

Edinburgh & Lothians Greenspace Trust

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

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

Edinburgh & Lothians Greenspace Trust has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting us at the address below.

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 Edinburgh & Lothians Greenspace Trust 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 Edinburgh & Lothians Greenspace Trust 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. 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 table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A3	6p	15p
A4	6p	15p

Information provided on CD-Rom will be charged at 50p per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

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.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

These charges do not apply to any pre-printed publications, leaflets etc which we would normally distribute free of charge to the public, although postage charges may still be applied.

Contact us

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

Edinburgh & Lothians Greenspace Trust

109/11 Swanston Road, Edinburgh EH10 7DS

info@elgt.org.uk

0131 445 4025

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Review

This guide will be reviewed and updated on an annual basis.

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 are welcome to make a request to us for that information.

CLASS 1: ABOUT EDINBURGH & LOTHIAN GREENSPACE TRUST		
Class description:		
Information about Edinburgh & Lothians Greenspace Trust, who we are, where to find us, how to contact us, how we are managed and our external relations		
The information we publish under this class	How to access it	Last Updated
Full contact details for Edinburgh & Lothians Greenspace Trust	http://www.elgt.org.uk/contact-us	December 2018
Organisational structure, roles and responsibilities of senior officers	http://www.elgt.org.uk/about-us/staff-board	December 2018
Membership of the Board of Trustees	http://www.elgt.org.uk/about-us/staff-board	December 2018
Articles of Association, Memorandum of Understanding	Please contact us or use the Companies House website: https://beta.companieshouse.gov.uk/company/SC132480	September 2006
ELGT aims and objectives - our guiding principles	The most recent ELGT strategy can be downloaded from http://www.elgt.org.uk/about-us/publications For further or historical information please contact us.	August 2015
To make a Freedom of Information Request	http://www.elgt.org.uk/contact-us	December 2018

CLASS 2: HOW EDINBURGH & LOTHIAN GREENSPACE TRUST DELIVERS OUR FUNCTIONS AND SERVICES		
Class 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	How to access it	Last Updated
Our strategic aims and objectives	The most recent ELGT strategy can be	August 2015

	downloaded from http://www.elgt.org.uk/about-us/publications For further or historical information please contact us.	
Our annual project programme - the projects that ELGT delivers each financial year	Previous years' project programmes are available on http://www.elgt.org.uk/about-us/publications Contact us for our current year's project programme	September 2018
ELGT Privacy Policy – detailing how we collect and process service users' personal data	http://www.elgt.org.uk/privacy	May 2018
Our internal organisational policies	Please contact us	Ongoing
Our annual action plan	Please contact us	Ongoing

CLASS 3: HOW EDINBURGH & LOTHIAN GREENSPACE TRUST TAKES DECISIONS AND WHAT IT HAS DECIDED		
Class description: Information about the decisions we take, how we make decisions and how we involve others		
The information we publish under this class	How to access it	Last Updated
Minutes of our quarterly board meetings	Please contact us	Every quarter (March, June, Sept, Dec)
Our strategic aims and objectives	The most recent ELGT strategy can be downloaded from http://www.elgt.org.uk/about-us/publications For further or historical information please contact us.	August 2015

CLASS 4: WHAT EDINBURGH & LOTHIAN GREENSPACE TRUST SPENDS AND HOW IT SPENDS 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	How to access it	Last Updated

Our annual project programme - the projects that ELGT delivers each financial year, together with income sources awarded to us to deliver them	Previous years' project programmes are available on http://www.elgt.org.uk/about-us/publications Contact us for our current year's project programme	September 2018
Our Annual Report and Audited Accounts - as well as the financial results for each year, these outline and report on how ELGT manages its finances such as reserves, endowments and other assets, and lists our funding sources.	Please contact us or use the Companies House website: https://beta.companieshouse.gov.uk/company/SC132480	October 2018
Our financial policies and procedures - expenses, payments, reimbursements etc	Please contact us	Ongoing
Funding awards available from ELGT - we occasionally have funds available as grants. These are usually aimed at community groups meeting certain eligibility criteria and are in all cases publicised through our website	www.elgt.org.uk	September 2018

CLASS 5: HOW EDINBURGH & LOTHIAN GREENSPACE TRUST MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES		
Class description: Information about how we manage the human, physical and information resources Edinburgh & Lothians Greenspace Trust		
The information we publish under this class	How to access it	Last Updated
Staffing structure	http://www.elgt.org.uk/about-us/staff-board	December 2018
Employee/staff policies - staff handbook	Please contact us	Ongoing
Data protection and related policies	Privacy policy available at http://www.elgt.org.uk/privacy For the ELGT Data Protection Policy please contact us	May 2018

CLASS 6: HOW EDINBURGH & LOTHIAN GREENSPACE TRUST PROCURES GOODS AND SERVICES FROM

EXTERNAL PROVIDERS		
Class description: Information about how we procure goods and services, and our contracts with external providers		
The information we publish under this class	How to access it	Last Updated
Our procurement and purchasing policies	Please contact us	Ongoing
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	Please contact us	Ongoing

CLASS 7: HOW EDINBURGH & LOTHIAN GREENSPACE TRUST IS PERFORMING		
Class description: Information about how Edinburgh & Lothians Greenspace Trust performs as an organisation, and how well it delivers its functions and services		
The information we publish under this class	How to access it	Last Updated
Our annual project programme - the projects that ELGT delivers each financial year, together with income sources awarded to us to deliver them	Previous years' project programmes are available on http://www.elgt.org.uk/about-us/publications Contact us for our current year's project programme	September 2018
Our Annual Report and Audited Accounts - as well as the financial results for each year, these outline and report on how ELGT manages its finances such as reserves, endowments and other assets, and lists our funding sources.	Please contact us or use the Companies House website: https://beta.companieshouse.gov.uk/company/SC132480	October 2018
Our internal Action Plan, which tracks how ELGT is performing against the strategy objectives	Please contact us	Ongoing

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	How to access it	Last Updated
ELGT does not sell any publications commercially	n/a	n/a