

Table of Contents

Introduction

Principle One: Availability and formats

Principle Two: Exempt information

Principle Three: Copyright and re-use

Principle Four: Charges

Principle Five: Contact details

Principle Six: Duration

The Classes of Information

CLASS 1: ABOUT ONE REN

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

CLASS 9: OUR OPEN DATA

Introduction

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

- a. publish the classes of information that they make routinely available
- b. tell the public how to access the information they publish and whether information is available free of charge or on payment.

Renfrewshire Leisure Ltd (trading as OneRen) has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner.

The Publication Scheme is split into the following six sections:

Principle One: Availability and formats

Principle Two: Exempt information

Principle Three: Copyright and re-use

Principle Four: Charges

Principle Five: Contact details

Principle Six: Duration

Principle One: Availability and formats

Information published through this scheme is, wherever possible, available on the charity's website. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information to you in paper copy on request (although there may be a charge for doing so).

Principle Two: Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we may withhold the information or provide a redacted version for publication and will explain why we have done so.

Principle Three: Copyright and re-use

Where Renfrewshire Leisure Ltd (trading as OneRen) 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 we does not hold the copyright in information we publish, we will make this clear.

Re-Use of Public Sector Information

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to us to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact **OneRen_foi@renfrewshire.gov.uk**

Guidance on the RPSI regulations can also be found on the National Archives website at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>. We can provide you with a copy of this information if you do not have internet access.

Principle Four: Charges

Unless otherwise specified in the classes of information, all information published through this scheme is available free of charge where it can be downloaded from our web site, 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 of reproduction and postage to the authority 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.

Reproduction costs

Where charges are applied, photocopied information will be charged at a standard rate of 11p per A4 side of paper (black and white copy).

Postage cost

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

Charges for information which is not available under the scheme

If you submit a request to us for information which **is not** available under the scheme the charges will be based on the following calculations:

FOISA requests: There may be a charge for requests which involve a large amount of work. This is in accordance with the Fees Regulations under Section 9 of the Freedom of Information (Scotland) Act 2002. The regulations state that:

- The first £100 of costs are provided free of charge.

- For projected costs above £100, Renfrewshire Leisure may issue a fees notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).
- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff engaged on the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600, but can refuse a request if the cost of answering it breaches this limit.

For example, Mr. D makes a request which it is estimated will cost £800 to comply with. The maximum charge of £250 for this request is calculated as follows:

- First £100- free
- £100 to £600- 10% of this portion, i.e. £50
- £600 to £800- recoup full amount, i.e. £200 Charges for environmental information:

Fees and charges

Renfrewshire Leisure Ltd (trading as OneRen) will calculate the fee for an environmental information request on the same basis as is laid down for Freedom of Information requests, i.e. actual staff time capped at a maximum of £15 per hour plus any costs associated with putting the information into a particular format, copying and postage costs. As with FOISA requests, the first £100 of costs are provided free of charge, and we may charge the full amount for a request which exceeds £600 or refuse it if the cost of compliance breaches this limit. Copies are charged at a rate of 11p per copy (this cost is reviewed from time to time at the discretion of Renfrewshire Leisure Ltd – trading as OneRen). Where a fee is charged, payment must be made in advance of providing the information. The applicant gets written notice of this and thereafter, has 60 working days to pay. The response

timescale is suspended during this time. Renfrewshire Leisure Ltd (trading as OneRen) must publish a schedule of charges and information on the circumstances in which a fee may be charged, waived or has to be paid in advance.

Authority's cannot charge for allowing access to registers of environmental information, or for allowing an applicant to examine information at council offices (as opposed to being given a copy of it).

Principle Five: Contact details

You can contact us for assistance with any aspect of this scheme, Guide to Information and to ask for copies of the authority's published information.

Our e-mail address is: OneRen_foi@renfrewshire.gov.uk

We will also provide reasonable advice and assistance to anyone who wants to request information which is not published.

Principle Six: Duration

Once published, the information will be available for at least the current and previous two financial years. Where information has been updated or superseded, only the current version might be available but previous versions may be requested from the charity. We regularly and routinely update our publication scheme. The last reviewed date of this publication scheme is June 2021

The Classes of Information

CLASS 1: ABOUT RENFREWSHIRE LEISURE LTD (TRADING AS ONEREN)

The Information we publish under this class		How to access it
OneRen – what we do	Description of OneRen	https://www.oneren.org/about-us/

Our mission	Company mission	https://www.oneren.org/about-us/our-vision-mission-and-values/
Our vision and values		https://www.oneren.org/about-us/our-vision-mission-and-values/
Opening hours		https://www.oneren.org/faqs/
How we are managed	Description of the Senior Leadership Team	https://www.oneren.org/about-us/senior-leadership-team/
Key Functions	Details of the key departments at OneRen	https://www.oneren.org/work-with-us/career-pathways/
Our Strategic Objectives	OneRen's strategic objectives	https://www.oneren.org/about-us/our-objectives/
Our business plans		https://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/26/Default.aspx
Corporate and Service policies	Privacy policy	https://www.oneren.org/privacy-policy/
	Freedom of Information	https://www.oneren.org/freedom-of-information/
	Gender Pay Gap Report	https://www.oneren.org/work-with-us/our-impact/
Keeping Others Informed:		
News releases	Current information about OneRen's activities	https://www.oneren.org/news/
Our Annual Review	Last two year's annual review	https://www.oneren.org/about-us/annual-reports/
What's On	What's on directory promoting events at OneRen venues	https://www.oneren.org/whats-on/

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

The Information we publish under this class		
Functions		
What we do	Description of OneRen	https://www.oneren.org/about-us/
Our strategic objectives	List of OneRen strategic objectives	https://www.oneren.org/about-us/our-objectives/
Customer involvement	How to contact us or make a complaint	https://www.oneren.org/contact-us/
How to make a request under FOISA		https://www.oneren.org/freedom-of-information/
Information about our services to the public		
List of services	List of public facing services	https://www.oneren.org/about-us/
How to access	List of where venues are located	https://www.oneren.org/about-us/

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

The Information we publish under this class	Information on our Board of Directors	https://www.oneren.org/about-us/board-of-directors/
--	---------------------------------------	---

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

The Information we publish under this class		
--	--	--

Outline of OneRen funding	Included in Annual Reviews	https://www.oneren.org/about-us/annual-reports/
Annual audited accounts	Published audited Renfrewshire Leisure Ltd (trading as OneRen) accounts available via Companies House	https://www.gov.uk/government/organisations/companies-house
Top level spending plan		https://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/26/Default.aspx

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

Human Resources are part of the Finance and Corporate Services Team.

The Information we publish under this class		
Human Resources:		
Senior Leadership Team	A description of the Senior Leadership team	https://www.oneren.org/about-us/senior-leadership-team/
Recruitment information	Current vacancies at OneRen	https://www.oneren.org/work-with-us/join-our-team/
Gender Pay Gap Reports	The latest version of the Gender Pay Gap report	https://www.oneren.org/work-with-us/our-impact/
Information Resources:		
Our publication scheme		https://www.oneren.org/freedom-of-information/
Freedom of Information procedure	Details about FOI	https://www.oneren.org/freedom-of-information/

OneRen's heritage service	Information on the 'special collections' covering the history of Renfrewshire and how to access this	https://www.oneren.org/culture/museums/collections/
---------------------------	--	---

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

The Information we publish under this class		
Information about OneRen's procurement		https://www.gov.scot/publications/frameworks-and-contracts/

CLASS 7: HOW WE ARE PERFORMING

The Information we publish under this class		
OneRen's Annual Review		https://www.oneren.org/about-us/annual-reports/

CLASS 8: OUR COMMERCIAL PUBLICATIONS

OneRen does not currently have any information under this class.

CLASS 9: OUR OPEN DATA

OneRen does not currently have any information under this class.