

## **SOUTH LANARKSHIRE LEISURE AND CULTURE GUIDE TO INFORMATION**

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## Section 1: Introduction

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.

South Lanarkshire Leisure and Culture has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

South Lanarkshire Leisure and Culture has adopted the [Model Publication Scheme](#) (updated November 2018) which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at [www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk). It is also available on the Scottish Information Commissioner's website at [www.itspublicknowledge.info/MPS](http://www.itspublicknowledge.info/MPS)

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2017, or this Guide to Information, to be provided in a different format. The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for South Lanarkshire Leisure and Culture in relation to each class in the Model Publication Scheme (updated November 2018)
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

## **Section 2: About South Lanarkshire Leisure and Culture**

South Lanarkshire Leisure and Culture Ltd (SLLC) is a company limited by guarantee. It was formed on 1 October 2010 when much of South Lanarkshire Councils (SLC) cultural services, libraries and facilities were transferred to the Leisure Trust which had previously been formed in April 2002 to operate Sports and Recreation Services on behalf of the Council. The Outdoor Resource Base (ORB) was also transferred into the new company at the same time.

### *Charitable Objectives*

SLLC's main aim is to provide facilities for recreation, sport and cultural pursuits which are of maximum benefit to the community and in so doing ensure this provision is truly inclusive.

### *What do we do?*

South Lanarkshire Leisure and Culture Ltd (the Trust) is responsible for the operation, management and development of indoor and outdoor sport and leisure facilities, community halls, arts venues, country parks, libraries and museums throughout South Lanarkshire. The business has been split into five service areas (Cultural Services, Libraries & Museums, Outdoor Recreation & Country Parks, Sport & Physical Activity and central support).

South Lanarkshire Leisure and Culture Ltd is a recognised Scottish Charity, No. SCO32549, regulated by the Office of the Scottish Charity Regulator (OSCR) and the Companies Act (2006).

## **Section 3: Accessing Information under the Scheme**

### ***Availability and formats***

The information published through this Guide to Information 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 “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 – Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each “class” may be accessed.

## **Online**

Most information listed in our Guide to Information is available to download from our website. In many cases a link within “Section 10: Classes of Information” will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Freedom of Information Co-ordinator  
South Lanarkshire Leisure and Culture  
North Stand  
Cadzow Avenue  
Hamilton  
ML3 0LX

Tel: 01698 476101

Fax: 01698 476198

Email: [foi@southlanarkshireleisure.co.uk](mailto:foi@southlanarkshireleisure.co.uk)

[www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk)

### **By email:**

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

### **By phone:**

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone.

Please call us to request information available under this scheme.

### **By post:**

You can also request hard copies of any information in the Guide by post. Please address your request to our FOI Co-ordinator at the address above.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see “Section 5: Our Charging Policy” for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

***Personal visits:***

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within “Section 10 – Classes of Information”, and contact details will be provided within the relevant class.

***Advice and assistance:***

If you have any difficulty identifying the information you want to access, then please contact us to help you.

***Exempt information***

We will publish all the information we hold that falls within the classes of information in Section 10. 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 (black out) the information before publication and explain why.

**Section 4: Information that we may withhold**

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner’s Model Publication Scheme 2017 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in “Section 10 – Classes of Information”. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation’s commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person’s personal information, and its release would breach the data protection legislation. Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to “Section 8 – Contact details for enquiries, feedback and complaints”.

## Section 5: Our Charging Policy

Unless otherwise stated in “Section 10 – Classes of Information”, all information contained within our scheme is available from us 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 computer disc. Charges will reflect the actual costs to South Lanarkshire Leisure and Culture of supplying the information to you, e.g. photocopying and postage, 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. There is no charge to view information on our website or at our premises.

### Reproduction Charges

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.

#### Black & White Photocopying

Size of Paper	Pence per sheet
A4	10p
A3	15p

#### Colour Photocopying

Size of Paper	Pence per sheet
A4	20p
A3	30p

#### Alternative Formats

Format	Charge
Computer Discs	£1.00 per CD-ROM / DVD

## **Postage Costs**

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.

## **Section 6: Our Copyright Policy**

Where South Lanarkshire Leisure and Culture 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 South Lanarkshire Leisure and Culture does not hold copyright in information we publish, we will make this clear.

South Lanarkshire Leisure and Culture has adopted The National Archives (TNA) [Open Government Licence](#) for all its published information.

## **Section 7: Records Management Policy**

South Lanarkshire Leisure and Culture regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. South Lanarkshire Leisure and Culture Records Management Policy can be found in “Section 10 Classes of Information” - Class 5.

## **Section 8: Contact details for enquiries, feedback and complaints**

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2017, this means we will review our Guide to Information from time to time. As a result, we welcome feedback on how we can develop our Guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

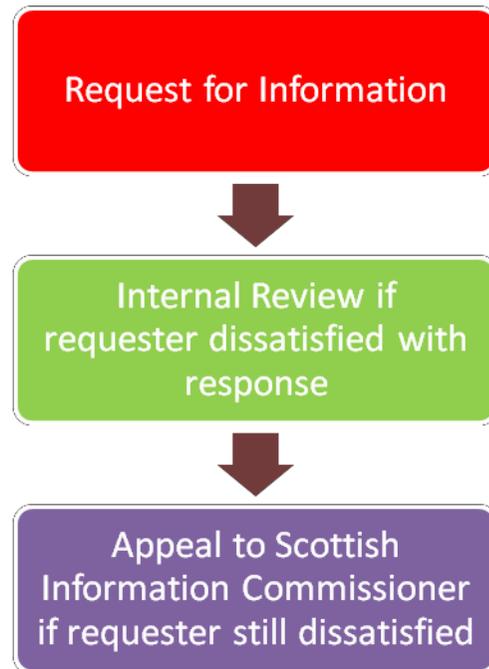
You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us. We will try and resolve your complaint as quickly as possible and will respond in full within twenty working days. You have legal rights to access information under the Model Publication Scheme 2017 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing<sup>1</sup> or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

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<sup>1</sup> Verbal requests for environmental information carry similar rights



The Commissioner's website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

**Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info/YourRights](http://www.itspublicknowledge.info/YourRights)

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Freedom of Information Co-ordinator  
South Lanarkshire Leisure and Culture  
North Stand  
Cadzow Avenue  
Hamilton  
ML3 0LX

Tel: 01698 476101

Fax: 01698 476198

Email: [foi@southlanarkshireleisure.co.uk](mailto:foi@southlanarkshireleisure.co.uk)

[www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk)

## **Section 9: How to Access Information which is not available in the Guide to Information**

If the information you are seeking is not available via the Model Publication Scheme 2017 (as described in this Guide) then you may wish to request it from us. The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2017 (and described in this Guide), please write to:

Freedom of Information Co-ordinator  
South Lanarkshire Leisure and Culture  
North Stand  
Cadzow Avenue  
Hamilton  
ML3 0LX

Tel: 01698 476101  
Fax: 01698 476198  
Email: [foi@southlanarkshireleisure.co.uk](mailto:foi@southlanarkshireleisure.co.uk)  
[www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk)

### **Charges for information which is not available under the scheme:**

The charges for information which is available under South Lanarkshire Leisure and Culture Guide to Information are set out under “Section 5 – Our Charging Policy”. If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:  
General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### **Charges for environmental information:**

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different. We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the

charge. If you decide not to proceed with the request there will be no charge to you. Charges are calculated on the basis of the actual cost to South Lanarkshire Leisure and Culture of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge. Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

#### **Charge for request for your own personal data:**

There is no longer a fee for a Subject Access Request (SAR). However if the SAR is manifestly unfounded or excessive a reasonable fee can be charged to cover administration costs.

## **Section 10: Classes of Information**

### **The classes of information that we publish**

We publish all the 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About South Lanarkshire Leisure and Culture

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

<b>CLASS 1: ABOUT SOUTH LANARKSHIRE LEISURE AND CULTURE</b>		
<b>Class description:</b>		
<b>Information about South Lanarkshire Leisure and Culture, who we are, where to find us, how to contact us, how we are managed and our external relations.</b>		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
<b><i>About Us</i></b>		
Organisation’s Purpose, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here? Where we are going & how do we deliver.	<a href="#">SLLC Annual Report and Accounts</a>
Contact Details	Contact details of all our venues and of our head/principal offices.	<a href="#">Contacting us</a>
Our Board	Details who our Board are and what they do, plus names of Board members	<a href="#">SLLC Annual Report and Accounts</a> And <a href="#">SLLC &amp; SLL Trading Ltd, Register of Non Executive Directors</a>
Charitable Trust & Objectives	Information on “South Lanarkshire Leisure and Culture” charitable status	<a href="#">SLLC Business Plan</a>
SLLC – SCIO Constitution	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	<a href="#">SLLC – SCIO Constitution</a>
Company Governance	Details of South Lanarkshire Leisure and Culture corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information.	<a href="#">SLLC Annual Report and Accounts</a> And <a href="#">SLLC Code of Corporate Governance</a>

Committee Roles & Remits	Roles and remits of our committees and subcommittees.	<a href="#">SLLC Terms of Reference: Audit Committee</a>
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them e.g. establishing council, OSCR, Financial Conduct Authority. Reports to these bodies.	<a href="#">SLLC Annual Report and Accounts</a>
Subsidiary companies	Details of any subsidiary companies wholly owned by South Lanarkshire Leisure and Culture.	<a href="#">SLLC Annual Report and Accounts</a>
<b><i>External relations and working with others</i></b>		
Partnership Agreements and Strategic Agreements with other organisations	Details of our partnership agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding.	<a href="#">SLLC/SLC Funding Agreement</a>
<b><i>Information on rights, how to make a request</i></b>		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	<a href="#">Have Your Say</a>
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	<a href="#">SLLC Freedom of Information</a>
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by South Lanarkshire Leisure and Culture about you.	<a href="#">SLLC Privacy Policy</a> <a href="#">Making a request</a>
Model Publication Scheme 2017	South Lanarkshire Leisure and Culture has adopted the Scottish Information Commissioner's Model Publication Scheme 2017.	<a href="#">SLLC Model Publication Scheme</a>
Guide to Information	South Lanarkshire Leisure and Culture Guide to Information it makes available under the Model Publication Scheme 2017.	<a href="#">Guide to Information</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>		
<b>Class description:</b>		
<b>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</b>		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Corporate Strategy	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there. Detailed business plans may contain commercially sensitive information so are not published- but you can still make a request for them.	<a href="#">SLLC Business Plan</a>
Venue/Section Plans	High level details of South Lanarkshire Leisure and Culture operation plans for venues & sections. Detailed service plans are not routinely published but can be requested from us under the Act.	<a href="#">SLLC Business Plan</a>
Our Venues	Our venues, contact details & facilities	<a href="http://www.slleisureandculture.co.uk/">www.slleisureandculture.co.uk/</a>
Our Venues Opening Hours	Opening hours of our venues	<a href="http://www.slleisureandculture.co.uk/">www.slleisureandculture.co.uk/</a>
Venue Timetables and Programmes	Information about the timetables and programmes in each venue showing what's on e.g. fitness class timetables, shows/performances, events/exhibitions etc.	<a href="http://www.slleisureandculture.co.uk/">www.slleisureandculture.co.uk/</a>
Activities	Details of all activities offered within South Lanarkshire Leisure and Culture venues, including venue hire	<a href="http://www.slleisureandculture.co.uk/">www.slleisureandculture.co.uk/</a>
Coaching & Courses	Information on courses available to the public e.g. coaching, workshops and classes.	<a href="#">SLLC Coach Development</a>
Memberships	Details of all the membership products available and how to join.	<a href="#">SLLC Memberships</a>
Bookings	Details of how to make bookings, including links to online booking system, booking forms, box office details.	<a href="#">Do It Online</a>
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection Policy, Health and Safety, Equality and Diversity	<a href="#">SLLC Policies</a>
Pricing/Charges	Details of current charges for South Lanarkshire Leisure and Culture, including concession schemes and eligibility criteria.	<a href="#">Leisure For All</a> And <a href="#">SLLC Under 8's Swimming Policy</a>

How to access our services	Information on how to access services e.g. for people with disabilities.	<a href="http://www.slleisureandculture.co.uk/">www.slleisureandculture.co.uk/</a>
Jobs at South Lanarkshire Leisure and Culture	Our current vacancies	<a href="#">SLLC Vacancies</a>

### CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

<b>Class description:</b>		
<b>Information about the decisions we take how we make decisions and how we involve others.</b>		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Board/Committee Agendas	The agendas for our Board/Committee Meetings by month.	<a href="#">SLLC Agendas for Board Meetings</a>  <a href="#">SLLC Audit Committee Agendas</a>
Approved Board/Committee minutes	The approved minutes from our Board/Committee Meetings by month. The approved minutes will be published as soon as they have received approval. You can request copies of minutes, prior to their approval, from us under the Act.	<a href="#">SLLC Minutes of Board Meetings</a>  <a href="#">SLLC Audit Committee Minutes</a>

<b>CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT</b>		
<b>Class description:</b> 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).		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Annual Report & Accounts	Annual report and audited financial statements.	<a href="#">SLLC Annual Report and Accounts</a>
Auditors Report	Audited annual statements.	<a href="#">SLLC Annual Report and Accounts</a>
Activity Prices	List of current prices/charges for activities in each venue.	<a href="#">Contact FOI Co-ordinator</a>
Expenses Policy and Procedures	Our policy on expenses.	<a href="#">SLLC Travel and Subsistence Policy</a>
Pay & Grading Structure	Pay & grading structure for South Lanarkshire Leisure and Culture staff.	<a href="#">SLLC Payscales</a>
Pension Fund and other investments	Details of South Lanarkshire Leisure and Culture pension fund options, and other investments.	<a href="#">SLLC Annual Report and Accounts</a>
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy, finance manual.	<a href="#">SLLC Annual Report and Accounts</a>

<b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>		
<b>Class description:</b>		
<b>Information about how we manage the human, physical and information resources of the authority.</b>		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
<b><i>Human Resources</i></b>		
Addiction Policy	Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.	<a href="#">SLLC Addiction Policy</a>
Maximising Attendance Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	<a href="#">SLLC Maximising Attendance Policy</a>
Career Break Scheme	Outlines the policy for employees to take a break from paid employment, which could be to deal with personal responsibilities or for other personal reasons.	<a href="#">SLLC Career Break Scheme</a>
Child Protection Policy	This policy supports staff in putting into practice South Lanarkshire Leisure and Culture's commitment to safeguarding the welfare of children and young people under the age of 18.	<a href="#">SLLC Child Protection Policy</a>
Code of Conduct for Employees	Outlines the policy to ensure that no unfair advantage or disadvantage occurs as a result of personal, family, social or financial relationships. Ensures we are guided in our activities by the 'Seven Principles of Public Life' set out by the Nolan Committee.	-
Disciplinary Policy	Outlines the Disciplinary procedures to help and encourage all employees to improve, achieve and maintain required standards of conduct whilst ensuring that all employees are treated fairly, consistently, and without discrimination.	<a href="#">SLLC Disciplinary Policy</a>
Equality and Diversity Policy	Policy aims to prevent all forms of discrimination in the provision of services and employment of people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	<a href="#">SLLC Equality and Diversity Policy</a> <a href="#">SLLC Gender Pay Gap Statement</a>
Severe Weather Policy	This policy aims to ensure that fair treatment is applied as	<a href="#">SLLC Conditions of Service</a>

	far as possible when extreme weather conditions affect people's ability to work their contracted hours.	
Flexible Working Policy	This policy explains the different types of working arrangements that are in place in South Lanarkshire Leisure and Culture and sets out the framework to use for requests to work flexibly.	<a href="#">SLLC Policy on Flexible Working</a>
Further & Higher Education Support Policy	The purpose of the policy is to ensure that employees requesting support to undertake further and higher education qualifications are aware of the application process and that they understand the criteria for approval of support.	<a href="#">SLLC Conditions of Service</a>
Hospitality Policy	This policy details the standards required by South Lanarkshire Leisure and Culture where employees are offered hospitality, goods or other benefits through the performance of their duties.	<a href="#">SLLC Code of Conduct for Employees</a> -
IT Acceptable Use Policy	The purpose of this policy is to ensure that employees of South Lanarkshire Leisure and Culture understand the way in which Information Technology, including Electronic mail (email), the Internet and Computer equipment should be used in the organisation. It aims to ensure that IT is used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.	<a href="#">SLLC IT Acceptable Use Policy</a>
Job Evaluation Scheme	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	<a href="#">SLLC Job Evaluation Scheme Handbook</a>
No Smoking Policy	This policy ensures that South Lanarkshire Leisure and Culture complies with "The Smoking, Health and Social Care (Scotland) Act 2005" and "The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006"	<a href="#">SLLC No Smoking Policy</a>
User Guidance and Advice, Mobile Communication Devices	This policy clarifies the responsibilities of employees and South Lanarkshire Leisure and Culture in managing the use of "South Lanarkshire Leisure and Culture" mobile communication devices.	<a href="#">SLLC User Guidance and Advice - Mobile Communications Devices</a>
Parental Leave Procedure	This policy outlines the entitlements of employees in	<a href="#">SLLC Corporate Procedure - Parental Leave</a>

	relation to maternity, adoption and paternity leave and pay. It also details the rights of employees with children to take parental leave and the ability for them to request flexible working patterns	
Recruitment & Selection Procedure <i>and</i> Recruitment & Selection Complaints Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	<a href="#">SLLC Corporate Procedure - Recruitment and Selection</a> <i>And</i> <a href="#">SLLC Recruitment and Selection Complaints Policy</a>
Relocation Policy	This policy covers employee entitlements to reimbursement toward expenses incurred in moving house to take up a new post with South Lanarkshire Leisure and Culture.	<a href="#">SLLC Conditions of Service Section Five - Travel Subsistence &amp; Transfer</a>
Resolution of Difference Policy	Outlines the procedures for resolving a difference between staff.	<a href="#">SLLC Workplace Mediation Policy</a>
Flexible Retirement Policy	Explains policy on retirement.	<a href="#">SLLC Flexible Retirement Policy</a>
Scheme of Special Leave	Outlines how South Lanarkshire Leisure and Culture supports reasonable requests for time off to deal with unexpected situations that arise and may necessitate short periods of leave that can be accommodated within the needs of the service.	<a href="#">SLLC Scheme of Special Leave</a>
Managing Stress at Work Policy	This policy explains the action we are taking as an employer with regard to stress related problems in the workplace.	<a href="#">SLLC Managing Stress at Work Policy</a>
Time Off for Union Duties & Activities Policy	Details guidelines on the granting of time off for trade union duties and activities, and on the provision of facilities to assist officials in the exercise of their functions.	<a href="#">SLLC Conditions of Service Section Six – Employee Relations Involvement</a>
Training & Development Policy	Details how South Lanarkshire Leisure and Culture aims to develop and improve the competency and efficiency of all staff both as members of teams and as individuals to enable	<a href="#">SLLC Training and Development Policy</a>

	the maximum delivery of service to our customers.	
Travel & Subsistence Policy	Details how South Lanarkshire Leisure and Culture will reimburse reasonable expenses incurred by employees while on authorised business.	<a href="#">SLLC Travel and Subsistence Policy</a>
Working Time Policy	Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	<a href="#">SLLC LGE Schedule of Terms &amp; Conditions</a>
<b>Information Resources</b>		
Freedom Of Information Procedures	Procedures & Guidance for Staff	<a href="#">SLLC Freedom Of Information Staff Brief 2014</a>
<b>Health &amp; Safety</b>		
Health & Safety Policy	Health and safety policies and procedures for South Lanarkshire Leisure and Culture	<a href="#">SLLC Health &amp; Safety Policy</a>
Risk Assessments	Details of risk assessment carried out for South Lanarkshire Leisure and Culture venues.	<a href="#">Contact FOI Co-ordinator</a>
Normal Operating Procedures	Normal Operating procedures for South Lanarkshire Leisure and Culture	<a href="#">Contact FOI Co-ordinator</a>
Emergency Action Plans	Emergency Action Plans for South Lanarkshire Leisure and Culture	<a href="#">Contact FOI Co-ordinator</a>
<b>Physical Resources</b>		
Pool Water Management	Details of our policies and procedures for pool water management.	<a href="#">SLLC Corporate Procedure - Water Hygiene</a>

<b>CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>		
<b>Class description:</b> Information about how we procure goods and services, and our contracts with external providers.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Procurement Policies & Procedures	South Lanarkshire Leisure and Culture procurement strategy	<a href="#">Procurement Strategy</a>
Contracts	Details of South Lanarkshire Leisure and Culture let contracts which have gone through formal tendering, including contractor and value.	<a href="#">Contracts Register</a>
Invitations to tender	Details of invitations to tender	<a href="#">Public Contracts Scotland</a>
Become a Service Provider	Details how to become a Service Provider with South Lanarkshire Leisure and Culture.	<a href="#">Public Contracts Scotland</a>

<b>CLASS 7: HOW WE ARE PERFORMING</b>		
<b>Class description:</b> Information about how we perform as an organisation, and how well we deliver our functions and services.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Key Performance Indicators	Information on South Lanarkshire Leisure and Culture key performance indicators and performance against them.	<a href="#">SLLC Annual Report and Accounts</a>
Annual Performance Report	Annual report and audited financial statements.	<a href="#">SLLC Annual Report and Accounts</a>
Sickness Absence Statistics	Breakdown of sickness absence statistics	<a href="#">SLLC Absence Levels and Breakdown of Absence</a>
Health & Safety Audits	Details the Health & Safety Audits of our venues	<a href="#">Contact FOI Co-ordinator</a>

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>		
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.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
South Lanarkshire Leisure and Culture does not hold or publish any information under this class.		

<b>CLASS 9: OUR OPEN DATA</b>		
Class description: The open data we make available as described by the Scottish Government's <a href="#">Open Data Strategy and Resource Pack</a> , available under an open licence.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
South Lanarkshire Leisure and Culture does not hold or publish any information under this class.		

If you need this information in large print, on tape or in Braille, or if you would like this information in a different format or language please contact 01698 476262 or [customer.services@southlanarkshireleisure.co.uk](mailto:customer.services@southlanarkshireleisure.co.uk)

SUMMARY OF CHANGES TO DOCUMENT					
Date	Action by <i>(initials)</i>	Version updated	New version number	Date published	Brief description
25/02/2019	AG	1	2	26/02/2019	Included latest version on front page Updated Class 6 links p22 Included new Class (9) p23 Included 'summary of changes to document' table (p24)