

Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) 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.

North Ayrshire Leisure Limited (KA Leisure) has adopted the Model Publication Scheme developed and approved by the Scottish Information Commissioner. The Commissioner is responsible for enforcing FOISA.

The model scheme can be viewed online at www.itspublicknowledge.info/mps or by contacting the Scottish Information Commissioner at the address below.

Scottish Information Commissioner

Kinburn Castle, Doubledykes Road
St Andrews, Fife KY16 9DS

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

The Guide is split into the following six sections:

- Availability and formats
- Exempt information
- Copyright

- Charges
- Contact Us
- The Classes of Information that we publish

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 – see ‘Charges’ below).

Exempt information

If information described by the Classes cannot be published and is exempt under Scotland’s freedom of information laws (for example sensitive personal information or a trade secret), we may withhold the information or provide a redacted version for publication, and we will explain why we have done so.

Copyright and re-use

Where North Ayrshire Leisure Limited 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
- The source of the material is identified

Where North Ayrshire Leisure Limited does not hold the copyright in information we publish, we will make this clear.

Re-use of Public Sector Information

Access to the information does not mean copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to North Ayrshire Leisure Limited to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (RPSIs) for which a charge may be imposed. If a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact: customerservice@kaleisure.com

Guidance on the RPSI regulations can also be found on The National Archives website: <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>.

Charges

Unless otherwise specified in the Classes of Information, all information published through this scheme is available free of charge where it can be downloaded from our website, or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on digital format such as computer disc. Charges will reflect the actual costs of reproduction and postage to the Company, as set out below.

In the event, that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs: where charges are to be applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Postage costs: we will pass on postage charges to the requester at the cost to the Company of sending the information by second class post.

We are required by the Equality Act 2010 to take steps to meet the needs of people who require assistance to access information. This means making reasonable adjustments to our practices to ensure that information is physically accessible. This may, for example, involve producing information in a larger script or different format where it is practicable to do so. The costs of this will be met by North Ayrshire Leisure Limited.

Charges for information available only through request

In cases which involve a large amount of work, a charge may be considered in accordance with the Fees Regulations under Section 9 of FOISA. The regulations state that:

- The first £100 of costs are provided free of charge.
- For projected costs above £100, North Ayrshire Leisure Limited may issue a fees notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).

- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff engaged on the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600 but can refuse a request if the cost of answering it breaches this limit (Section 12 of FOISA).

Contact Us

You can contact us for assistance with any aspect of this scheme, guide to information and to ask for copies of the Company's published information:

North Ayrshire Leisure Limited,
Head Office, 22 Quarry Road,
Irvine KA12 0TH
Tel: 01294 315120
Email: customerservice@kaleisure.com

We will also provide reasonable advice and assistance to anyone who wants to request information which is not published.

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 the organisation

Description: Information about the organisation, 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:

North Ayrshire Leisure Limited (trading as KA Leisure) is a Company Limited by Guarantee. Registered in Scotland, Company No. 202978, and a recognised Scottish Charity, No. SC029780. KA Leisure Head Office is based in Irvine and through main leisure facilities, golf courses, Community Sport Hubs and outreach programmes provide leisure, sport and health & wellbeing services to a wide range of towns and rural communities, including the islands of Arran and Cumbrae. North Ayrshire (in the west coast of Scotland) covers an area of around 886 square km, with a coastline of 225km and a population of approximately 138,000 people.

Our contact telephone number is: 01294 315120

Our postal address is:

North Ayrshire Leisure Limited
Head Office, 22 Quarry Road
Irvine KA12 0TH

Our email address is: customerservice@kaleisure.com

Company Information

- [Company Structure](#)
- [Company Reports](#)
- [Annual Report](#)
- [How to contact us](#)
- [Our Board of Directors](#)
- [Customer Charter](#)
- [Our facilities](#)

Class 2: How we deliver our functions and services

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:

- [Company Reports](#)
- [Recovery & Renewal Plan](#)
- [Customer Charter](#)

Class 3: How the organisation takes decisions and what it has decided

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

The information we publish under this class:

- [Our Directors](#)
- [Board Meetings](#)
- [Minutes of Meetings](#)

Class 4: What the organisation spends and how it spends it

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:

- [Company Reports](#)
- [Annual Accounts](#)
- [Recovery & Renewal Plan](#)

Class 5: How the organisation manages its human, physical and information resources

Description: Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class:

Human Resources is part of the KA Leisure Support Team.

- HR Policies and Guides (policies currently under review)
- Our recruitment process (policies currently under review)
- [Job vacancies with KA Leisure](#)

Company Information

- [How to access information \(e.g. Freedom of Information, Data Protection\)](#)

Class 6: How the organisation procures goods and services from external providers

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

The information we publish under this class:

North Ayrshire Leisure Limited does not currently have any information under this class.

Class 7: How our organisation is performing

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:

- [Company Reports](#)

Class 8: Our commercial publications

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:

North Ayrshire Leisure Limited does not currently have any information under this class.

Class 9: Our Open Data

Description: Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class:

North Ayrshire Leisure Limited does not currently have any information under this class.