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Guide to information published by Creative Scotland

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1. Introduction

- 1.1 The [Freedom of Information \(Scotland\) Act 2002](#) (FOISA) provides individuals with the right to request any recorded information held by Scotland's public authorities.
- 1.2 FOISA requires Scottish public authorities to adopt 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 they publish and what it might cost
- 1.3 As a Scottish public authority, Creative Scotland has adopted the Scottish Information Commissioners [Model Publication Scheme](#).
- 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
- 1.5 Creative Scotland also inherits the information from two predecessor organisations Scottish Arts Council and Scottish Screen. You can access information on these organisations through [the archived websites](#).

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. For

example, we can arrange to send information to you in paper copy (although there may be a charge for this).

2.2 Creative Scotland is committed to offering clear and accessible processes, that are open to everyone. We have a number of ways we can support you in accessing and requesting information:

- we can offer guidance on how to access the information we hold and how to submit a FOISA request
- on request this guide can be made available in alternative formats and languages such as braille, large print, easy read, audio and Gaelic
- we can produce information requested through FOISA in different formats, such as a large print, to ensure the information is accessible for the individual
- if you are a D/deaf BSL user, you can access our services with the [Contact Scotland-BSL programme](#)

3. Exempt information

3.1 Information will only be withheld where FOISA expressly permits it.

3.2 If a document contains information that is exempt under FOISA, for example sensitive personal or commercial information, we will remove or redact it 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 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).

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

5.3 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. Making a request

6.1 To request information, email communications@creativescotland.com

6.2 Your request must include:

- your full name
- a contact address – postal or email address
- a description of the information you want

If possible, please provide a telephone number so we can contact you if we have any questions about your request and let us know if you require the information in a particular format (such as paper).

7. Contact us

7.1 For questions relating to FOISA, our Publication Scheme and complaints, contact Creative Scotland's Government Relations Officer:

Email: communications@creativescotland.com

7.2 For questions on how Creative Scotland manages data and making requests for your personal data, contact Creative Scotland's Data Protection Officer:

Email: dataprotection@creativescotland.com

If you would like to speak to our staff by phone, send us an email and we will arrange to call you back.

Class 1: about Creative Scotland

Information about Creative Scotland, who we are, 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	✓	✓
Contact us	Communications	✓	✓
Staff Structure/Organogram	HR		✓
Board Code of Conduct	Communications	✓	✓
Board Register of Interests, Gifts & Hospitality	Finance	✓	✓
Funding Agreement Template (Letter of Agreement & Investment Agreement)	Funding Operations	✓	✓
Framework Agreement	Finance	✓	✓
Legislative Framework	Communications	✓	✓
Media Releases	Communications	✓	✓
Remuneration in excess of £150,000	Finance	✓	✓

Class 2: how we deliver functions and 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
<u>Plans</u>	Communications	✓	✓
<u>Operational Policies & Procedures</u>	Communications	✓	✓
<u>About our work</u>	Communications	✓	✓
<u>Funding Programmes & Guidelines</u>	Communications	✓	✓
<u>Funding Criteria</u>	Communications	✓	✓
<u>Annual Budgets</u>	Finance	✓	✓
<u>External Contacts/Sources of Funding</u>	Communications	✓	✓
<u>Funding Awards</u>	Communications	✓	✓
<u>Research</u>	Communications	✓	✓
<u>Expenditure on Public Relations</u>	Finance	✓	✓
<u>Expenditure on Hospitality & Entertainments</u>	Finance	✓	✓
<u>Expenditure on External Consultants</u>	Communications	✓	✓

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

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

Sub Classifications	Contact Department	Format Available	
		Website	Paper/Electronically
Board & Committees	Communications	✓	✓
Corporate Policy Statements	Communications	✓	✓
Strategies	Communications	✓	✓
Management Accounts	Finance	✓	✓
Funding Awards	Communications	✓	✓
Account Directors	Finance		✓
Authority Levels	Finance		✓

Class 4: what we spend and how we spend it

Information about our strategy for, and management of, financial resources.

Sub Classifications	Contact Department	Format Available	
		Website	Paper/Electronically
Statutory Accounts	Finance	✓	✓
Budgets	Finance	✓	✓
Expenditure over £25,000	Finance	✓	✓

Class 5: how we manage human, physical and information resources

Information about how we manage our human, physical and information resources.

Sub Classifications	Contact Department	Format Available	
		Website	Paper/Electronically
External 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		✓
Privacy Notice	Communications	✓	✓

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

Information about how we procure goods and services and our contracts with external providers.

Sub Classifications	Contact Department	Format Available	
		Website	Paper/Electronically
Standard contract of engagement	Funding Operations		✓
Tendering Policy & Procedure	Funding Operations	✓	✓
Tenders Offered	Funding Operations	✓ Public Contracts Scotland	✓

Class 7: how we are performing

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

Sub Classifications	Contact Department	Format Available	
		Website	Paper/Electronically
Reporting on Freedom of Information (FOI) & Environmental Information Regulation (EIR)	Communications	✓ Scottish Information Commissioner	✓
Reporting on Equality Mainstreaming & Outcomes	Communications	✓	✓
Reporting on Enquiries	Communications		✓
Reporting on Complaints	Communications		✓
Reporting on Data Protection	Communications		✓

Class 8: our commercial publications

No information held under this class.

Class 9: our open data

No information held under this class.