



THE
FALKIRK STADIUM

Falkirk Community Stadium Limited

**Guide to information available through
our Publication Scheme**

Nov 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.

Falkirk Community Stadium Limited has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on our website at www.falkirkstadium.co.uk/contact or by contacting us at the address below.

Falkirk Community Stadium

4 Stadium Way

Falkirk

FK2 9EE

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

Falkirk Community Stadium Limited has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder.

Where Falkirk Community Stadium Limited does not hold the copyright in information we publish, we will make this clear in this guide.

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	30p	70p
A4	20p	40p
PDF per page	20p	

Information provided on CD-Rom will be charged at £1.00 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.

Contact us

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

Falkirk Community Stadium Limited

The Falkirk Stadium

4 Stadium Way

Falkirk

FK2 9EE

www.falkirkstadium.co.uk

Telephone : 01324 618740

Fax : 01324 639105

Email : enquiries@falkirkstadium.co.uk

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.

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.

The authority is required to publish the information it holds which falls within the classes of the Model Publication Scheme 2013. If the authority does not hold information within a class, please indicate this below the class description.

Where links are provided to web pages, please ensure links point to specific documents, relevant pages or sections of the website.]

CLASS 1: About Falkirk Community Stadium Limited

Class description:

Information about **Falkirk Community Stadium Limited** 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
About us	www.falkirkstadium.co.uk/falkirk-community-stadium-ltd
Services to the public	http://www.falkirkstadium.co.uk/home
Opening Hours	Contact us on details above
Contact Details	http://www.falkirkstadium.co.uk/contact
Governance and Legal Status	
Articles of Association	www.falkirkstadium.co.uk/files/fcsl_new_articles_of_association.pdf
Our Board	Contact us on details above
Board Register of interests	Contact us on details above
Business Plan	www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15_-appendix_1.pdf
Corporate Policies (HR and H&S)	Contact us on details above
External Relations	
Falkirk Council	www.falkirk.gov.uk
Companies House	www.companieshouse.gov.co.uk
Falkirk Community Trust	www.falkirkcommunitytrust.org
Keeping others informed	
News	www.falkirkstadium.co.uk/news
Events	www.falkirkstadium.co.uk/events
Facebook	www.facebook.com/TheFalkirkStadium/
Twitter	www.twitter.com/FalkirkStadium

CLASS 2: How Falkirk Community Stadium Limited 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	How to access it
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publish under this class	
Business Plan	www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15 - appendix 1.pdf
Fees and Charges	Contact us on details above
Customer Information Brochure : Meeting Rooms	http://www.falkirkstadium.co.uk/files/function_suites_complete_brochure.pdf
Customer Information Brochure : Day Delegates	http://www.falkirkstadium.co.uk/files/ddr_with_order_form_v1_july_2013.pdf
Customer Information Brochure : Weddings	http://www.falkirkstadium.co.uk/files/wedding_functions_july_2013.pdf
Customer Information Brochure : Private Functions	http://www.falkirkstadium.co.uk/files/private_functions_aug_2015.pdf
Customer Information Brochure : Conference and Corporate Events	http://www.falkirkstadium.co.uk/files/conference_events_august_2015.pdf
Soccer Centre 5 a-side football	http://www.falkirkstadium.co.uk/five-a-side-football
Business Facilities	http://www.falkirkstadium.co.uk/business-facilities
Wedding Services	http://www.falkirkstadium.co.uk/weddings
Café Westfield	http://www.falkirkstadium.co.uk/cafe-westfield
Café Westfield Menu	http://www.falkirkstadium.co.uk/files/fal001-38 - menu_a5_march15_finalhp.pdf

CLASS 3: How Falkirk Community Stadium Limited takes decisions and what decisions have been made.

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
Minutes of Board Meetings – Falkirk Community Stadium	Contact us on details above
Consultations	Contact us on details above

CLASS 4: What Falkirk Community Stadium spends and how we spend it.

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
Annual Audited Accounts	www.falkirkstadium.co.uk/falkirk-community-stadium-ltd
Pay and Grading Structure	Contact us on details above
Financial Regulations	Contact us on details above
Expenses	Contact us on details above

CLASS 5: How Falkirk Community Stadium Limited manages its human, physical and information resources.

Class description:

Information about how we manage the human, physical and information resources

The information we publish under this class	How to access it
Model Publication Scheme	www.falkirkstadium.co.uk/falkirk-community-stadium-ltd

CLASS 6: How Falkirk Community Stadium Limited 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
List of Contracts	Contact us on details above

CLASS 7: How Falkirk Community Stadium Limited is performing.

Class description:

Information about how Falkirk Community Stadium Limited performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Audited Accounts	www.falkirkstadium.co.uk/falkirk-community-stadium-ltd

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
N/A	