



ALBA | CHRUTHACHAIL

Creative Scotland Guide to Information Available through our Publication Scheme

1. Introduction

- 1.1 Creative Scotland is the public body that supports the arts, screen and creative industries across all parts of Scotland on behalf of everyone who lives, works or visits here. Creative Scotland is a public authority and has adopted the Scottish Information Commissioners Model Publication Scheme 2015. This scheme is approved until 31 May 2019. You can see our details of the classification we publish within the new model scheme at the end of this document.
- 1.2 Creative Scotland inherits the information from two predecessor organisations Scottish Arts Council and Scottish Screen. Information from those organisations is available through our publication scheme or can be accessed by contacting us.
- 1.3 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.
- For more information on Freedom of Information see:
<http://www.itspublicknowledge.info/home/ScottishInformationCommissioner.asp>
- 1.4 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

Author: Kirstin MacLeod, Government Relations Officer
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2. Availability and formats

2.1 The information we publish through the model 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).

3. Exempt information

3.1 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 or commercial), we will remove or redact the information before publication and explain why.

4. Copyright

4.1 Where Creative Scotland 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

4.2 Where Creative Scotland does not hold the copyright in information we publish, we will make this clear.

5. Charges

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

5.2 Creative Scotland aims to provide all information requested free of charge, however in some circumstances (large volumes of paper copies for example) will consider applying a fee. The calculation applied will be 10p per A4 sheet and you would be advised of this in advance (Fee Notice).

5.3 Postage costs will be recharged at the rate we paid to send the information to you.

5.4 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.

6. Contact us

- 6.1 You can contact any member of Creative Scotland staff for guidance and assistance with any aspect of our information. The principle contact for Freedom of Information; making requests for information; questions regarding our Guide to the Publication Scheme; advice in 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, is Kirstin MacLeod, Government Relations Officer:

Email: communications@creativescotland.com

Tel: 0330 333 2000

- 6.2 Alternatively you can visit either of our offices:

Edinburgh Office

Creative Scotland
Waverley Gate
2-4 Waterloo Place
Edinburgh
EH1 3EG

Glasgow Office

Creative Scotland
The Lighthouse
Mitchell Lane
Glasgow
G1 3NU

Class 1 – About Creative Scotland

Information about Creative Scotland, who we are, where to find us, where to find us, how to contact us, how we are managed and our external relations.

Sub-Classifications	Contact Department	Format Available	
		Website	Paper / Electronically
About Us	Communications	√	√
Corporate Plan	Communications	√	√
Partners	Communications	√	√
People	Communications	√	√
Staff Structure/Organogram	HR		√
Board Code of Conduct	Communications	√	√
Register of Interest	Finance	√	√
Register of Gifts & Hospitality	Finance		√
Memorandum and Articles of Association	Finance		√
Funding Agreement template (Letter of Agreement & Investment Agreement)	Funding Operations	√	√
Framework Agreement (PDF)	Finance	√	√
Royal Charter	Communications		√
Legislative Framework	Communications		√
Media Releases	Communications	√	√
Remuneration in excess of £150,000	HR	√	

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Class 2 – How We Deliver Functions & Services

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

Sub-Classifications	Contact Department	Format Available	
		Website	Paper / Electronically
Plans	Communications	√	√
Operational Policies & Procedures	Communications	√	√
About our work	Communications	√	√
Funding programmes and Guidelines	Communications	√	√
Funding Criteria	Communications	√	√
Annual Budgets	Finance	√	√
External contacts / sources of funding	Communications	√	√
Funding Awards	Communications	√	√
Research	Communications	√	√
Expenditure on Public Relations	Finance	PSRA	
Expenditure on Hospitality & Entertainments	Finance	PSRA	
Expenditure on External Consultants	Finance	PSRA	

Class 3 – How Creative Scotland Takes Decisions & What has been Decided

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

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically
Board and Committees	Communications	√	√
Accounts Directions	Finance		√
Corporate Policy Statements	Communications	√	√
Strategies	Communications	√	√
Management Accounts	Finance	√	√
Authority Levels	Finance		√
Funding Awards	Communications	√	√

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Class 4 - Information about our strategy for, and management of, financial resources

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically
Statutory Accounts	Finance	√	√
Budgets	Finance	√	√
Expenditure over £25,000	Finance	PSRA	

Class 5 - How we manage Human, Physical and Information Resources

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically
Externally advertised vacancies	HR	√	√
Staff training & induction	HR		√
Staff & Manager Handbooks	HR		√
Training Plans	HR		√
Job Descriptions	HR		√
Environmental Policies & Procedures	Communications	√	√
Retention & Destruction Schedule*	Communications		√

*Currently in development.

Class 6 - Information about how we procure goods & services, and our contracts with external providers

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically
Standard contract of engagement	Funding Operations		√
Tendering Policy & Procedure	Funding Operations	√	√
Tenders offered	Funding Operations	Public Contracts Scotland	√

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Class 7 - Information about how we perform and how well we deliver our functions & services

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically
Reporting on Enquiries & Complaints	Communications		√
Environmental reporting	Communications		√

Class 8 - Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet.

(No information held under this class)

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically

Class 9 - Our open data

(No information held under this class)

Sub-Classifications	Contact Department	Format Available	
		Web	Paper / Electronically