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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](http://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:

<b>Size of paper</b>	<b>Pence per single sided copy (black and white)</b>	<b>Pence per single sided copy (colour)</b>
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](http://www.falkirkstadium.co.uk)**

**Telephone : 01324 618740**

**Fax : 01324 639105**

Email : [enquiries@falkirkstadium.co.uk](mailto: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	<a href="http://www.falkirkstadium.co.uk/falkirk-community-stadium-ltd">www.falkirkstadium.co.uk/falkirk-community-stadium-ltd</a>
Services to the public	<a href="http://www.falkirkstadium.co.uk/home">http://www.falkirkstadium.co.uk/home</a>
Opening Hours	Contact us on details above
Contact Details	<a href="http://www.falkirkstadium.co.uk/contact">http://www.falkirkstadium.co.uk/contact</a>
<b>Governance and Legal Status</b>	
Articles of Association	<a href="http://www.falkirkstadium.co.uk/files/fcsl_new_articles_of_association.pdf">www.falkirkstadium.co.uk/files/fcsl_new_articles_of_association.pdf</a>
Our Board	Contact us on details above
Board Register of interests	Contact us on details above
Business Plan	<a href="http://www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15_-_appendix_1.pdf">www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15 - _appendix_1.pdf</a>
Corporate Policies (HR and H&S )	Contact us on details above
<b>External Relations</b>	
Falkirk Council	<a href="http://www.falkirk.gov.uk">www.falkirk.gov.uk</a>
Companies House	<a href="http://www.companieshouse.gov.co.uk">www.companieshouse.gov.co.uk</a>
Falkirk Community Trust	<a href="http://www.falkirkcommunitytrust.org">www.falkirkcommunitytrust.org</a>
<b>Keeping others informed</b>	
News	<a href="http://www.falkirkstadium.co.uk/news">www.falkirkstadium.co.uk/news</a>
Events	<a href="http://www.falkirkstadium.co.uk/events">www.falkirkstadium.co.uk/events</a>
Facebook	<a href="http://www.facebook.com/TheFalkirkStadium/">www.facebook.com/TheFalkirkStadium/</a>
Twitter	<a href="http://www.twitter.com/FalkirkStadium">www.twitter.com/FalkirkStadium</a>

<b>CLASS 2: How Falkirk Community Stadium Limited Delivers our Functions and Services</b>
<p><b>Class description:</b></p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

The information we	How to access it
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<b>publish under this class</b>	
Business Plan	<a href="http://www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15_-_appendix_1.pdf">www.falkirkstadium.co.uk/files/fcsl_unit_plan_2015-15 - appendix 1.pdf</a>
Fees and Charges	Contact us on details above
Customer Information Brochure : Meeting Rooms	<a href="http://www.falkirkstadium.co.uk/files/function_suites_complete_brochure.pdf">http://www.falkirkstadium.co.uk/files/function_suites_complete_brochure.pdf</a>
Customer Information Brochure : Day Delegates	<a href="http://www.falkirkstadium.co.uk/files/ddr_with_order_form_v1_july_2013.pdf">http://www.falkirkstadium.co.uk/files/ddr_with_order_form_v1_july_2013.pdf</a>
Customer Information Brochure : Weddings	<a href="http://www.falkirkstadium.co.uk/files/wedding_functions_july_2013.pdf">http://www.falkirkstadium.co.uk/files/wedding_functions_july_2013.pdf</a>
Customer Information Brochure : Private Functions	<a href="http://www.falkirkstadium.co.uk/files/private_functions_aug_2015.pdf">http://www.falkirkstadium.co.uk/files/private_functions_aug_2015.pdf</a>
Customer Information Brochure : Conference and Corporate Events	<a href="http://www.falkirkstadium.co.uk/files/conference_events_august_2015.pdf">http://www.falkirkstadium.co.uk/files/conference_events_august_2015.pdf</a>
Soccer Centre 5 a-side football	<a href="http://www.falkirkstadium.co.uk/five-a-side-football">http://www.falkirkstadium.co.uk/five-a-side-football</a>
Business Facilities	<a href="http://www.falkirkstadium.co.uk/business-facilities">http://www.falkirkstadium.co.uk/business-facilities</a>
Wedding Services	<a href="http://www.falkirkstadium.co.uk/weddings">http://www.falkirkstadium.co.uk/weddings</a>
Café Westfield	<a href="http://www.falkirkstadium.co.uk/cafe-westfield">http://www.falkirkstadium.co.uk/cafe-westfield</a>
Café Westfield Menu	<a href="http://www.falkirkstadium.co.uk/files/fal001-38_-_menu_a5_march15_finalhp.pdf">http://www.falkirkstadium.co.uk/files/fal001-38 - menu a5_march15_finalhp.pdf</a>

<b>CLASS 3: How Falkirk Community Stadium Limited takes decisions and what decisions have been made.</b>
<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others

<b>The information we publish under this class</b>	<b>How to access it</b>
Minutes of Board Meetings – Falkirk Community Stadium	Contact us on details above
Consultations	Contact us on details above

<b>CLASS 4: What Falkirk Community Stadium spends 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</b>	<b>How to access it</b>
Annual Audited Accounts	<a href="http://www.falkirkstadium.co.uk/falkirk-community-stadium-ltd">www.falkirkstadium.co.uk/falkirk-community-stadium-ltd</a>
Pay and Grading Structure	Contact us on details above
Financial Regulations	Contact us on details above
Expenses	Contact us on details above

<b>CLASS 5: How Falkirk Community Stadium Limited manages its human, physical and information resources.</b>
<b>Class description:</b> 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	<a href="http://www.falkirkstadium.co.uk/falkirk-community-stadium-ltd">www.falkirkstadium.co.uk/falkirk-community-stadium-ltd</a>

<b>CLASS 6: How Falkirk Community Stadium Limited Procures Goods and Services from External Providers</b>
<p>Class description:</p> <p>Information about how we procure goods and services, and our contracts with external providers</p>

The information we publish under this class	How to access it
List of Contracts	Contact us on details above

<b>CLASS 7: How Falkirk Community Stadium Limited is performing.</b>
<p><b>Class description:</b></p> <p>Information about how Falkirk Community Stadium Limited performs as an organisation, and how well it delivers its functions and services</p>

The information we publish under this class	How to access it
Annual Audited Accounts	<a href="http://www.falkirkstadium.co.uk/falkirk-community-stadium-ltd">www.falkirkstadium.co.uk/falkirk-community-stadium-ltd</a>

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>
<p><b>Class description:</b></p> <p>Information packaged and made available for sale on a commercial basis and sold at market value</p>



through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
N/A	