

CULTURE PERTH AND KINROSS

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities and their arms-length external organisations (ALEOs) to produce and maintain a publication scheme. Culture Perth and Kinross has a duty to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Culture Perth and Kinross (CPK) has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on the Commissioner's website at <http://www.itspublicknowledge.info/MPS> or by contacting us at the address below if you prefer a copy to be provided to you in another format.

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).

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

Where Culture Perth and Kinross 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 Culture Perth and Kinross 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 except where there is a statutory fee.

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.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying Size of paper	Pence per sheet of paper
A3	15p
A4	10p

Contact us

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

Freedom of Information
Culture Perth and Kinross
AK Bell Library
York Place
Perth
PH2 8EP

Tel: 01738 444949

Email: enquiries@culturepk.org.uk

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.

The classes are:

Class 1: About Culture Perth and Kinross

Class 2: How we deliver our functions and services

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

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

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

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

CLASS 1: ABOUT CULTURE PERTH AND KINROSS

Class description:

Information about Culture Perth and Kinross (CPK), 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:

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About us

General information about Culture Perth and Kinross

- Trust name, address and contact details for headquarters and principal offices (Available on the page where this document is accessed)
- [Organisational structure, roles and responsibilities of senior officers](#)
- [Business opening hours](#)
- Contact details for customer care and complaints functions - enquiries@culturepk.org.uk or 01738 444949
- [Customer codes or charters](#)
- Publication scheme and Guide to Information (This document)
- Charging schedule for published information (This document)
- [Contact details and advice about how to request information from the authority](#)
- How to make a complaint
- Charging schedule for environmental (Not Applicable)
- [Legal framework for the Trust, including constitution, articles of association or charter](#)

How CPK is run

- [Description of governance structure, Board, committees and other decision making structures](#)
- [Names, responsibilities and \(work-related\) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the Trust e.g. Board members](#)
- [Chief Officers](#)
- [Governance policies, including standing orders, code of conduct and register of interests](#)

Corporate planning

- [Strategic Operating Plan 2017-2018](#)
- [Mission statement](#)
- Corporate strategies e.g., for economic development, etc. (No data held)
- Corporate policies, e.g., [health and safety](#), [equalities](#), [sustainability](#)
- [Strategic planning processes](#)

External relations

- Consultations and Community Engagement (Big Listen 4 report under preparation)
- Accountability relationships, including reports to regulators
- Internal and external audit arrangements
Culture Perth and Kinross do not have internal auditors.
Our external auditors are: Campbell Dallas LLP, 5 Whitefriars Crescent, Perth, PH2 0PA
[Campbell Dallas Accountants Perth | Accountancy Firm Perth](#)
- Strategic agreements with other bodies
Our main relationship is with Perth and Kinross District Council: [PKDC Website](#)

Keeping others informed

- [Current CPK news releases](#)

- Archived news releases
- [Email subscription service](#) (at the bottom of our Home Page)
- [Social media profiles – Twitter, Facebook](#) (at the bottom of our Home Page)
- [Events calendar](#)

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

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:

Functions

- Description of functions, including statutory basis for them
 - [Council Archive](#)
 - [Library & Information Services](#)
 - [Museums and Galleries](#)
- [Strategies, policies and internal staff procedures for performing statutory functions](#)
- Reports of the authority's exercise of its statutory functions
 - [Annual Report](#)
 - [KPIs](#)

Services

- List of services, including statutory basis for them, where applicable
 - [Access Services](#)
 - [Archives](#)
 - [Commercial Activity](#)
 - [Early Years, Children & Schools](#)
 - [Events and venue hire](#)
 - [Family history](#)
 - [Health and Well-being](#)
 - [Libraries](#)
 - [Learning](#)
 - [Museums and Galleries](#)
 - [Venue hire and hall booking](#)
- Service policies and internal staff procedures
 - [Adult and Child Protection](#)
 - [Equalities and Diversity](#)
 - [Health and Safety](#)
 - Libraries and Information Services Stock Management (Currently under preparation)
 - [Volunteering](#)
- Service schedules and delivery plans
- Information for service users, including how to access the services
 - [Charges and fees](#)
 - [Data Protection](#) and [Freedom of Information](#)
 - [Jobs and careers](#)
- Service fees and charges, including bursaries
 - [Library fees](#)
 - [Archive, Family and Local History fees](#)

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:

- [Strategic Operating Plan](#)
- Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017

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:

Note – not all of this information is currently published on our website but copies are available on request

- [Financial statements, including audited annual accounts, any regular statements e.g. quarterly management accounts.](#)
- Financial policies and procedures for the organisation
- Top level budget allocation to key functions / service areas and capital spend plans
- Financial regulations
- Expenses policies and procedures – [Subsistence](#) and [Travel](#)
- Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation
- Pay and grading structure (levels of pay rather than individual salaries), and [pension fund information](#)
- Funding awards received

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 Culture Perth and Kinross

Note – not all of this information is currently published on our website but copies are available on request

Human Resources

- Strategy and management of human resources
- [Staffing structure](#)
- Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records
- Employee relations structures and agreements reached with recognised trade unions and professional organisations (Not currently applicable)
- Our people charter and strategy (Currently under development)

Physical Resources

- Maintenance arrangements
- [Museums and Galleries Collections Management Framework](#)
- Libraries and Information Services Stock Management Policy

Information resources

- Records management policy and records management plan, including records retention schedule
- Information governance / asset management policies and procedures, information asset list
- Knowledge management policies and procedures (Not applicable)
- [List of statistical information published by the authority](#)
- [Freedom of information policies and procedures](#)
- [Data protection or privacy policy](#)
- [Museums and Galleries Collections Information Policy](#)

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Note – not all of this information is currently published on our website but copies are available on request

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

- Procurement policies and procedures
- Invitations to tender
- Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value
- Links to procurement information the authority publishes on the Public Contracts Scotland website
- External commissioning (no formal tender required)

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

- [Annual report](#)
- CPK Plans & Reporting - Strategic documents, service plans and statutory performance indicators
- Key Performance Indicators
- Statistics, facts and figures
- Complaints performance
- Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended
- [Health and Safety](#)
- Incident reporting
- Use of self-evaluation frameworks and peer supported reviews

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

We do not hold or publish any information under this class

CLASS 9: OUR OPEN DATA

Class description:

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

The information we publish under this class

- CPK's open data publication plan (This document)
- Open data sets and their metadata, or links to where they are accessible