

Class 1 : About the Authority		
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	
About Us		
Perth & Kinross Sports Council: What we do	Description of Perth & Kinross Sports Council	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Our Vision	Sports Council's Vision	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Services to the public	Description of range of services which Perth & Kinross Sports Council delivers	http://www.perthandkinrosssportsCouncil.co.uk/pdf/Constitution%20PDF.pdf http://www.perthandkinrosssportsCouncil.co.uk/grants.php
How we are managed	Overview of senior management process	http://www.perthandkinrosssportsCouncil.co.uk/contacts.php (Contact details)
Governance and Accountability		
Governance		http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Managing the organisation	Decision making process	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Vision Statement		http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Audit	Publication of Accounts	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php Annual report to be uploaded
External Relationships/working with others		
Perth & Kinross Council		http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Live Active Leisure		http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Perth & Kinross Disability Sport		http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php

Keeping others informed		
News Releases		http://www.perthandkinrosssportsCouncil.co.uk/news.php
Our Annual Report	Most recent Annual Report	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php To be uploaded
Forthcoming Events		http://www.perthandkinrosssportsCouncil.co.uk/news.php
What's On		http://www.perthandkinrosssportsCouncil.co.uk/news.php

Class 2 : How We Deliver Our Functions And Services		
Class Description: Information about our work, our strategy and policies for deliver functions and services and information for our service users.		
The information we publish under this class	How to access it	
Functions		
Our Strategic Objectives	List of Perth & Kinross Sports Council Strategic Objectives	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development
Our Customer Promise	Perth & Kinross Sports Council Customer Promise	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development
Customer Involvement	Perth & Kinross Sports Council Comments & Complaints Policy	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development
Enquiry procedures	How to make a comment/complaint	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development
Information on rights, how to make a request		
Overview of your rights	Perth & Kinross Sports Council Freedom of Information process	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development
How to make a request under FOISA	Online form to make Freedom of Information request	PDF on http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php In Development

Information about our services to the public		
List of Services	List of public facing services	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php

Class 3 : How The Authority Takes Decisions and What it has 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	How to access it	
Minutes of Executive Committee Meetings	Perth & Kinross Sports Council Exec Minutes available from Sports Council Administrator	http://www.perthandkinrosssportsCouncil.co.uk/contacts.php

Class 4 : How our Authority is Performing		
Class Description: Information about how the authority performs as an organisation, how well it delivers its functions and services		
The information we publish under this class	How to access it	
Annual Report	Annual Report	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php
Performance Information	Annual Report	http://www.perthandkinrosssportsCouncil.co.uk/aboutus.php

Guide to Information

www.perthandkinrosssportsCouncil.co.uk

2017

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 which they make routinely available;

Tell the public how to access the information.

Perth & Kinross Sports Council has adopted the **Model Publication Scheme 2015**. The Scottish Information Commissioner has approved this scheme until 31 May 2019. You can see this scheme on our website at www.perthandkinrosssportsCouncil.co.uk

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 charged 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 required information we hold that has not been published.

Availability of 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).

Exempt information

We will publish the information we hold which 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 will remove or redact information before the publication and explain why.

Copyright

Where Perth & Kinross Sports Council hold 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 Perth & Kinross Sports Council does not hold the copyright in information we publish, we will make this clear.

Contact Us

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

Perth & Kinross Sports Council, c/o LiveActive Leisure, Caledonia House, Hay Street, Perth PH1 5HS

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.

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 6 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 for which there will be a charge.