



PUBLICATION SCHEME

GUIDE TO INFORMATION

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Related documents	Freedom of Information and Data Protection information; Privacy notices; Customer Feedback and Complaints procedure

Introduction

ANGUSalive is a company wholly owned by Angus Council and a Scottish public authority for the purposes of the Freedom of Information (Scotland) Act 2002. We must publish the classes of information we routinely make available and explain how the public can access that information and whether any charge applies.

ANGUSalive has adopted the Scottish Information Commissioner's current Model Publication Scheme. This Guide to Information describes the information available under each class, where to find it and how to ask for information that is not already published.

Accessing information

Most published information is available free of charge on the ANGUSalive website. Free internet access is available in ANGUSalive libraries. If you cannot access information online, contact us and we will discuss a reasonable alternative format or arrangement. This may include inspection or a paper copy.

Online guidance: Accessing Information

Information not published

We will publish information that falls within the classes below unless there is a lawful reason not to do so. Information may be withheld or redacted where an exemption applies, for example to protect personal information, commercial interests, confidentiality or security. Where appropriate, we will explain the basis for withholding information.

Copyright and reuse

Information in which ANGUSalive owns the copyright may normally be copied or reproduced if it is reproduced accurately, is not used in a misleading context and ANGUSalive is identified as the source. Different conditions may apply where copyright belongs to another person or organisation. Contact us before reusing material if ownership or permitted use is unclear.

Charges

There is no charge to view information on our website or inspect it at our premises. If a statutory fee applies, or if providing copies results in a cost, we may charge in line with the law and the Scottish Information Commissioner's guidance. We will tell you the amount and how it has been calculated before supplying the information.

Any charge will be limited to the cost of providing the information, such as photocopying, printing, postage or the cost of the medium supplied. Commercial publications offered for sale are priced separately and are not covered by this charging statement.

Contact us

For help with this guide, to request information in another format, or to ask for information that is not already published, contact:

Freedom of Information
ANGUSalive Head Office
50-56 West High Street
Forfar
Angus
DD8 1BA
Telephone 01307 492600
Email enquiries@angusalive.scot

How long information remains available

We aim to make current information available together with information from at least the previous two financial years where this is relevant and practicable. Where a document has been updated or replaced, the website may show only the current version. Earlier versions may be requested using the contact details above.

Class 1 About ANGUSalve

Information about who we are, where to find us, how we are managed and our external relationships.

Information published	How to access it
What we do, our services, vision and mission	About ANGUSalve ANGUSalve home page
Where to find us and how to contact us	Contact us Venue and service locations
Governance structure, Board and decision-making arrangements	ANGUSalve Board Board meetings and approved minutes
Senior management roles and responsibilities	Senior Management Team
Legal framework, Articles of Association and governance policies	Available on request. Company and filing information is also available from Companies House; charity information is available from OSCR.
Plans, strategies, policies and corporate reports	Reports and Policies
Customer care, feedback and complaints	Customer Feedback and Complaints Complaints procedure
Accountability relationships and regulators	Companies House OSCR Scottish Charity Register Angus Council
Subsidiary companies and significant financial interests	ANGUSalve's trading subsidiary is Angus CLT (Trading) Limited. Further information is available through Companies House and in published accounts.

Class 2 How We Deliver Our Functions and Services

Information about our work, strategies and policies for delivering functions and services, and information for service users.

Information published	How to access it
Description of functions and services	About ANGUSalve Service information
Service locations, opening hours, activities, charges and booking information	Contact us and service locations ANGUSalve home page
Service policies, standards, schedules and delivery plans	Published where appropriate on the relevant service pages or available on request, subject to any applicable exemption.
How to report a concern, provide feedback or make a complaint	Customer Feedback and Complaints
Applications for grants or other approvals administered by ANGUSalve	Published on the relevant service page when a scheme is open, or available on request.

Class 3 How We Take Decisions and What We Have Decided

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

Information published	How to access it
Board and committee meeting dates, governance information and approved minutes	Board meetings
Board reports, agendas and supporting papers	Published where appropriate or available on request, subject to any applicable exemption.
Consultation and engagement information	Published through relevant ANGUSalve news, project or service pages. Further information is available on request.
Reports of inspections, audits and investigations	Published where required or available on request, subject to any applicable exemption.

Class 4 What We Spend and How We Spend It

Information about the strategy for and management of our financial resources, including how public money is planned and spent.

Information published	How to access it
Annual accounts and financial statements	Companies House OSCR Scottish Charity Register
Annual reports and published performance information	Reports and Policies
Financial policies, budget information and financial procedures	Available on request, subject to any applicable exemption.
Purchasing plans, capital plans and expenditure information	Available on request, subject to any applicable exemption and commercial sensitivity.
Pay, grading and expenses policies	Available on request. Published workforce reports are available on the Reports and Policies page.
Funding opportunities and awards made by ANGUSalve	Published on relevant service pages when applicable, or available on request.

Class 5 How We Manage Our Resources

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

Information published	How to access it
People and workforce strategies, staffing structure and senior management	Senior Management Team Recruitment
Employment policies, procedures and employee relations arrangements	Available on request, subject to any applicable exemption.
Gender pay gap and other published workforce reports	Reports and Policies
Land, buildings, facilities and maintenance arrangements	Information is available from ANGUSalive or Angus Council as appropriate. Contact ANGUSalive if you are unsure which organisation holds it.
Records management, information governance and Freedom of Information	Freedom of Information and Publication Scheme Angus Council Freedom of Information
Data protection, privacy notices and access to personal information	Data Protection Privacy notices
Published statistics and datasets	ANGUSalive reports Angus Council Open Data

Class 6 How We Procure Goods and Services

Information about how we buy goods and services and manage contracts with external providers.

Information published	How to access it
Procurement policies, procedures and standard contract terms	ANGUSalive Procurement Angus Council Procurement
Contract opportunities and public contracts information	Public Contracts Scotland Angus Council Public Contracts Register
ANGUSalive contracts awarded through formal procurement	Available on request, subject to any applicable exemption, including commercial confidentiality.

Class 7 How We Are Performing

Information about how ANGUSalve performs against its plans, standards and responsibilities.

Information published	How to access it
Annual reports and performance information	Reports and Policies
Performance indicators and performance against them	Included in published reports or available on request.
External audit, regulatory or inspection reports	Available from the relevant regulator or published by ANGUSalve where required.
Customer feedback and complaints information	Customer Feedback and Complaints

Class 8 Our Commercial Publications

Information packaged and made available for sale on a commercial basis.

Information published	How to access it
Commercial publications and retail items	Details and prices are available from the relevant ANGUSalve venue or service. Prices reflect the nature of the item and may include production and retail costs.

Class 9 Our Open Data

Open data made available under an open licence, together with information about publication plans and metadata.

Information published	How to access it
ANGUSalve open datasets and metadata	ANGUSalve does not currently maintain a separate open-data portal. Relevant published data is available through our reports and website, and further information may be requested.
Angus Council open data and publication arrangements	Angus Council Open Data

Requesting information not already published

Email enquiries@angusalive.scot or write to the address in the Contact us section. Please describe the information you require and provide your name and an address for correspondence. We normally respond to a valid Freedom of Information request within 20 working days. We may ask for clarification if this is needed to identify and locate the information.

If you are dissatisfied with our response or the way we handled your request, you may ask ANGUSalive to carry out a review. Our response will explain the review process and your right to appeal to the Scottish Information Commissioner.

[Scottish Information Commissioner guidance and appeals](#)