

The Brunton Theatre Trust
GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION
SCHEME 2014

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

Brunton Theatre Trust has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

Brunton Theatre Trust has adopted the **Model Publication Scheme 2014** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at www.thebrunton.co.uk. It is also available on the Scottish Information Commissioner's website at www.itspublicknowledge.info/MPS

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2014, or this Guide to Information, to be provided in a different format. The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for Brunton Theatre Trust in relation to each class in the Model Publication Scheme 2014
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About Brunton Theatre Trust

The Brunton Trust is a registered Scottish Charity (SCO22422) established by East Lothian Council in 1994 and regulated by OSCR. The Brunton Trust has the following purposes:

“for the advancement of education in the fields of the performing arts and related cultural activities and for the promotion of social welfare of the public at large and in particular of the inhabitants of Musselburgh and of visitors thereto by the promotion of performances and displays of drama, music and similar arts suitable for presentation to the general public in appropriate halls, theatres and other premises in the UK and in particular in the Brunton Theatre, Musselburgh”.

The Brunton is the focus for professional performing arts in the area whilst also supporting the community and voluntary sector. In addition to a programme of high quality theatre, dance, music, film, stand up comedy and work for children, presented by a range of first class performing arts companies, the venue offers a residency programme linked to education and outreach work for schools and community groups. Partnership projects are also undertaken with a range of companies such as Filmhouse in Edinburgh and a programme of community theatre is undertaken with Queen Margaret University. The Brunton hosts a thriving Youth Theatre.

The artistic vision for The Brunton as established by the Trust is:

“To provide the highest quality drama, dance, music, theatre for children and young people, film and comedy nights for the enjoyment and enrichment of the communities that the theatre serves.

To offer a high quality programme of arts events for audiences to attend at the Theatre and to provide opportunities for involvement and participation in the arts through education and outreach activities for all sections of the community.”

Section 3: Accessing Information Under the Scheme

Availability and formats

The information published through this Guide to Information 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 – see “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 – Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within “Section 10: Classes of Information” will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Brunton Theatre Trust
The Brunton
Ladywell Way, MUSSELBURGH, EH21 6AA
Email – info@thebrunton.co.uk
Tel – 0131 665 9900
www.thebrunton.co.uk

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post. Please address your request to Brunton Theatre Trust, The Brunton, Ladywell Way, MUSSELBURGH EH21 6AA.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see "Section 5: Our Charging Policy" for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within "Section 10 – Classes of Information", and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish all the information we hold that falls within the classes of information in Section 10. 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 (black out) the information before publication and explain why.

Section 4 Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner’s Model Publication Scheme 2014 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in “Section 10 – Classes of Information”. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation’s commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person’s personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to “Section 8 – Contact details for enquiries, feedback and complaints”.

Section 5 Our Charging Policy

Unless otherwise stated in “Section 10 – Classes of Information”, all information contained within our scheme is available from us free of charge where it can be downloaded from our website 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 to Brunton Theatre Trust of supplying the information to you, e.g. photocopying and postage, 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.

There is no charge to view information on our website or at our premises.

Reproduction Charges

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.

Black & White Photocopying

Size of Paper	Pence per sheet
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A4	10p
A3	20p

Colour Photocopying

Size of Paper	Pence per sheet
A4	20p
A3	40p

Alternative Formats

Format	Charge
Computer Discs	£1.00 per CD-ROM / DVD

Postage Costs

Postage costs may be recharged at the rate we paid to send the 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 of the total print run.

We do not pass on any other costs to you in relation to our published information.

Section 6 – Our Copyright Policy

Where Brunton Theatre 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 Brunton Theatre Trust does not hold copyright in information we publish, we will make this clear.

Section 7: Records Management Policy

Brunton Theatre Trust regards its records as a major asset of the Company. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. Brunton Theatre Trust's Records Management Policy can be found in "Section 10 Classes of Information" - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme 2014, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our Guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

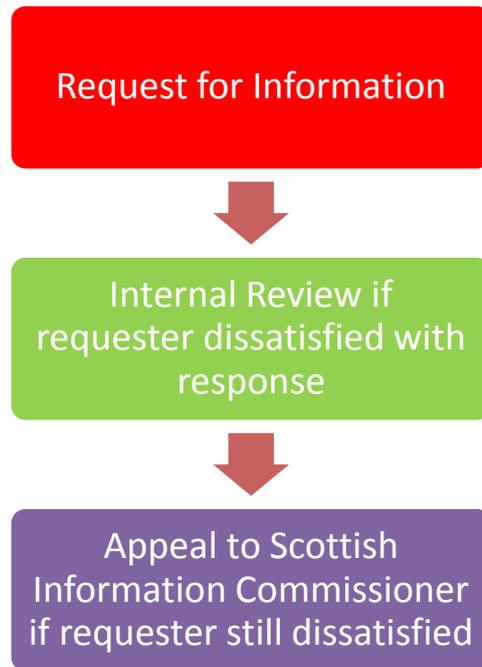
Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within 5 working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme 2014 (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

¹ Verbal requests for environmental information carry similar rights



The Commissioner’s website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Brunton Theatre Trust
The Brunton, Ladywell Way
Musselburgh EH21 6AA
Email - info@thebrunton.co.uk
Tel – 0131 665 9900
www.thebrunton.co.uk

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available via the Model Publication Scheme 2014 (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme 2014 (and described in this Guide), please write to:

Charges for information which is not available under the scheme:

The charges for information which is available under The Brunton Theatre Trust's Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to The Brunton Theatre Trust of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Section 10: Classes of Information

The classes of information that we publish

We publish all the 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About Brunton Theatre Trust

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 1: ABOUT BRUNTON THEATRE TRUST		
Class description:		
Information about The Brunton Theatre 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 includes:	Description	How to access it/details of any charges
<i>About Us</i>		
Organisation's Purpose and Artistic Vision	Our Purpose, vision & mission statement describes why we are here.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us
Contact Details	Contact details of our venues.	https://www.eastlothian.gov.uk/thebrunton/info/7/contact_us
Management Team	Details the management team of the organization.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_the_brunton/
Our Board	Details who our Board are.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_the_brunton/
Charitable Trust & Objectives	Information on Brunton Theatre Trust's objectives.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us
Constitution	Describes the make-up and purpose of the organisation,	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us

	what we are here for, governance issues.	
News	News about Brunton Theatre Trust's activities e.g. news releases, newsletters.	https://www.eastlothian.gov.uk/thebrunton/news
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by eg OSCR and reports sent to these bodies.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_the_brunton/4
External relations and working with others		
Sponsorship & Partnership Opportunities	Details sponsorship opportunities	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/3
Resident Company Opportunities	Information on working in partnership with Brunton Theatre Trust.	Make an FOI request.
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment e.g. contact details.	https://www.eastlothian.gov.uk/thebrunton/info/7/contact_us
How to make a freedom of	How to request information,	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/4

information request	contacts and details for FOI.	
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by Brunton Theatre Trust about you.	Contact Brunton Theatre Trust at: The Brunton Ladywell Way MUSSELBURGH EH21 6AA Email - info@thebrunton.co.uk
Model Publication Scheme 2014	Brunton Theatre Trust has adopted the Scottish Information Commissioner's Model Publication Scheme 2014.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/4
Guide to Information	Brunton Theatre Trust's Guide to Information it makes available under the Model Publication Scheme 2014.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/4

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 includes:	Description	How to access it/details of any charges
Annual report and accounts	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and	Make an FOI request.

	the actions we need to take to get there. Detailed business plans may contain commercially sensitive information so are not published- but you can still make a request for them.	
Action Plans	High level details of Brunton Theatre Trust's action plans. Detailed plans are not routinely published but can be requested from us under the Act.	Make an FOI request.
Our Venues	Our venues, contact details & facilities	https://www.eastlothian.gov.uk/thebrunton/info/7/contact_us https://www.eastlothian.gov.uk/thebrunton/info/2/hire_the_brunton
Our Venues Opening Hours	Opening hours of our venues	https://www.eastlothian.gov.uk/thebrunton/homepage/17/how_to_book
Venue Timetables and Programmes	Information about the programmes in each venue showing what's on e.g. class timetables, shows/performances, events/exhibitions etc.	https://www.eastlothian.gov.uk/thebrunton/events/ful https://www.eastlothian.gov.uk/thebrunton/info/3/community_and_schools
Activities	Details of all activities offered within The Brunton Theatre Trust's venues, including venue hire	https://www.eastlothian.gov.uk/thebrunton/events/ful https://www.eastlothian.gov.uk/thebrunton/info/2/hire_the_brunton
Coaching & Courses	Information on courses available to the public e.g. coaching, workshops and classes.	https://www.eastlothian.gov.uk/thebrunton/info/3/community_and_schools
Memberships	Details of all the Friends of The Brunton and how to join.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/3
Bookings	Details of how to make bookings, including links to online booking system, booking forms, box office details.	https://www.eastlothian.gov.uk/thebrunton/homepage/17/how_to_book

Corporate policies and procedures for performing statutory functions.	Policies such as the Fire evacuation policy.	Make an FOI request.
Pricing/Charges	Details of current charges for The Brunton Theatre Trust including concession schemes and eligibility criteria.	https://www.eastlothian.gov.uk/thebrunton/homepage/17/how_to_book
How to access our services	Information on how to access services e.g. for people with disabilities.	https://www.eastlothian.gov.uk/thebrunton/info/1/your_visit/2/visiting_the_brunton/2
Jobs at The Brunton	Our current vacancies	https://www.myjobscotland.gov.uk/

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE 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 includes:	Description	How to access it/details of any charges
Board/Committee Agendas	The agendas for our Board/Committee Meetings.	Make an FOI request.
Approved Board/Committee Reports	The approved reports from our Board/Committee Meetings by month. These are published alongside the relevant approved minutes following the Board or Committee meeting to which they refer, but can be requested from us under the Act before that.	Make an FOI request.
Approved Board/Committee minutes	The approved minutes from our Board/Committee Meetings. The approved minutes will be published as soon as they have received approval. You can request copies of minutes, prior to their approval, from us under the Act.	Make an FOI request
Public Consultations	Details of any wider consultations we have undertaken with the general public. Note that some market research studies may not be published as we consider them to contain commercially sensitive information which is	Make an FOI request.

	exempt. However you still have the right to ask for these under the Act.	
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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 includes:	Description	How to access it/details of any charges
Annual Report & Accounts	Annual report and audited financial statements.	https://www.eastlothian.gov.uk/thebrunton/downloads/file/2/the-brunton-annual-report-2017
Auditors Report	Audited annual statements.	https://www.eastlothian.gov.uk/thebrunton/downloads/file/2/the-brunton-annual-report-2017
Activity Prices	List of current prices/charges for activities in each venue.	https://www.eastlothian.gov.uk/thebrunton/events/full
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy.	Make an FOI request.
Top level budget allocation & plans	Detailed revenue budgets may not be published, as we consider them to contain commercially	Make an FOI request.

	sensitive information which is exempt. However you still have the right to ask for these under the Act.	
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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES		
Class description:		
Information about how we manage the human, physical and information resources of the authority.		
The information we publish under this class includes:	Description	How to access it/details of any charges
<i>Human Resources – Current Policies</i>		
Alcohol Drugs & Substance Abuse Policy	Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.	Make an FOI request.
Managing Attendance Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	Make an FOI request.
Special Leave Policy	Outlines the policy for employees to take a break from paid employment, which could be to deal with personal responsibilities or for other personal reasons.	Make an FOI request.
Data Protection Policy	This policy details how personal information about employees and customers will be kept and processed. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	Make an FOI request.
Disciplinary Code	Outlines the Disciplinary procedures to help and encourage all employees to improve, achieve and maintain required standards of conduct whilst ensuring that all employees are treated fairly, consistently, and without discrimination.	Make an FOI request.
Equal Opportunities Policy	Policy aims to prevent all forms of discrimination in the provision of services and employment of	Make an FOI request.

Recruitment & Selection Policy	people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	
Adverse Weather Policy	This policy aims to ensure that fair treatment is applied as far as possible when extreme weather conditions affect people's ability to work their contracted hours.	Make an FOI request.
Worksmart Policy Flexible Working Hours Policy	This policy explains the different types of working arrangements that are in place and sets out the framework to use for requests to work flexibly.	Make an FOI request.
Policy on Goods and Hospitality	This policy details the standards required where employees are offered hospitality, goods or other benefits through the performance of their duties.	Make an FOI request.
Acceptable Use Policy	The purpose of this policy is to ensure that employees understand the way in which Information Technology, including Electronic mail (email), the Internet and Computer equipment should be used in the organisation. It aims to ensure that IT is used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.	Make an FOI request.
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	Make an FOI request.
Social Media Acceptable Use Policy	This policy clarifies the responsibilities of employees in managing the use of social media.	Make an FOI request.
Family Leave Policy	This policy outlines the entitlements of employees in relation to maternity, adoption and paternity leave and pay. It also details the rights of employees with children to take parental leave and the ability for them to request flexible working patterns	Make an FOI request.
Prevention of Harassment at Work Policy	Outlines the need for an environment where employees are treated with dignity and respect.	Make an FOI request.
Equal Opportunities Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	Make an FOI request.
Redundancy Policy and Procedures	Outlines the process of dismissal of employees through redundancy.	Make an FOI request.

Grievance Procedures	Outlines the procedures for raising concerns.	Make an FOI request.
Absence Statistics	Details statistics on sickness absence.	Make an FOI request.
Flexible Retirement Policy	Explains policy on retirement.	Make an FOI request.
Time Off Work Policy	Outlines how support is granted for reasonable requests for time off to deal with unexpected situations that arise and may necessitate short periods of leave that can be accommodated within the needs of the service.	Make an FOI request.
Stress Policy	This policy explains the action we are taking as an employer with regard to stress related problems in the workplace.	Make an FOI request.
Management of Overtime Policy	Outlines the policy on working additional hours.	Make an FOI request.
Flexible Retirement Policy	This policy outlines a flexible approach to retirement.	Make an FOI request.
Exit Procedures	Outlines the arrangements for employees leaving their employment.	Make an FOI request.
Whistle blowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices.	Make an FOI request.
Information Resources		
	Outlines our policy on record management.	Make an FOI request.
	Details what documents we keep for how long and by whom.	Make an FOI request.
Freedom Of Information Procedures	Procedures & Guidance for Staff	Make an FOI request.
Health & Safety		
Health & Safety Policy and procedures	Health and safety policies and procedures for.	Make and FOI request.
Risk Assessments	Details of risk assessment carried out for Brunton Theatre Trust's venues.	Make and FOI request.
	Statistical detail of accidents and incidents at venues in Brunton Theatre Trust's management.	Make an FOI request.
Normal Operating Procedures	Normal Operating procedures for Brunton Theatre Trust's venues.	Make an FOI request.

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 includes:	Description	How to access it/details of any charges
Contracts	Details of Brunton Theatre Trust's contracts which have gone through formal tendering, including contractor and value.	Make an FOI request.
Invitations to tender	Details of invitations to tender	Make an FOI request.

CLASS 7: HOW WE ARE PERFORMING**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on Brunton Theatre Trust's performance indicators and performance against them.	Make an FOI request.
Audits & Inspections	Reports from audits and inspections.	Make an FOI request.
Annual Performance Report	Annual report and audited financial statements.	https://www.eastlothian.gov.uk/thebrunton/info/5/about_us/1/about_us/4
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g.	Make an FOI request.

	mystery shopping, surveys and reports.	
Sickness Absence Statistics	Breakdown of sickness absence statistics	Make an FOI request
Health & Safety Audits	Details the Health & Safety Audits of our venues	Make an FOI request

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.

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