



**Falkirk Community Trust Ltd
and
Falkirk Community Trading Ltd**

**Guide to Information
available
through our
Publication Scheme**

April 2019

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

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

Falkirk Community Trust Ltd and Falkirk Community Trading Ltd have adopted the [Model Publication Scheme](#) (the Model Scheme) produced by the Scottish Information Commissioner. If you would like a copy of the Model Scheme you can contact us at the address below.

The purpose of this Guide to Information is to:

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

Availability and formats

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

Exempt information

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

Copyright and Re-use of Information

Where Falkirk Community Trust Ltd holds the copyright in its published information, the information (except logos) 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 Falkirk Community Trust Ltd does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

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

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.

Our photocopying charge per sheet of paper is shown in the tables below:

Size of paper	Pence per single sided copy (black & white)	Pence per single sided copy (colour)
A3	40p	80p
A4	25p	45p

PDF per page	50p
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We will recharge any postage costs we paid to send the information to you.

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

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

Feedback

Our aim is to make the Publication Scheme as user-friendly as possible, and we hope that you can access all of the information we publish with ease. We review the Publication Scheme from time to time and we welcome feedback on how we can develop it further. If you would like to comment on any aspect of the 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 Publication Scheme;
- whether you found the Publication Scheme easy to use and useful;
- whether our staff were helpful; and
- other ways in which the Publication Scheme can be improved.

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

Please send any comments or suggestions to:

Policy Development Manager,
Falkirk Community Trust,
Suite 1A,
The Falkirk Stadium,
4 Stadium Way,
Falkirk,
FK2 9EE

Contact us

Each webpage gives contact details within the relevant business areas should you require further information, or information in a different format.

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

Falkirk Community Trust Ltd
Suite 1A
The Falkirk Stadium
4 Stadium Way
Falkirk, FK2 9EE

<http://www.falkirkcommunitytrust.org/>

Tel: 01324 590900

Email: hello@falkirkcommunitytrust.org

The classes of information that we publish

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

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

Class 1: About Falkirk Community Trust Ltd and Falkirk Community Trading Ltd

Class description:

Information about Falkirk Community Trust Ltd and Falkirk Community Trading Ltd, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
About us	http://www.falkirkcommunitytrust.org/about/
Our vision	http://www.falkirkcommunitytrust.org/about/vision.aspx
Services to the public	http://www.falkirkcommunitytrust.org/default.aspx
Opening hours	http://www.falkirkcommunitytrust.org/default.aspx
Contact details for customer care and complaints function	http://www.falkirkcommunitytrust.org/about/complaint
<u>Governance and legal status</u>	
Memorandum & Articles of Association- Falkirk Community Trust	http://www.falkirkcommunitytrust.org/about/trust-board/
Memorandum & Articles of Association- Falkirk Community Trading	http://www.falkirkcommunitytrust.org/about/trust-board/
Our Board	http://www.falkirkcommunitytrust.org/about/trust-board/
Board register of interests	Contact us on details above

Scheme of Delegation	Contact us on details above
Business Plan	http://www.falkirkcommunitytrust.org/about/
Corporate policies (HR, Health & Safety, etc)	Contact us on details above
<u>External Relations</u>	
Falkirk Council	www.falkirk.gov.uk
Falkirk Community Trading Ltd	Contact us on details above
Companies House	http://companieshouse.gov.uk
Community Planning Partnership	http://www.falkirk.gov.uk/services/council-democracy/policies-strategies/community-planning.aspx
Scottish Canals	http://www.scottishcanals.co.uk/
<u>Keeping others informed</u>	
News releases	http://www.falkirkcommunitytrust.org/about/news/
Annual review	http://www.falkirkcommunitytrust.org/about/
What's on	http://www.falkirkcommunitytrust.org/whats-on/

Class 2: How We Deliver Our Functions And Services

Class description:

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

The information we publish under this class	How to access it
<u>What we do</u>	
Business Plan	http://www.falkirkcommunitytrust.org/about/
Statement of public task required by the Re-Use of Public Sector Information Regulations 2015	http://www.falkirkcommunitytrust.org/about/docs/asking-for-info/FCT_Public_Task_Statement.pdf
Annual Reports	http://www.falkirkcommunitytrust.org/about/
<u>Information about our services to the public</u>	
Arts	http://www.falkirkcommunitytrust.org/arts/
Heritage	http://www.falkirkcommunitytrust.org/heritage/
Heritage collections	http://collections.falkirk.gov.uk/
Libraries	http://www.falkirkcommunitytrust.org/libraries/
Fitness	http://www.falkirkcommunitytrust.org/fitness/
Library Catalogue	http://fct.ent.sirsidynix.net.uk/client/en_gb/libraries

Sport	http://www.falkirkcommunitytrust.org/sport/
Parks	http://www.falkirkcommunitytrust.org/parks/
Outdoors	http://www.falkirkcommunitytrust.org/outdoors/
Helix	http://www.thehelix.co.uk
Fees and Charges	Current prices are available through each of the above web pages
Complaints and Concerns	http://www.falkirkcommunitytrust.org/about/complaint/
Asking for Information	http://www.falkirkcommunitytrust.org/about/asking-for-information.aspx

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	How to access it
Minutes of Board meetings – Falkirk Community Trust	http://www.falkirkcommunitytrust.org/about/trust-board/board-papers.aspx
Minutes of Board meetings – Falkirk Community Trading	Contact us on details above
A Library Service Development Plan for Falkirk 2016-21	http://www.falkirkcommunitytrust.org/about/policies.aspx
Arts Delivery Plan	http://www.falkirkcommunitytrust.org/about/policies.aspx
Culture & Sport Strategy	http://www.falkirkcommunitytrust.org/about/policies.aspx
Physical Activity & Wellbeing Strategy	http://www.falkirkcommunitytrust.org/about/policies.aspx
Public Art Strategy	http://www.falkirkcommunitytrust.org/about/policies.aspx
Heritage Delivery Plan	http://www.falkirkcommunitytrust.org/about/policies.aspx
Consultations	Contact us on details 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	How to access it
Annual Audited Accounts	http://www.falkirkcommunitytrust.org/about/ Published annually on website
Expenses - policies & procedures	Contact us on details above
Pay & Grading Structure	Contact us on details above

Financial Regulations	Contact us on details above

Class 5: How We Manage Our Human, Physical And Information Resources

Class description:

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

The information we publish under this class	How to access it
Strategy and Management of Human Resources	If you require any information about the Trust's human resources, please contact us on the details above
Policies	http://www.falkirkcommunitytrust.org/about/policies.aspx The contents of this web page will vary from time to time. For policies which are not published on this web page, contact us on details above.
Records Management Policy and Records Retention & Disposal Schedules	Contact us on details above
Museum and archives collections policies	http://www.falkirkcommunitytrust.org/heritage/museums/policies.aspx
Library Collections Policy	http://www.falkirkcommunitytrust.org/libraries/fees-policies.aspx
Publication Scheme	http://www.falkirkcommunitytrust.org/about/
Data Protection Policy	Contact us on details above
Asking for Information	http://www.falkirkcommunitytrust.org/about/asking-for-information.aspx

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	How to access it
Procurement Policy & Procedures	Contact us on details above
Register of Contracts Awarded, which have gone through the formal tendering, including name of supplier, period of contract and value	Contact us on details above
Links to procurement	https://www.publiccontractsscotland.gov.uk/

information published on the Public Contracts Scotland website	
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	How to access it
Annual Report	http://www.falkirkcommunitytrust.org/about/
Performance Information	http://www.falkirkcommunitytrust.org/about/performance.aspx
Equality Monitoring Reports	Contact us on the above details

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	How to access it
Photographs	http://www.falkirkcommunitytrust.org/heritage/archives/
Library Publications & Maps	http://www.falkirkcommunitytrust.org/libraries/fees-policies.aspx

Class 9: Our Open Data	
Class description: Open data made available by us as described by the Scottish Government's Open Data Strategy and Resource Pack, available under open licence	
The information we publish under this class	How to access it
At present we do not have plans for open data	

Version	Purpose/Change	Author	Date
1	Original Version FCT & Trading following the creation of FCT	Business Dev't Mgr	July 2013
1.1	Revision	Business Dev't Mgr	May 2015
1.2	Update to add class 9 – open data	Business Dev't Mgr	Oct 2017
1.3	Update to add version control box in addition to Date on Front Page	Policy Dev't Mgr	Feb 2019
1.4	Update to amend prices	Service Support Officer	02/04/19