



Preparing for FOI

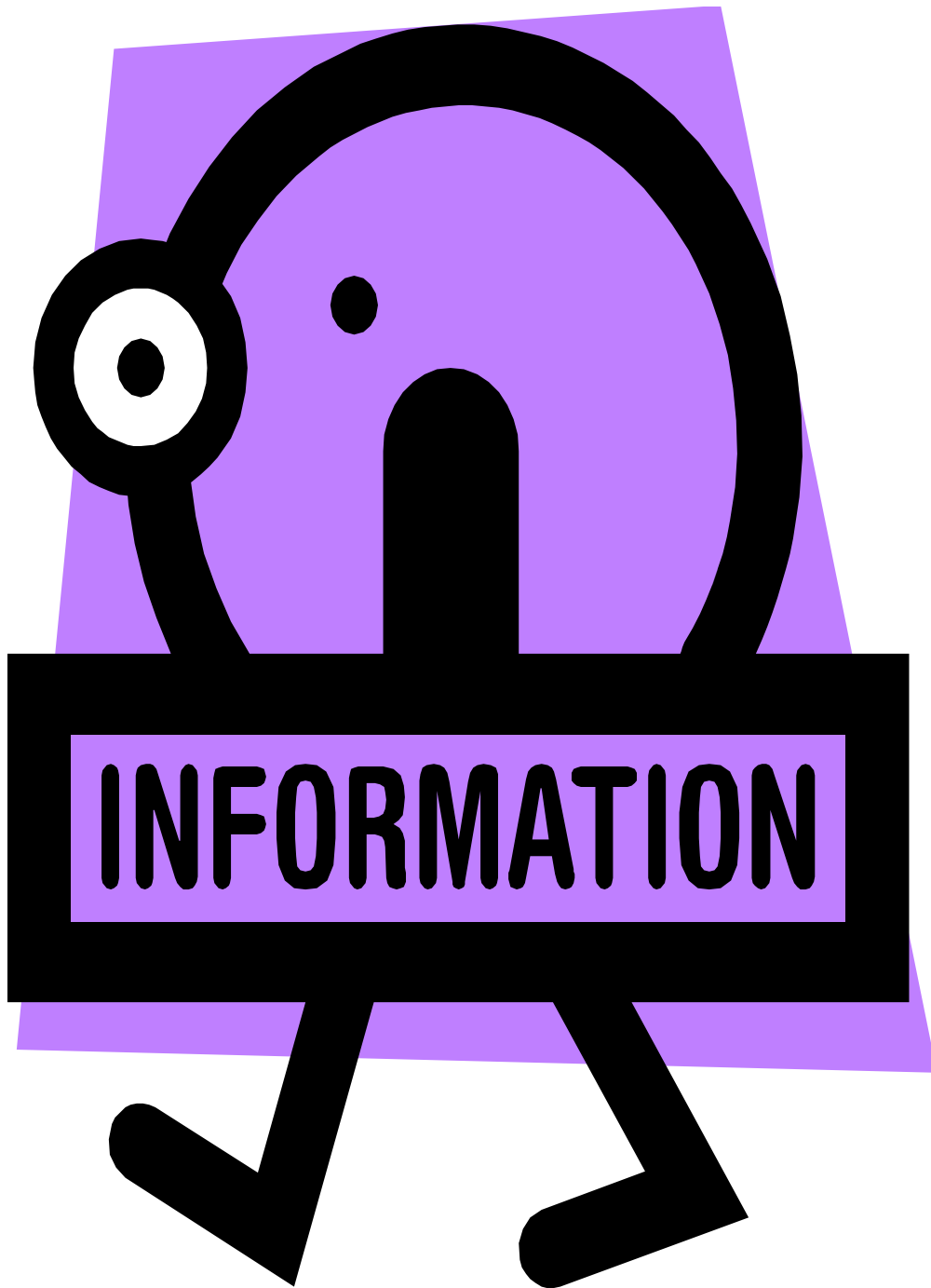
Jean Duncan



- Established in 1998 to manage and develop sport and leisure services on behalf of the City of Edinburgh Council
- Company limited by guarantee
- Not for Profit
- 1000+ Staff
- Turnover of £30 million
- 4 million customer visits a year

OUR JOURNEY





Edinburgh Leisure was 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.

Implementation: 1st April 2014

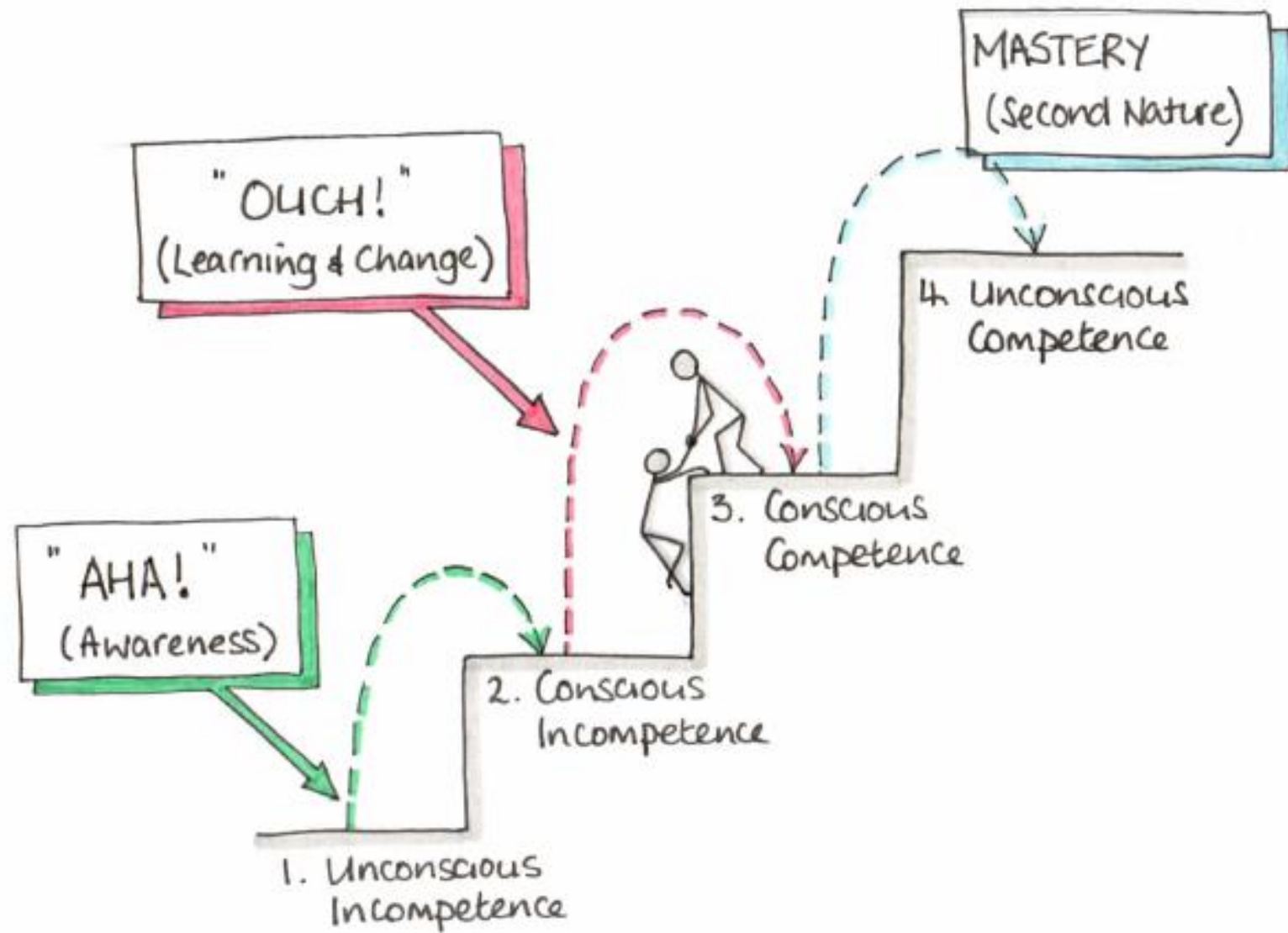
A 3D rendered scene featuring a line of stylized human figures in a starting crouch. The figure in the foreground is red, wearing a red suit with white wristbands and red gloves. It is positioned on a grey starting block. Behind it, a series of smaller, grey, semi-transparent figures follow in the same crouched position, receding into the background. The entire scene is set against a plain, light grey background. The text "GETTING READY" is overlaid in the center in a white, bold, sans-serif font.

GETTING READY



FIRST STEPS

Lots of Research & Lots of Learning



Research & Resources

- Scottish Information Commissioner Website
- Briefings & Guidance
- City of Edinburgh Council
- Google!
- Websites
- Jisc
- Template Letters



Scottish Information
Commissioner

It's public knowledge

Working Group Created & Action Plan

Processes written, logging & tracking

Staff Training – designed & delivered

Template Response Letters

Publication Scheme Created

Guide to Information – Website Disclosure Log



Key Workstreams

Marketing

Procedures

Records
Management

Training

Communications

EIRS

ICT

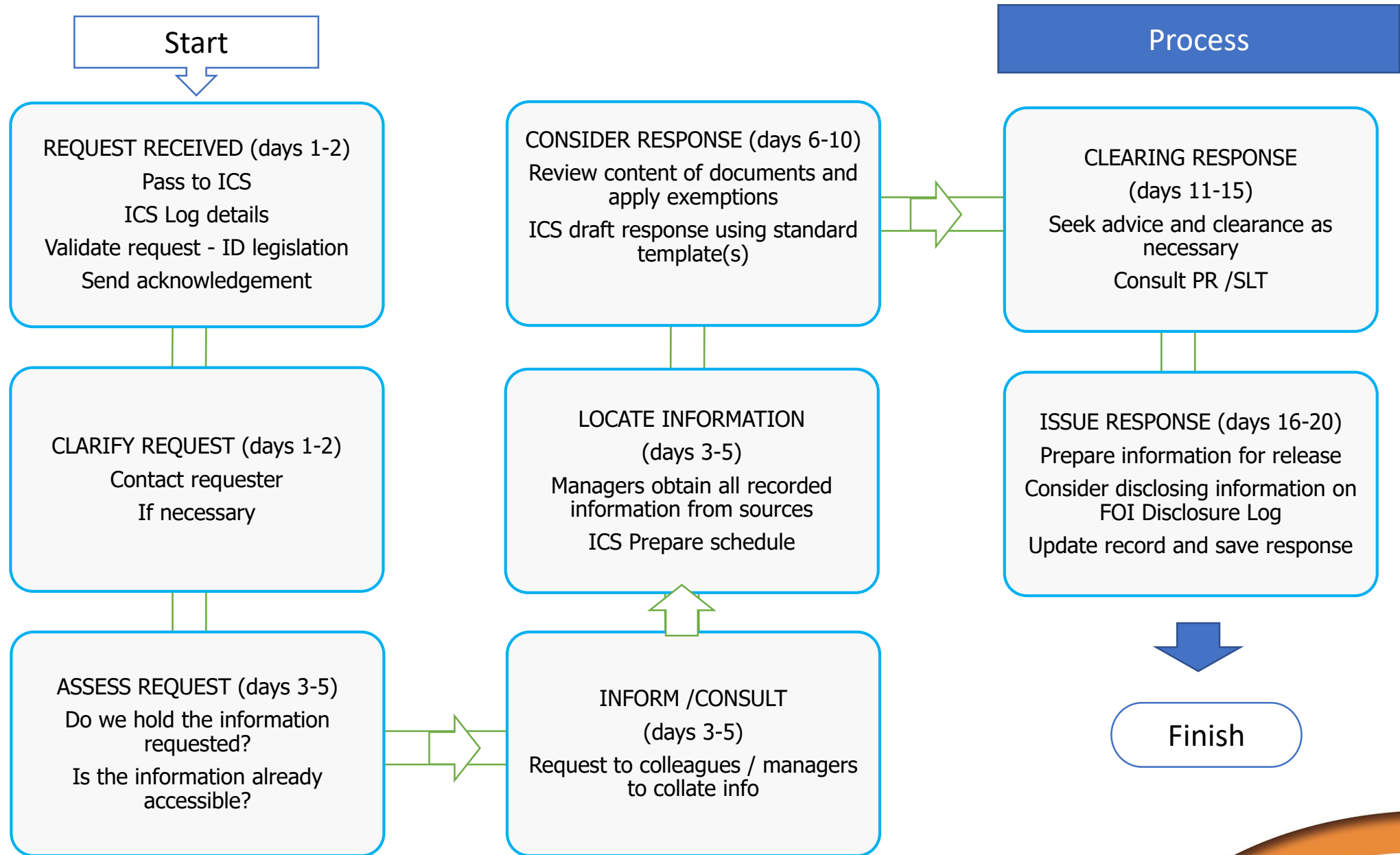
Working Group

Action Plan

Month	Item	Key Dates	Dependancies	Lead	Others	Progress Status	Notes
	Work with SICO & 2X Leisure trusts to ID template for Guide To Publication Scheme	02.12.13		JD		Complete	
	Discuss Retention Schedule	02.12.13		GF	ALL	Complete	
	Identify Audit resource	02.12.13		GF	KA, KS	Not Started	Audit process should lie with teams.
	FOI Project Team Meeting	02.12.13		JD	ALL	Complete	
	KS & JD to review Job description	02.12.13	KS	JD		Complete	JD to update Job Description & consider permanenet or fixed contract posiiton
	Understand what we need to do, create fuller action plan	03.12.13		AH		Complete	
	Start Guide to Information	03.12.13		JD		Complete	Draft 1 completed
	Advertise for resources, temporary, permanent	04.11.13		JD		Complete	Meeting with Holly to be arranged
	Attend FOI Conference	05.12.13		JD		Complete	
	L&D Facilitator volunteers to assist in designing FOI training	06.12.13		JD		Complete	Kate, Kerry, Steph to assist JD
	JD & RK to meet to review Web site Plan	06.12.13	JD	RK		Complete	Site plan reviewed, RK to feedback to Whitespace
	Internal Records retention Schedule to team	06.12.13		GF	KA, KS	Complete	
	Arrange meeting for FOI Training design team	07.12.13		JD		Complete	Emailed 07.12.13
	Training design dates arranged for January	07.12.13		JD	KC, KP, SH	Complete	Dates arranged
	FOI Project Board Meeting	09.12.13			AL, JD, KJ, JP	Complete	
	Retrospective info on PEM (re mudflats) if not passed to new provider	10.12.13		AH		In Progress	
	Communication at One Team - Raise awareness or FOI re purging, record mgt etc	12.12.13		KH	JM	Complete	



Mapping & Creating Processes



Tracking & Logging

- I found a tracking spreadsheet through Jisc during my research
- This had formulas added for calculating dates
- It also pulls through info for the Statistics portal
- <https://www.jisc.ac.uk/>

Home	Ref	Short description	Requester's name	Received by	Quotes legislation?	Progress comments	Date received anywhere in the organisation (dd/mm/yy)	Month	Type	Clarification sought	Clarification received (dd/mm/yy)	Request closed due to lack of clarification or withdrawal	External due date	Site/Section request assigned to	Staff deadline for supplying information (set as 10 working days before due date but can be changed)	Date responded to requester or closed due to lack of clarification or withdrawal	Working days taken to respond	Total time taken to respond, including inactivity (in days)	New start date	Working days to go
	ELIR00001	Request for evaluation process for grading of Mobile Pool Plant Operator			Yes - References FOI legislation		01/04/14	Apr	FOI				30/04/14	HR	15/04/14	17/04/14	12	16		
	ELIR00002	Request for number of times disabled parking areas at CLTC are checked			No - Made through FOI request page		07/04/14	Apr	FOI				07/05/14	CTLC	22/04/14	17/04/14	8	10		
	ELIR00003	Request for "on request" disclosure log information			No - Made direct to foi inbox		14/04/14	Apr	FOI	Yes	15/04/14		15/05/14	HR	30/04/14	23/04/14	5	8		



Staff Training



AWARE



ACT



DECIDE



Staff Training Designing & Creating



MODEL PUBLICATION SCHEME & GUIDE TO INFORMATION





Our Guide to Information – On the Website

Freedom of Information

Guide to Information

FOI Request Form

Environmental Information

Data Protection

Published Information

Record Management

Disclosure Log

Guide to Information

The purpose of our Guide to Information, available through the [Model Publication Scheme 2018](#), has been developed to:

- allow the public to see what information is available (and what is not available) for Edinburgh Leisure in relation to each class in the Model Publication Scheme 2017
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that we hold which has not been published

Download Guide to Information 

<https://www.edinburghleisure.co.uk/freedom-of-information/guide-to-information>

Our Guide to Information – On the Website

Classes of Information

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 available. If you would like to see previous versions, you may make a request to us for that information.

Classes

Please select

Class 1: About Edinburgh Leisure

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

Us
er Feedback
Conditions
n of Information

Class 1: About Edinburgh Leisure

Information about Edinburgh Leisure, who we are, where to find us, how to contact us, how we are managed and our external relations.

Website - Class 1

The information we publish under this class includes:	How to access it
Subsidiary companies Details of any subsidiary companies wholly owned by Edinburgh Leisure.	On Request
Strategic Leadership Team A list of Edinburgh Leisure Directors including their roles and responsibilities.	Strategic Leadership Team (233kb pdf)
Sponsorship Details on current sponsors and sponsorship opportunities.	Online - Sponsorship page
Our Board Who our Board are and their responsibilities.	Online - Our Board
Organisational Chart Details the organisational structure of Edinburgh Leisure.	Organisational Chart (397kb pdf)
News News about Edinburgh Leisure e.g. news releases, newsletters.	Online - News
Model Publication Scheme 2018 Edinburgh Leisure has adopted the Scottish Information Commissioner Model Publication Scheme 2018.	Model Publication Scheme 2018 (116 kb pdf)
Memorandum of Association Information under the Companies Act 1989 on Edinburgh Leisure and its establishment.	Memorandum of Association (200kb pdf)

Disclosure Log – On the Website

Disclosure Log

The Disclosure Log details each Freedom of Information (FOI) request we have processed, including when it was received, what it concerned and our response to it.

Show FOI Requests for

2018

Request No.	Request	Request Date	Resolution
ELIR00228	Subject Access Request Request for personal data.	18.12.2018	n/a
ELIR00127	Subject Access Request Request for personal data.	14.09.2018	n/a
ELIR00126	Average annual spend per pupil at each school in your council area Please may I request the following information under FoI legislation: What is the average annual spend per pupil at each school in your council area?	23.08.2018	23.08.2018
ELIR00125	Stress Related Absences & Managing Stress We would be obliged if you could provide the following information under the Freedom of Information (Scotland) Act 2002 for each of your constituent institutions 1) Numbers of staff employed in financial years 2014/15 and 2017/18 2) Numbers of stress related absences in the financial years 2014/15 and for 2017/18 3) Absence costs (sick pay etc) incurred in relation to all sickness absence for financial years 2014/15 and for 2017/18 4) Absence costs (sick pay etc) in relation to stress related illnesses for the same periods, 2014/15 and 2017/18 5) Information on steps that your organisation has taken to manage stress at work such as implementing the HSE Stress Management Standards 6) The date that your organisation first carried a workplace stress risk assessment and dates of subsequent review.	22.08.2018	03.09.2018

Impact



TYPES OF REQUESTS



Edinburgh Leisure – The Story So Far

- 130 requests
- About everything
- By everyone

FOI	EIR	DPA	Internal Reviews	Appeals
91	21	18	8	1



Operational Costs	Request for Personal Data	Average annual spend per pupil	Stress related absences	Meadowbank	Proposed closure of Portobello Golf Course	EL Pay Grades
User numbers, changing rooms	Staff members & Numbers	Music Licences	Access Control	Use of Publicly funded golf courses	Relocation of clubs from MSC	Profit / Loss
Water Fountains	Tennis Courts	Wardie playing fields	Itemised breakdown of annual expenditure	Get Moving programme	Development funds at JKC	Overall income at Meggetland
Fundraising activities	Annual Balance sheet for last 5 tears	Air Quality at CTLC	Number of Lifeguards	Policy on goggles and swim masks	Direct Debit system	Governance arrangements
Waste Management Contract	Health & Fitness members	Accident	Hire of MSC	Performance Related Pay	Pricing at Balgreen	Swimming memberships
Attendance at Bodyfit classes	Walkway inspections report	Full names of EL staff	Football pitches	Lets at Saughton	CCTV cameras within facilities	Dance class averages

WITHHOLDING
INFORMATION

EXEMPTIONS &
EXCEPTIONS





Providing Information

- Starting point must be access should be provided unless there is a reason not to give it which outweighs the public interest in access.



- Ⓢ Information is not held
- Ⓢ Cost is excessive
- Ⓢ Vexatious or repeated
- Ⓢ Exemption applies

FOI Withholding Information

We can only refuse a FOI request if:

Case Studies – Using Exemptions

1

- Commercial Information

2

- Potential Claims

3

- Personal Information

4

- Excessive Cost

Case Study 1 – Commercial Information

Request for information held by Edinburgh Leisure in regards to detailed Income and Expenditure at Silverknowes Golf Course for last 5 years.

April 2016



Case Study 2 – Potential Claims

Request for information
regarding an accident at
Meggetland in November 2015.

February 2017



Case Study 3 – Request for personal data / RTBF

Please can you let me know what data you have kept about me, and once disclosed I request that you delete any data you have about me. I DO NOT consent to you using my data for marketing, monitoring or any other means

June 2018

“

Case Study 4 – Excessive Cost

22 questions within one request including all correspondence between EL & X and all correspondence between person Z relating to X & Y.

June 2018



Staff name	Number of hours anticipated to collate	Number of hours actual	Hourly rate	Anticipated costs incurred	Actual costs to collate
Schools 1	14	5	£15.00	£210.00	£75.00
Schools 2	5	5	£15.00	£75.00	£75.00
Schools Bookings x 4	7	3	£15.00	£105.00	£45.00
Operations 1	4	4	£15.00	£60.00	£60.00
Sports Pitch 1	4	4	£15.00	£60.00	£60.00
Pitch Bookings x 3	4	4	£15.00	£60.00	£60.00
Pitch moible team		2	£15.00	£0.00	£30.00
Sports Pitch 2		0	£15.00	£0.00	£0.00
Saughton staff		2	£15.00	£0.00	£30.00
Meggetland staff		2	£15.00	£0.00	£30.00
CEO	1	1	£15.00	£15.00	£15.00
Director 1	6	6	£15.00	£90.00	£90.00
Director 2	2	2	£15.00	£30.00	£30.00
Finance team		0	£15.00	£0.00	£0.00
Information Compliance	60	42	£15.00	£900.00	£630.00
Support 1	0	0	£15.00	£0.00	£0.00
Support 2		0	£15.00	£0.00	£0.00
		0	£15.00	£0.00	£0.00
TOTAL	107	82	£270.00	£1,605.00	£1,230.00

Contact Me

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Edinburgh leisure

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<https://www.edinburghleisure.co.uk/home>



