

Introduction

High Life Highland, as a wholly owned company of The Highland Council and therefore a Scottish Public Authority, is required by The Freedom of Information (Scotland) Act 2002 (the Act) to produce and maintain a publication scheme. Authorities are under a legal obligation to:

Publish the classes of information which they make routinely available; and
tell the public how to access the information and what it might cost.

High Life Highland has adopted the **Model Publication Scheme 2017**. You can see this scheme on our website at <http://highlifehighland.com/about/foi-publication-scheme>.

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 to find the information easily;
- provide contact details for enquiries and to get help with accessing the information; and
- explain how to request information we hold that has not been published.

Availability of 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 which 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 will remove or redact information before the publication and explain why.

Copyright

Where High Life Highland 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 High Life Highland does not hold the copyright in information we publish, we will make this clear.

High Life Highland Publication Scheme

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, with the exception where statutory fees apply. We may charge for providing information to you, 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 side of paper is shown in the tables below:

Paper size	Black and white	Colour
A4	£0.10	£0.30

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

Postage costs will be recharged at the rate we paid to send information to you. Our charge is for sending information by Royal Mail First Class. When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

Please note that 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 books shops 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 about any aspect of this publication scheme:

Freedom of Information
High Life Highland
Highland Archive Centre
Bught Road
Inverness IV3 5SS

Email:- info@highlifehighland.com

We will also 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 may make a request to us for that information.

High Life Highland Publication Scheme



Class 1: About High Life Highland	
Class Description: Information about High Life Highland, 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
What we do?	https://www.highlifehighland.com/about/
Where to find us and how to contact us?	http://highlifehighland.com info@highlifehighland.com
Organisational structure, roles and responsibilities of senior officers	https://www.highlifehighland.com/about/board-directors/ https://www.highlifehighland.com/about/trading-company-directors/ https://www.highlifehighland.org/about/executive-team/ <u>Organisational Structure:</u> https://www.highlifehighland.com/about/freedom-of-information-publication-scheme/
Business Opening Hours	Monday to Friday 9.00am – 5pm (excluding public holidays)
Contact details for customer care and complaints functions	https://www.highlifehighland.com/feedback/
Single Model Publication Scheme 2017 and the authority's Guide to Information	https://www.highlifehighland.com/about/freedom-of-information-publication-scheme/
Charging Schedule for published information	See charges section above.
Constitution	
Legal framework for the authority, including constitution, articles of association or charter	https://www.highlifehighland.com/about/governance/



How the authority is run?	
Description of governance structure, Board, Committees and other decision making structures	https://www.highlifehighland.org/about/freedom-of-information-publication-scheme/
Name of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority, e.g. Board members, chief officers	https://www.highlifehighland.com/about/board-directors/ https://www.highlifehighland.com/about/trading-company-directors/ https://www.highlifehighland.com/about/executive-team/
Governance policies, including standing orders, code of conduct and register of interests	https://www.highlifehighland.com/about/board-meetings/ https://www.highlifehighland.org/about/freedom-of-information-publication-scheme/
Corporate Planning	
Mission Statement	High Life Highland's purpose is Making Life Better.
Corporate Plan/strategy	https://www.highlifehighland.org/about/freedom-of-information-publication-scheme/
Corporate Policies	All policies are reviewed at the quarterly High Life Highland board meetings, and are available via https://www.highlifehighland.com/about/board-meetings/
Strategic planning processes	On a three yearly cycle, the High Life Highland Board engages with an external facilitator to review the existing Business Plan and to look forward to the priorities for planning the next cycle. Review of the current plan is undertaken annually.
External Relations	
Accountability relationships, including reports to regulators	Companies House Office of the Scottish Charity Regulator



	<p><u>The Highland Council</u></p> <p><u>FOI and EIRs statistics Scottish Information Commissioner (itspublicknowledge.info)</u></p>
Internal and external audit arrangements	<p>Internal audits are performed by The Highland Council as part of a Service Level Agreement, and the results of any audits are reported through the quarterly High Life Highland Board meetings</p> <p><u>https://www.highlifehighland.org/about/board-meetings/</u></p> <p>External auditors are appointed by The Highland Council.</p>
Subsidiary companies (wholly and part owned) and other significant financial interests	<p>High Life Highland (Trading) C.I.C.</p> <p><u>https://www.highlifehighland.org/about/trading-company-directors/</u></p>
Strategic Agreement with other bodies?	<p>Service Delivery Contract with The Highland Council.</p> <p>Memorandum of Understanding with University of the Highlands and Islands.</p>
Class 2 : How We Deliver 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
Functions	
Description of functions, including statutory basis for them, where applicable	<u>https://www.highlifehighland.com/about/</u>
How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	<u>https://www.highlifehighland.com/sport/coach-education-grants/</u>
How to report a concern to the authority	<u>https://www.highlifehighland.com/feedback/</u>
Services	



List of services, including statutory basis for them, where applicable	Service Delivery Contract with The Highland Council (this is currently under review) Available on request via info@highlifehighland.com
Service policies and internal staff procedures, including allocation, quality and standards	Available on request via info@highlifehighland.com
Service schedules and delivery plans	Available on request via info@highlifehighland.com
Class 3: How We Take Decisions and What we 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
Decision Making	
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.	https://www.highlifehighland.com/about/board-meetings/
Public Consultation and engagement strategies	Marketing and communications plan available on request via marketing@highlifehighland.com
Reports of regulatory inspections, audits and investigations carried out by the authority	Internal audits are performed by The Highland Council as part of a Service Level Agreement, and the results of these and any other audits are reported through the quarterly High Life Highland Board meetings https://www.highlifehighland.org/about/board-meetings/
Class 4: What We Spend 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



<p>Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements</p>	<p>https://www.highlifehighland.org/about/governance/</p> <p>https://find-and-update.company-information.service.gov.uk/search?q=high+life+highland</p> <p>https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC042593</p> <p>https://www.highlifehighland.com/about/board-meetings/</p> <p>Financial information is also available on request via, Finance@highlifehighland.com</p>
<p>Financial policies and procedures for budget allocation</p>	<p>Financial policies are reviewed on an ongoing basis, and presented to the quarterly High Life Board meetings.</p> <p>https://www.highlifehighland.com/about/board-meetings/</p>
<p>Budget allocation to key policy/ function/service areas</p>	<p>Budget allocation to services, and financial performance, is reported at each of the quarterly High Life Board meetings.</p> <p>https://www.highlifehighland.com/about/board-meetings/</p>
<p>Purchasing plans and capital funding plans</p>	<p>Available on request via, Finance@highlifehighland.com</p>
<p>Financial administration manual/internal financial regulations</p>	<p>Available on request via, Finance@highlifehighland.com</p>
<p>Expenses policies and procedures</p>	<p>Board members – Item 4 https://www.highlifehighland.com/about/board-meetings/2011-board-meetings/board-september-2011/</p>
<p>Pay and grading structure</p>	<p>Available on request via hr@highlifehighland.com</p>
<p>Funding awards available from the authority, how to apply for them and funding awards made by the authority</p>	<p>https://www.highlifehighland.com/sport/coach-education-grants/</p>
<p>Class 5: How We Manage our Human, Physical And Information Resources</p>	



Class Description: Information about how we manage the human, physical and information resources of the authority	
The information we publish under this class	How to access it
Human Resources	
Strategy and management of human resources	HR policies are reviewed on an ongoing basis, and presented to the quarterly High Life Board meetings. https://www.highlifehighland.com/about/board-meetings/ Available on request via hr@highlifehighland.com
Staffing structure	https://www.highlifehighland.com/about/freedom-of-information-publication-scheme/
HR Policies, procedures and guidelines including recruitment, performance management, salary, promotion, pensions, discipline, grievance, staff records	HR policies are reviewed on an ongoing basis, and presented to the quarterly High Life Board meetings. https://www.highlifehighland.com/about/board-meetings/ Available on request via hr@highlifehighland.com
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Item 10 https://www.highlifehighland.com/about/board-meetings/2011-board-meetings/board-october-2011/
Physical Resources	
Description of the authority's land and property holdings	This original list, agreed at point of set up of High Life Highland, is available from The Highland Council (http://www.highland.gov.uk) – See Resources Committee minutes of 17/08/2011.
Maintenance arrangements	The original agreement, agreed at point of set up of High Life Highland, is available from The Highland Council (http://www.highland.gov.uk) – See Resources Committee minutes of 17/08/2011.
Information Resources	
Records Management Policy	https://www.highland.gov.uk/downloads/file/12718/records-management-policy



Freedom of Information Policies and procedures	Available on request via info@highlifehighland.com
Data Protection or Privacy Policy	https://www.highland.gov.uk/downloads/file/12714/data-protection-policy
List of statistical information published by the authority	Available from The Highland Council https://www.highland.gov.uk/performance
Class 6: How We Procure 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
Procurement policies and procedures	Item 8 https://www.highlifehighland.com/about/board-meetings/2012-board-meetings/board-march-2012/
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	https://www.highlifehighland.org/about/freedom-of-information-publication-scheme/
Class 7: How We are Performing	
Class Description: Information about how we perform as an organisation and how well we delivers our functions and Services	
The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g. section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	https://find-and-update.company-information.service.gov.uk/search?q=high+life+highland https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC042593
Performance indicators and performance against them	https://www.highland.gov.uk/performance
Equality Reports	Annual equality report(s) [included with HLH Board HR Report] available on request from hr@highlifehighland.com

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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 shop or research journal

The information we publish under this class

How to access it

N/A