

Aberdeen Sports Village Ltd
Guide to Information Available through our Publication Scheme

Introduction

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 what it might cost

Aberdeen Sports Village Ltd has adopted the **Model Publication Scheme** 2015 produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2019. You can see this scheme by contacting us at the address below.

The purpose of the 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 that has not been published

Availability and formats

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

Exempt information

We will publish the information we hold 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 data or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where Aberdeen Sports Village Ltd 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 Aberdeen Sports Village 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 except where there is a statutory fee, for example, for access to registers.

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 table below:

Photocopying Item	Charge per sheet of paper
A3, black and white	£0.25
A4, black and white	£0.15
A4, colour	£0.35

Information provided on CD-Rom will be charged at £2.00 per disc.

Postage costs will be recharged at the rate 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.

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

Contact Us

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

Business Development Manager
Aberdeen Sports Village
Linkfield Road
Aberdeen
AB24 5RU

info@aberdeensportsvillage.com

01224 438900

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Duration

Where available, published information will be available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available.

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 US	
Class description: Information about the authority, 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
Registered Office	Address as above
Memorandum of Association	Contact Us
Articles of Association	Contact Us
About us	http://www.aberdeensportsvillage.com/about/
Directors	Contact Us

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
Strategic Plan	Contact Us

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	
<i>We do not hold or publish information under this class</i>	

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 Accounts	Contact Us

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**How to access it**

HR Policies

Contact Us

Equality and Diversity Policies

Contact Us

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**

Financial Regulations

Contact Us

CLASS 7: HOW WE ARE PERFORMING

Class description:

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

The information we publish under this class**How to access it**

Annual Accounts

Contact Us

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.

We do not hold or publish information under this class