



West Dunbartonshire Leisure Model Publication Scheme 2017 Guide to Information

Revised December 2018

WEST DUNBARTONSHIRE LEISURE GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

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 Dunbartonshire Leisure has adopted the **Model Publication Scheme 2017** which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2021.

You can see the [publication scheme](#) on our website or by contacting us at the address below.

The purpose of this Guide to Information is to:-

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can 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 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).

All our written information can also be made available, on request, in a range of different formats and languages.

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 may remove or redact the information before publication but we will explain why.

Copyright

West Dunbartonshire Leisure holds the copyright for the vast majority of information in this publication scheme. Where West Dunbartonshire 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 Dunbartonshire Leisure 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 or where it can be sent to you electronically by email. 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.

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc. Postage costs will be recharged at the rate we pay to send the information to you.

If providing copies of any pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass any other costs on to you in relation to our published information. We do charge in relation to information not published under this scheme. Each publication will be charged, per copy, according to how much it actually cost the West Dunbartonshire Leisure to have them professionally printed.

Contact us

You can contact us for assistance with any aspect of West Dunbartonshire Leisure's publication scheme:- write to:

Kevin Murphy
West Dunbartonshire Leisure
Alexandria Community Centre
Main Street
Alexandria, G83 0NU
Tel: 01389 757806
Email: kevin.murphy@west-dunbarton.gov.uk
Website: www.wdleisure.net

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.

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 WEST DUNBARTONSHIRE LEISURE	
Class description: Information about West Dunbartonshire 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:	How to access it
Our Mission Statement & Values	Mission & Values Pdf doc
Contact details of all our venues and of our head office.	Facility Contact Numbers Pdf doc (79kb)
Details the organisational structure of West Dunbartonshire Leisure.	Structure of the Company Pdf doc (61kb)
Our Board of Directors	Board of Trustees Online
Our Charitable Trust & Objectives	About Us Online
Our Senior Management Team	WDL Management Team Online
Our Articles of Association	Articles of Association Pdf doc (613kb)
Our Governance arrangements	WDL Governance Pdf doc (54kb)
<i>External relations and working with others</i>	
Our Partners	Partnership Working Document Pdf doc (871kb)
<i>Information on rights, how to make a request</i>	
Our Complaints and comments procedures	Feedback Online
How to request information, contacts details for FOI section / unit.	Freedom of Information Online

The information we publish under this class includes:	How to access it
West Dunbartonshire Leisure has adopted the Scottish Information Commissioner's Model Publication Scheme 2014.	WDL Publication Scheme Pdf doc (354kb)
West Dunbartonshire Leisure Guide to Information it makes available under the Model Publication Scheme 2014.	WDL Guide to Information Online

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:	How to access it
Our Business Plan	Business Plan Pdf doc (1.5mb)
Our venues, contact details, facilities, opening hours and programme information	Clydebank leisure Centre Online The Meadow Centre, Dumbarton Online Vale of Leven Swimming Pool Online Community Facilities Online
Information on courses available to the public e.g. coaching and training classes.	Sports Development Online Training Courses Online
Details of all the membership products available and how to join.	Membership Packages Online
Details of how to make bookings, including links to online booking system and booking forms.	How to Book Online
Corporate-wide policies e.g. Child Protection Policy, Safe Swim Guidelines, Health and Safety, Equality, Sustainability etc.	Our Policies Pdf docs
Details of current charges for West Dunbartonshire Leisure, including concession schemes and eligibility criteria.	Service Charges – Leisure Centres Online Service Charges – Community Facilities Online Access to Leisure (Concession Scheme) Online
Our current vacancies	My Job Scotland Online

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:	How to access it
Our Board agendas and minutes	WDL Board Meetings Pdf docs
Our public consultation exercises	Public Consultation Pdf docs

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:	How to access it
Our Annual report	Annual Report Pdf doc (1.5mb)
Our Audited annual statements.	Annual Report Pdf doc (1.5mb)
List of current prices/charges for activities in each venue.	Service Charges – Leisure Centres Online Service Charges – Community Facilities Online Access to Leisure (Concession Scheme) Online
Our policy on expenses.	Car & Cycle Allowance Scheme Pdf doc (865kb)
Details of West Dunbartonshire Leisure pension fund options, and other investments.	Annual Report Pdf doc (1.5mb)
Details of board member expenses	Annual Report Pdf doc (1.5mb)
E.g. reserves policy and bad debt management policy.	Bad Debt Policy Pdf doc (66kb)

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:	How to access it
Outlines our policy on record management.	Records Management Policy Pdf doc (61kb)
Procedures & Guidance for Staff	Employee Handbook Pdf doc (338kb)
Details of our policy for managing ICT.	I.T. Policy Pdf doc (405kb)
Health & Safety	
Our Health and safety policy	Health & Safety Policy Pdf doc (473kb)
Statistical detail of accidents and incidents at venues in West Dunbartonshire Leisure.	Accident Review Pdf doc (152kb)
Physical Resources	
Details of our policies and procedures for pool water management.	Contact us using the details provided
Details of reports on environmental issues e.g. sustainability, energy usage, carbon footprint etc.	Contact us using the details provided
West Dunbartonshire Leisure policy and procedures for managing asbestos;	Managing Asbestos Pdf doc (823kb)
Details staff responsibilities for good practice to reduce energy usage	Contact us using the details provided
Details of our policies and procedures for pool water management.	Pool Water Testing Pdf doc (91kb)
Details West Dunbartonshire Leisure policy on managing energy usage and promoting energy efficiency.	Contact us using the details provided
Employee Relations	
Our agreements with Trade Unions	Trade Union Recognition and Facilities Agreement Pdf doc (289kb)

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:	How to access it
Our procurement policy	Procurement Objectives Pdf doc (122kb)
Our previous tendered contracts	Sample Tender Pdf doc (576kb)

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:	How to access it
Our Key Performance Indicators	Annual Report Pdf doc (1.5mb)
Our Annual report and audited financial statements.	Annual Report Pdf doc (1.5mb)
Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Public Consultation Pdf docs
Breakdown of sickness absence statistics	Annual Report Pdf doc (1.5mb)

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:	How to access it
West Dunbartonshire Leisure does not hold or publish any information under this class.	N/A