>> Xcite Livingston
>> Xcite Broxburn Swimming Pool	>> Xcite Whitburn
>> Xcite East Calder	>> Xcite Gym at the Fauldhouse Partnership Centre

These facilities provide a strong infrastructure of community leisure centres, swimming pools, sports halls, outdoor sports pitches, health and fitness centres and centres of excellence for sports development and events.

In delivering its services WLL works with many partners including West Lothian Council, NHS Lothian, **sportscotland**, many Governing Bodies of Sport, West Lothian College and Lothian and Borders Police. In doing so we contribute to some of the outcomes in West Lothian's Single Outcome Agreement and to the outcomes and priorities set out in the Scottish Government's national strategy for sport 'Reaching Higher'.

The day to day operations of WLL are managed by the Trust's Senior Management Team (Executive) led by the General Manager (Chief Executive), who is given strategic direction by the Board of Directors (Trustees). There are 12 Directors on the Board who have ultimate control of the Company subject to providing and operating the services in accordance with contracts, leases and funding agreements made with West Lothian Council and other external funders. Directors and paid staff of the Company have a duty to act in the interests of the charity and operate in accordance with its objects and purposes.

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 our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5 – Our Charging Policy”).

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

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within “Section 10: Classes of Information” will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

The Freedom of Information Officer

West Lothian Leisure - Head Office

Xcite Bathgate

Balbardie Park

Torphichen Road

Bathgate

West Lothian

EH48 4LA

Phone: 01506 237870

By email:

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

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

By phone:

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post. Please address your request to:

The Freedom of Information Officer

West Lothian Leisure - Head Office

Xcite Bathgate

Balbardie Park

Torphichen Road

Bathgate

West Lothian

EH48 4LA

Phone: 01506 237870

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 West Lothian Leisure 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 West Lothian Leisure holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified.

Where West Lothian Leisure does not hold copyright in information we publish, we will make this clear.

Section 7: Records Management Policy

West Lothian Leisure regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and

effective fulfilment of its governance, business and legal responsibilities. West Lothian Leisure 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.

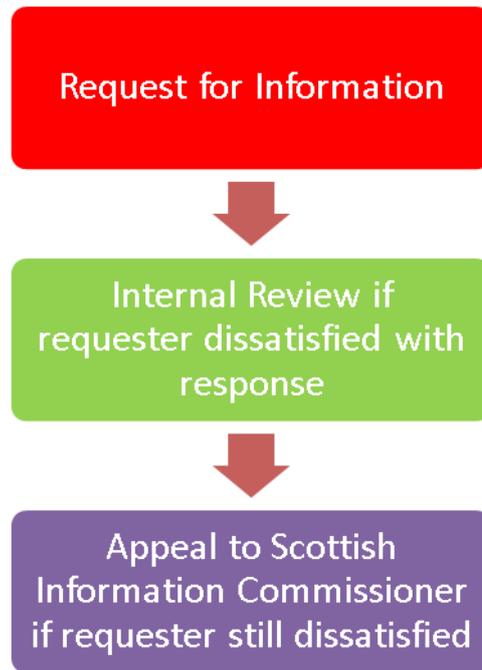
Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within three 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 writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

¹ Verbal requests for environmental information carry similar rights



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.info/YourRights

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

The Freedom of Information Officer

West Lothian Leisure - Head Office

Xcite Bathgate

Balbardie Park

Torphichen Road

Bathgate

West Lothian

EH48 4LA

Phone: 01506 237870

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:

The Freedom of Information Officer

West Lothian Leisure - Head Office

Xcite Bathgate

Balbardie Park

Torphichen Road

Bathgate

West Lothian

EH48 4LA

Phone: 01506 237870

Charges for information which is not available under the scheme:

The charges for information which is available under West Lothian Leisure's Guide to Information are set out under "Section 5 – Our Charging Policy".

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

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.

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

Charges for environmental information:

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

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

Charges are calculated on the basis of the actual cost to West Lothian Leisure of providing the information.

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

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

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data

The charge is a standard fee of £10.00 plus any reproduction and postage costs (both on the same basis as for FOI requests).

Section 10: Classes of Information

The classes of information that we publish

We publish all the information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About West Lothian Leisure

Class 2: How we deliver our functions and services

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

Class 4: What we spend and how we spend it

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

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

Class 7: How we are performing

Class 8: Our commercial publications

CLASS 1: ABOUT WEST LoTHIAN LEISURE

Class description:

Information about West Lothian Leisure, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class includes:	Description	How to access it/details of any charges
About Us		
Our Vision	Our vision & values, how we do business and our key aims and outcomes	http://www.westlothianleisure.com/xcite/about-us/a-shared-vision.html
Delivery Plan	Including budget for the year, key actions and performance targets	http://www.westlothianleisure.com/xcite/about-us/delivery-plan.html
Contact Details	Contact details of all our venues and of our head/principal offices.	http://www.westlothianleisure.com/xcite/contact/contact-us.html
Organisational Chart	Details the organisational structure of West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Our Board of Trustees	Details who our Board are and what they do, plus names of Board members	http://www.westlothianleisure.com/xcite/about-us/board-of-trustees.html
Charitable Trust & Objectives	Information on West Lothian Leisure's charitable status	http://www.westlothianleisure.com/xcite/about-us/about-us.html
Chief Executive and Directors	List of West Lothian Leisure Company Directors including their roles and responsibilities.	http://www.westlothianleisure.com/xcite/about-us/senior-management-team.html
Rules, Code of Conduct and Standing Orders	Details of West Lothian Leisure's corporate governance e.g. governance policy, codes of conduct, standing orders, rules, remit of our Board and sub	http://www.westlothianleisure.com/xcite/about-us/about-us.html

	committees and other governance information.	
News	News about West Lothian Leisure e.g. news releases, newsletters.	http://www.westlothianleisure.com/xcite/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, OSCAR, Financial Conduct Authority. Reports to these bodies.	Write to the FOI Officer (see section 3 above)
Annual Report	Performance of the previous year including audited accounts	http://www.westlothianleisure.com/xcite/about-us/annual-report.html
External relations and working with others		
Sponsorship & Partnership Opportunities	Details on current sponsor partners	Write to the FOI Officer (see section 3 above)
Partnership Opportunities	Information on working in partnership with West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
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.	Write to the FOI Officer (see section 3 above)
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	http://www.westlothianleisure.com/xcite/about-us/customer-feedback-and-complaints.html

How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	http://www.westlothianleisure.com/xcite/about-us/freedom-of-information.html
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by West Lothian Leisure about you.	Write to the FOI Officer (see section 3 above)
Model Publication Scheme 2014	West Lothian Leisure has adopted the Scottish Information Commissioner's Model Publication Scheme 2014.	http://www.westlothianleisure.com/xcite/about-us/freedom-of-information.html
Guide to Information	West Lothian Leisure's Guide to Information it makes available under the Model Publication Scheme 2014.	http://www.westlothianleisure.com/xcite/about-us/freedom-of-information.html

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
Vision and Delivery Plan	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there. Detailed business plans may contain commercially	http://www.westlothianleisure.com/xcite/about-us/a-shared-vision.html

	sensitive information so are not published- but you can still make a request for them.	http://www.westlothianleisure.com/xcite/about-us/delivery-plan.html
Strategic planning process	Information on how we undertake our strategic planning e.g. planning policies, decision making structures, timetables.	Write to the FOI Officer (see section 3 above)
Our Venues	Our venues, contact details & facilities	http://www.westlothianleisure.com/xcite/venues/venues.html
Our Venues Opening Hours	Opening hours of our venues	www.westlothianleisure.com
Venue Timetables and Programmes	Information about the timetables and programmes in each venue showing what's on e.g. fitness class timetables, shows/performances, events/exhibitions etc.	http://www.westlothianleisure.com/xcite/venues/venues.html
Activities	Details of all activities offered within West Lothian Leisure's venues, including venue hire	www.westlothianleisure.com
Coaching & Courses	Information on courses available to the public e.g. coaching, workshops and classes.	http://www.westlothianleisure.com/xcite/training/training.html
Memberships	Details of all the membership products available and how to join.	http://www.westlothianleisure.com/xcite/join/join.html
Bookings	Details of how to make bookings, including links to online booking system, booking forms.	http://www.westlothianleisure.com/xcite/contact/xcite-online-bookings.html
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection Policy, Safe Swim Guidelines, Health and Safety, Equality, Sustainability etc.	Write to the FOI Officer (see section 3 above)
Pricing/Charges	Details of current charges for West Lothian Leisure, including concession schemes and eligibility criteria.	http://www.westlothianleisure.com/xcite/join/pay-as-you-go.html
How to access our services	Information on how to access services e.g. for people with disabilities.	http://www.westlothianleisure.com/xcite/join/concessions

		html
Jobs at West Lothian Leisure	Our current vacancies	http://www.westlothianleisure.com/xcite/recruitment/recruitment.html

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 Agendas	The agendas for our Board Meetings.	http://www.westlothianleisure.com/xcite/about-us/board-meetings.html
Approved Board/Committee Reports	The approved reports from our Board/ Committee Meetings.	Write to the FOI Officer (see section 3 above)
Approved Board minutes	The approved minutes from our Board Meetings. The approved minutes will be published as soon as they have received approval. You can request copies of minutes, prior to their approval, from us under the Act.	http://www.westlothianleisure.com/xcite/about-us/board-meetings.html
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.	Write to the FOI Officer (see section 3 above)
Engagement Strategies	Details of our public engagement strategy.	Write to the FOI Officer (see section 3 above)
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority.	Write to the FOI Officer (see section 3 above)

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class includes:	Description	How to access it/details of any charges
Annual Report & Accounts	Annual report and audited financial statements.	http://www.westlothianleisure.com/xcite/about-us/annual-report.html
Auditors Report	Audited annual statements.	Write to the FOI Officer (see section 3 above)
Activity Prices	List of current prices/charges for activities in each venue.	http://www.westlothianleisure.com/xcite/join/pay-as-you-go.html
Expenses Policy & Procedures	Our policy on expenses.	Write to the FOI Officer (see section 3 above)
Pay & Grading Structure	Pay & grading structure for West Lothian Leisure staff.	Write to the FOI Officer (see section 3 above)
Pension Fund and other investments	Details of West Lothian Leisure's pension fund options, and other investments.	Write to the FOI Officer (see section 3 above)
Senior Staff/Board Member expenses	Details of senior staff/board member expenses	Write to the FOI Officer (see section 3 above)
Board member remuneration	Board members receive no remuneration, other than expenses.	Write to the FOI Officer (see section 3 above)
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy.	Write to the FOI Officer (see section 3 above)
Top level budget allocation & capital	Detailed revenue budgets may not be published, as we consider them to contain commercially	Write to the FOI Officer (see section 3 above)

spending plans	sensitive information which is exempt. However you still have the right to ask for these under the Act.	
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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
Adoption Leave and Adoption Pay	Outlines the policy for staff in relation to adoption leave and pay.	Write to the FOI Officer (see section 3 above)
Anti-harassment bullying and victimisation	Outlines the policy for staff in relation to anti-harassment bullying and victimisation.	Write to the FOI Officer (see section 3 above)
Attendance Management Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	Write to the FOI Officer (see section 3 above)
Career Break Policy	Outlines the policy for employees to take a break from paid employment, which could be to deal with personal responsibilities or for other personal reasons.	Write to the FOI Officer (see section 3 above)
CCTV Code of Practice and Procedures	Details West Lothian Leisure's policy and procedures for the monitoring, recording, holding and processing of images of identifiable individuals constitutes personal data as defined by the Data Protection Act 1998 (DPA). Helps West Lothian Leisure comply with our legal obligations under the DPA.	Write to the FOI Officer (see section 3 above)
Conflict of Interest Policy	Outlines the policy to ensure that no unfair advantage or disadvantage occurs as a result of personal, family, social or financial relationships. Ensures we are guided in our activities by the 'Seven Principles of Public Life' set out by the Nolan Committee.	Write to the FOI Officer (see section 3 above)
Data Protection Policy	This policy details how personal information about employees and customers will be	Write to the FOI Officer

	kept and processed by West Lothian Leisure. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	(see section 3 above)
Disciplinary Policy	Outlines the Disciplinary procedures to help and encourage all employees to improve, achieve and maintain required standards of conduct whilst ensuring that all employees are treated fairly, consistently, and without discrimination.	Write to the FOI Officer (see section 3 above)
Disclosure Handling Policy	Outlines the process for the correct handling, holding and destroying Disclosure information, provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. West Lothian Leisure also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.	Write to the FOI Officer (see section 3 above)
Driving Policy	Ensure that West Lothian Leisure meets necessary vehicle and driving at work requirements as laid out by Health & Safety legislation, Inland Revenue regulations and requirements from our insurance companies.	Write to the FOI Officer (see section 3 above)
Equal Opportunities Policy	Policy aims to prevent all forms of discrimination in the provision of services and employment of people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	Write to the FOI Officer (see section 3 above)
Extreme Weather Policy	This policy aims to ensure that fair treatment is applied as far as possible when extreme weather conditions affect people's ability to work their contracted hours.	Write to the FOI Officer (see section 3 above)
Flexible Working	This policy explains the different types of working arrangements that are in place in West Lothian Leisure and sets out the framework to use for requests to work flexibly.	Write to the FOI Officer (see section 3 above)
Further & Higher Education	The purpose of the policy is to ensure that employees requesting support to undertake	Write to the FOI Officer

Support Policy	further and higher education qualifications are aware of the application process and that they understand the criteria for approval of support.	(see section 3 above)
Hospitality Policy	This policy details the standards required by West Lothian Leisure where employees are offered hospitality, goods or other benefits through the performance of their duties.	Write to the FOI Officer (see section 3 above)
Information Communication & Technology Policy	The purpose of this policy is to ensure that employees of West Lothian Leisure's understand the way in which Information Technology, including Electronic mail (email), the Internet and Computer equipment should be used in the organisation. It aims to ensure that IT is used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.	Write to the FOI Officer (see section 3 above)
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	Write to the FOI Officer (see section 3 above)
Long Service Awards Policy	This policy outlines the criteria for long service and the steps that managers should take to implement the long service award for eligible employees.	Write to the FOI Officer (see section 3 above)
Managing Smoking Policy	This policy ensures that West Lothian Leisure complies with "The Smoking, Health and Social Care (Scotland) Act 2005" and "The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006"	Write to the FOI Officer (see section 3 above)
Mobile Phone Policy	This policy clarifies the responsibilities of employees and West Lothian Leisure in managing the use of "insert organisation's name" mobile communication devices.	Write to the FOI Officer (see section 3 above)
Parental Leave Policy	This policy outlines the entitlements of employees in relation to maternity, adoption and paternity leave and pay. It also details the rights of employees with children to take parental leave and the ability for them to request flexible working patterns	Write to the FOI Officer (see section 3 above)
Pension Regulations Policy	Policy Statement Regarding Local Government Pension Scheme (Administration) (Scotland) Regulations 2008	Write to the FOI Officer (see section 3 above)
Recruitment & Selection Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in	Write to the FOI Officer (see section 3 above)

	employment.	
Redundancy Policy	Outlines the process of dismissal of employees through redundancy.	Write to the FOI Officer (see section 3 above)
Relocation Policy	This policy covers employee entitlements to reimbursement toward expenses incurred in moving house to take up a new post with West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Resolution of Difference Policy	Outlines the procedures for resolving a difference between staff.	Write to the FOI Officer (see section 3 above)
Retirement Policy	Explains policy on retirement.	Write to the FOI Officer (see section 3 above)
Special Leave of Absence Policy	Outlines how West Lothian Leisure supports reasonable requests for time off to deal with unexpected situations that arise and may necessitate short periods of leave that can be accommodated within the needs of the service.	Write to the FOI Officer (see section 3 above)
Stress Policy	This policy explains the action we are taking as an employer with regard to stress related problems in the workplace.	Write to the FOI Officer (see section 3 above)
Threats or Violence Policy	This policy covers the threat of, or actual, violence towards employees by other employees and people visiting venues such as contractors and customers.	Write to the FOI Officer (see section 3 above)
Time Off for Union Duties & Activities Policy	Details guidelines on the granting of time off for trade union duties and activities, and on the provision of facilities to assist officials in the exercise of their functions.	Write to the FOI Officer (see section 3 above)
Training & Development Policy	Details how West Lothian Leisure aims to develop and improve the competency and efficiency of all staff both as members of teams and as individuals to enable the maximum delivery of service to our customers.	Write to the FOI Officer (see section 3 above)
Travel & Expenses Policy	Details how West Lothian Leisure will reimburse reasonable expenses incurred by employees while on authorised business.	Write to the FOI Officer (see section 3 above)
Volunteering Policy	Details West Lothian Leisure's policy on engaging volunteers, and how to become a volunteer.	Write to the FOI Officer (see section 3 above)
Whistleblowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Working Time Policy	Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	Write to the FOI Officer (see section 3 above)

Information Resources		
Records Management Policy	Outlines our policy on record management.	Write to the FOI Officer (see section 3 above)
Retention Schedule	Details what documents we keep for how long and by whom.	Write to the FOI Officer (see section 3 above)
Freedom Of Information Procedures	Procedures & Guidance for Staff	Write to the FOI Officer (see section 3 above)
ICT strategy/policy	Details of our policy for managing ICT.	Write to the FOI Officer (see section 3 above)
Health & Safety		
Health & Safety Policy and procedures	Health and safety policies and procedures for West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Risk Assessments	Details of risk assessment carried out for West Lothian Leisure venues and activities.	Write to the FOI Officer (see section 3 above)
Accident Statistics	Statistical detail of accidents and incidents at venues in West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Normal Operating Procedures	Normal Operating procedures for West Lothian Leisure venues.	Write to the FOI Officer (see section 3 above)
Emergency Action Plans	Emergency Action Plans for West Lothian Leisure.	Write to the FOI Officer (see section 3 above)
Physical Resources		
Pool Water Management	Details of our policies and procedures for pool water management.	Write to the FOI Officer (see section 3 above)
Environmental reports	Details of reports on environmental issues e.g. sustainability, energy usage, carbon footprint etc.	Write to the FOI Officer (see section 3 above)
Facility Maintenance & Asset Management		
Asset Management Policy	Details West Lothian Leisure's asset management plans and maintenance regime	Write to the FOI Officer (see section 3 above)
Facility Maintenance Plan	Details West Lothian Leisure's facility maintenance plans	Write to the FOI Officer (see section 3 above)
Asbestos Policy Management Plan	West Lothian Leisure's policy and procedures for managing asbestos; details	Write to the FOI Officer (see section 3 above)

	an effective organisational means for controlling the risk to health from asbestos within properties owned by West Lothian Council but managed by West Lothian Leisure.	
Energy Awareness	Details staff responsibilities for good practice to reduce energy usage	Write to the FOI Officer (see section 3 above)
Energy Efficiency Review	Details West Lothian Leisure's policy on managing energy usage and promoting energy efficiency.	Write to the FOI Officer (see section 3 above)
Employee Relations		
Agreement with Trade Unions	Details agreements with Trade Unions	Write to the FOI Officer (see section 3 above)
Staff Representative Group Approved Minutes	Approved minutes (redacted) of Staff Reps Group	Write to the FOI Officer (see section 3 above)

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	West Lothian Leisure's procurement policy	Write to the FOI Officer (see section 3 above)
Contracts	Details of West Lothian Leisure's let contracts which have gone through formal tendering, including contractor and value.	Write to the FOI Officer (see section 3 above)
Invitations to tender	Details of invitations to tender	Write to the FOI Officer (see section 3 above)
Become a Service Provider	Details how to become a Service Provider with West Lothian Leisure.	Write to the FOI Officer (see section 3 above)

CLASS 7: HOW WE ARE PERFORMING

Class description:

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

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on West Lothian Leisure's key performance indicators and performance against them.	Write to the FOI Officer (see section 3 above)
Audits & Inspections	Reports from audits and inspections.	Write to the FOI Officer (see section 3 above)
Annual Performance Report	Annual report and audited financial statements.	http://www.westlothianleisure.com/xcite/about-us/annual-report.html
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Write to the FOI Officer (see section 3 above)
Staff Survey	Details the results of our staff survey	Write to the FOI Officer (see section 3 above)
Sickness Absence Statistics	Breakdown of sickness absence statistics	Write to the FOI Officer (see section 3 above)
Health & Safety Audits	Details the Health & Safety Audits of our venues	Write to the FOI Officer (see section 3 above)

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
West Lothian Leisure does not hold or publish any information under this class.		