



## ENJOY EAST LoTHIAN LTD

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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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.

Enjoy East Lothian Ltd 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.

Enjoy East Lothian Ltd has adopted the **Model Publication Scheme 2017** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at [http://www.enjoyleisure.com/Dept.aspx?dept\\_id=215](http://www.enjoyleisure.com/Dept.aspx?dept_id=215).

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 Enjoy East Lothian Ltd in relation to each class in the Model Publication Scheme 2017
- 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 Enjoy East Lothian Ltd

Enjoy East Lothian Ltd officially launched on 1st October 2009 as an arm's length external organisation set up to manage and deliver leisure services on behalf of East Lothian Council.

'**enjoy**' captures the thinking behind the Council's aim - to provide healthy choices for East Lothian residents and visitors by making available a number of pathways, not only in improving sporting standards, but also improving health, individuals' self-confidence and quality of life and contributing to social renewal.

The facilities managed by the Enjoy East Lothian Ltd are:

- Aubigny Sports Centre
- Loch Centre
- Meadowmill Sports Centre
- Musselburgh Sports Centre
- North Berwick Sports Centre
- Musselburgh Links, The Old Golf Course
- Winterfield Golf Course
- 25 Pitches & Pavilions located across the county

The facilities owned and managed by the Company are:

- Dunbar Leisure Pool

Details of the facilities, services and activities provided by enjoyleisure can be found online: [www.enjoyleisure.com](http://www.enjoyleisure.com)

Enjoy East Lothian Ltd, also known as 'enjoy' and 'enjoyleisure' is a company limited by guarantee. Registered in Scotland by the Registrar of Companies for Scotland, Company No SC356338 at Companies House in Edinburgh on 10th March 2009

Enjoy East Lothian Ltd is also registered as a charity by the Office of Scottish Charity Regulator under the Charities and Trustees Investment (Scotland) Act 2005 and is regulated by OSCAR.

As a body entered on the Scottish Charity Register, Enjoy East Lothian Ltd may refer to itself as a 'charity', a 'charitable body' or a 'charity registered in Scotland' with the Charity No: SC040527.

## 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:

**enjoyleisure** Head Office  
Musselburgh Sports Centre | Newbigging | Musselburgh | EH21 7AS  
T: 0131 653 5200 E: [info@enjoyleisure.com](mailto:info@enjoyleisure.com)

### 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:

Freedom of Information | **enjoyleisure** Head Office  
Musselburgh Sports Centre | Newbigging | Musselburgh | EH21 7AS

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 Enjoy East Lothian Ltd 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

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 20p per A4 side of paper (colour copy). Computer discs will be charged at the rate of £1.00 per CD-Rom.

### Postage Costs

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

## Section 6: Our Copyright Policy

Where Enjoy East Lothian Ltd 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 Enjoy East Lothian Ltd does not hold copyright in information we publish, we will make this clear.

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

Enjoy East Lothian Ltd 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. Enjoy East Lothian Ltd 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:

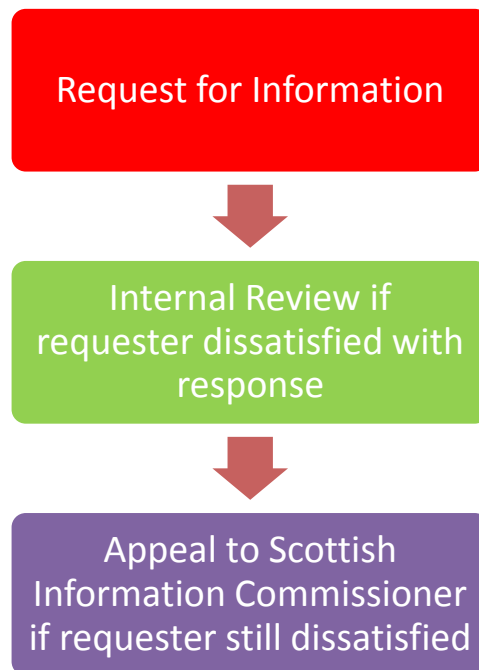
- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

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 and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within 5 working days of receipt and we 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.



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  
T: 01334 464610 E: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
W: [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:

Jennifer Jarvis, Marketing & Communications Manager  
Enjoyleisure Head Office  
Musselburgh Sports Centre |Newbigging | Musselburgh | EH21 7AS  
T: 0131 653 5200 E: [info@enjoyleisure.com](mailto:info@enjoyleisure.com)

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



## 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:

Jennifer Jarvis, Marketing & Communications Manager  
Enjoyleisure Head Office  
Musselburgh Sports Centre | Newbigging | Musselburgh | EH21 7AS  
T: 0131 653 5200 E: [info@enjoyleisure.com](mailto:info@enjoyleisure.com)

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

The charges for information which is available under Enjoy East Lothian Ltd 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.

### **Reproduction Charges**

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 20p per A4 side of paper (colour copy). Computer discs will be charged at the rate of £1.00 per CD-Rom.

### **Postage Costs**

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

### **Staff Time**

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**

The charge is a standard fee of £10.00 plus any reproduction and postage costs (both on the same basis as for FOI requests).

## 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 Enjoy East Lothian Ltd](#)

[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 ENJOY EAST LOTHIAN LTD</b>		
<b>Information about Enjoy East Lothian Ltd, who we are, where to find us, how to contact us, how we are managed and our external relations.</b>		
<b>About Us</b>		
Our Background, Purpose and Vision.	Who we are, why we were set up, contact details.	<a href="#">Web Link: About Us</a>
Mission Statement	What we aim to deliver.	<a href="#">Web Link: Mission Statement</a>
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	<a href="#">Web Link: About Us</a>
Charitable Aims	Information on Enjoy East Lothian Ltd's Charitable Trust aims.	<a href="#">Web Link: Charitable Aims</a>
Our Board	Details of who are Board are and what they do.	<a href="#">Web Link: Board of Directors</a>
Press Releases	All news releases issued by "enjoyleisure".	<a href="#">Web Link: Press Releases</a>

Subsidiary companies	Enjoy East Lothian Trading	<a href="#">Web Link: About Us</a>
<b>External relations and working with others</b>		
Partnership Agreements and Strategic Agreements.	Details of our Partnership Agreements and any other strategic agreements we have with other bodies.	<a href="#">PDF: East Lothian Council: Concordat Agreement</a> Service Level Agreements with East Lothian Council <i>Available on request</i> - Information Technology - Maintenance - Human Resources  Direct Partners: Modern Apprenticeship & Employability Scheme <i>Details available on request</i>
<b>Information on rights, how to make a request</b>		
How to complain or make a comment		<a href="#">Web Link: Enjoy Talking</a>
How to make a freedom of information request		<a href="#">Web Link: Freedom of Information</a>
How to make a request for personal information		<a href="#">Web Link: Freedom of Information</a>
Model Publication Scheme 2014		<a href="#">PDF: Model Publication Scheme</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>		
<b>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</b>		
Corporate Strategy	Provides a high level overview on where we are as an organisation, what we aim to achieve and the actions needed to take to get there.	Available on request
Our Facilities	Opening Hours, Contact Details & Facilities, Activity Programmes	<a href="#">Web Link: Sports Centres</a> <a href="#">Web Link: Pitches &amp; Pavilions</a> <a href="#">Web Link: Golf Courses</a>

Memberships	Our membership products available and how to join.	<a href="#">Web Link: Memberships</a>
Bookings Procedures	How to make a booking and our cancellation policy	<a href="#">Web Link: Fitness Classes FAQ</a> <a href="#">Web Link: Pitches Booking Policy</a>
Corporate policies	Corporate-wide policies.	<a href="#">PDF: Swimming Pool Code of Practice</a> <a href="#">PDF: Mobile Phone &amp; Camera Use Policy</a> Child Protection Policy (on request)
Pricing/Charges	Details of current charges for enjoyleisure, including concession schemes and eligibility criteria.	<a href="#">PDF: Charges Book</a> <a href="#">Web Link: Access to Leisure Scheme</a>
Job Vacancies	Our current vacancies	<a href="#">Web Link: Jobs</a>

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

**Information about the decisions we take how we make decisions and how we involve others.**

Board Meetings	The agendas, minutes and reports presented at the bi-monthly board meetings.	Available on request
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### **CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**

**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).**

Annual Report & Accounts	Annual report and audited financial statements, including any auditors reports.	Available on request.
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Activity Prices	List of current prices/charges for activities in each venue.	<a href="#">PDF: Charges Book</a>
Pay & Grading Structure	Pay & grading structure.	<a href="#">PDF: Salary Scales</a>
Budget Allocation & Spending Plans	Detailed revenue budgets may not be published, as we consider them to contain commercially sensitive information which is exempt. However you still have the right to ask for these under the Act.	Available on request.

## CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

### Human Resources

Enjoy East Lothian Ltd has a service level agreement with East Lothian Council with regard to HR services. As such many of the policies upheld by Enjoy East Lothian Ltd regarding HR follow those, or have been adapted from East Lothian Council original policies to meet the specific purposes of Enjoy East Lothian Ltd.

Adverse Weather Policy	This policy aims to ensure that fair treatment is applied as far as possible when extreme weather conditions affect people's ability to work their contracted hours.	Available on request.
Alcohol Drugs & Substance Abuse Policy	Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.	Available on request.
Attendance Management Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	Available on request.
Career Break Policy	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.	Available on request.
CCTV Code of Practice and Procedures	Details Enjoy East Lothian Ltd's policy and procedures for the monitoring, recording, holding and processing of images of identifiable individuals as constituted personal data as	Available on request.

	defined by the Data Protection Act 1998 (DPA).	
Conflict of Interest Policy	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.	Available on request.
Data Protection Policy	This policy details how personal information about employees and customers will be kept and processed by Enjoy East Lothian Ltd. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	Available on request.
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.	Available on request.
Disclosure Handling Policy	Outlines the process for the correct handling, holding and destroying Disclosure information, provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. Enjoy East Lothian also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.	Available on request.
Equal Opportunities 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,	Available on request.

	ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	
Family Policy	This policy outlines the entitlements of employees in 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	Available on request.
Flexible Working	This policy explains the different types of working arrangements that are in place in Enjoy East Lothian Ltd and sets out the framework to use for requests to work flexibly.	Available on request.
Harassment and Bullying Policy	Outlines the procedures for resolving a difference between staff.	Available on request.
HR Strategy	Enjoy East Lothian Ltd Human Resources strategy.	Available on request.
Information Communication & Technology Policy	The purpose of this policy is to ensure that employees of Enjoy East Lothian Ltd 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.	Available on request.
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	Available on request.
Managing Smoking Policy	This policy ensures that Enjoy East Lothian Ltd complies with “The Smoking, Health and Social Care (Scotland) Act 2005” and “The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006”	Available on request.
Mobile Phone Policy	This policy clarifies the responsibilities of employees and Enjoy East Lothian in	Available on request.



	managing the use of mobile communication devices.	
Pension Regulations Policy	Policy Statement Regarding Local Government Pension Scheme (Administration) (Scotland) Regulations 2008	Available on request.
Recruitment & Selection Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	Available on request.
Redundancy Policy	Outlines the process of dismissal of employees through redundancy.	Available on request.
Retirement Policy	Explains policy on retirement.	Available on request.
Special Leave of Absence Policy	Outlines how Enjoy East Lothian Ltd 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.	Available on request.
Unacceptable Behaviour Policy	This policy covers the threat of, or actual, violence towards employees by other employees and people visiting venues such as contractors and customers.	Available on request.
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.	Available on request.
Transfer Policy	Details how employees of Enjoy East Lothian Ltd can apply to transfer to work at another venue in the same type of post.	Available on request.
Travel & Expenses Policy	Details how Enjoy East Lothian Ltd will reimburse reasonable expenses incurred by employees while on authorised business.	Available on request.
Whistleblowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at Enjoy East Lothian Ltd.	Available on request.

Working Time Policy	Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	Available on request.
<b>Information Resources</b>		
Records Management Policy	Outlines our policy on record management.	Available on request.
Freedom Of Information Procedures	Procedures & Guidance for Staff	Available on request.
ICT strategy/policy	Details of our policy for managing ICT.	Available on request.
Health & Safety Policy and procedures	Health and safety policies and procedures for Enjoy East Lothian Ltd	Available on request.
Risk Assessments	Details of risk assessment carried out for Enjoy East Lothian Ltd's venues.	Available on request.
Accident Statistics	Statistical detail of accidents and incidents at venues in Enjoy East Lothian Ltd.	Available on request.
Normal Operating Procedures	Normal Operating procedures for Enjoy East Lothian Ltd. venues.	Available on request.
Emergency Action Plans	Emergency Action Plans for Enjoy East Lothian Ltd venues.	Available on request.
<b>Physical Resources</b>		
Facility Maintenance Plan	Details Enjoy East Lothian Ltd facility maintenance plans	Available on request.
Asbestos Policy Management Plan	Enjoy East Lothian Ltd policy and procedures for managing asbestos; details an effective organisational means for controlling the risk to health from asbestos within properties owned by East Lothian Council but managed by Enjoy East Lothian Ltd.	Available on request.
Agreement with Trade Unions	Details agreements with Trade Unions	Available on request.
Staff Representative Group Approved Minutes	Approved minutes (redacted) of Staff Reps Group	Available on request.

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

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

Procurement Policies & Procedures	Enjoy East Lothian Ltd procurement policy	Available on request.
Contracts	Details of Enjoy East Lothian Ltd contracts which have gone through formal tendering, including contractor and value.	Available on request.
Become a Service Provider	Details how to become a Service Provider with Enjoy East Lothian Ltd.	Available on request.

**CLASS 7: HOW WE ARE PERFORMING**

**Information about how we perform as an organisation, and how well we deliver our functions and services.**

Key Performance Indicators	Key performance indicators and performance against them.	Available on request.
Audits & Inspections	Reports from audits and inspections.	Available on request.
Annual Performance Report	Annual report and audited financial statements.	Available on request.
Staff Survey	Details the results of our staff survey	Available on request.
Sickness Absence Statistics	Breakdown of sickness absence statistics	Available on request.
Health & Safety Audits	Details the Health & Safety Audits of our venues	Available on request.
Equality Reports	Employee and board equality monitoring reports.	Available on request.

**CLASS 8: OUR COMMERCIAL PUBLICATIONS**

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.

Enjoy East Lothian Ltd does not hold or publish any information under this class.