

MARCH 1, 2025



17 Gyms

State of the art facilities for a workout that suits you. Over 750 fitness classes and 250 gym-based classes are delivered every week.



12 Pools

Our swim facilities include 5 original Victorian swim baths, Edinburgh's only public Turkish baths and the city's only 50 metre length pool.



1 Climbing Arena

Europe's largest indoor climbing arena with world-class climbing walls and bouldering.



6 Golf Courses

18-hole and 9-hole courses with breathtaking views of the city.



141 Sports Pitches

Grass and 3G pitches providing community and club access for football, rugby, cricket and more.



32 Tennis Courts

Indoor and outdoor tennis facilities including the dedicated Craiglockhart Tennis Centre.



270+ Coaching Classes

Edinburgh's largest coaching programme delivers classes across 10 different disciplines, supporting over 13,000 people a year.



Health and Wellbeing

Our Active Communities programmes deliver 160 health and wellbeing classes every week, supporting over 12,500 people to be active every year.

EDINBURGH LEISURE'S GUIDE TO INFORMATION v15

AVAILABLE THROUGH THE
MODEL PUBLICATION SCHEME 2021

EDINBURGH LEISURE
INFORMATION COMPLIANCE

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Terms Used

Term Used	Explanation
FOISA	The Freedom Of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information (GTI)	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)

About Edinburgh Leisure

Edinburgh Leisure is here to help you enjoy a healthier, happier, and more active life. In the heart of communities, we're the largest provider of sport and leisure facilities across the city.

We provide activities for everyone as they move through their lives. As a charitable trust, every penny goes back into taking care of the health and wellbeing of Edinburgh.

We manage **75 sports and leisure facilities across Edinburgh**, providing a range of activities for all ages.

This includes the largest sports coaching programme in the city and delivering additional help and targeted health projects for those who need it.

You can find out more on our website:

[Who We Are](#)

Edinburgh Leisure was created in 1998 to manage and develop sport & leisure services on behalf of the City of Edinburgh Council. We are a company limited by guarantee and therefore do not have share capital or shareholders. Edinburgh leisure operates as a Not-for-Profit organisation which means every penny we

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generate is invested back into providing services to help Edinburgh to be a more active and therefore healthier city.

We hold charitable status (Scottish Charity Number is SC 027450) and are a member of Social Enterprise Scotland.





The company is responsible for the management and operations of sports services from the City of Edinburgh Council owned facilities. Services are also provided externally to these facilities by the Active Communities Team. The company is required to provide sports services for and encourage participation by the local community.

We are a leading leisure trust with a turnover of almost £30 million and growing, over 1000 employees and over 5 million customer visits a year.

Together with the City of Edinburgh Council and other partners we work to deliver our vision of *inspiring Edinburgh to be a healthier and more active City*.

We passionately believe in the positive impact sport and physical activity can have on the wellbeing and physical, mental, and social health of individuals and communities and we want to inspire everyone in Edinburgh to be more active and healthier.

Our Values

<p>Welcoming</p> <p>We welcome thousands of people a day into our venues with warmth and enthusiasm, and we extend that same welcome to our staff. Your new team are looking forward to meeting you!</p>		<p>Caring</p> <p>We care about our people just as much as we care about keeping Edinburgh healthy and active! Whatever your goals, we strive to support you and give you the tools to succeed.</p>	
	<p>Passionate</p> <p>We're passionate about sport, exercise and the positive power of movement. You'll soon see that we start every day with a smile because we know we're making our city a healthier and more active place.</p>		<p>Proud</p> <p>We're proud that our work changes lives. From coach to cleaner, gym instructor to greenkeeper, marketing executive to maintenance technician – we all play our part in getting our city active.</p>

We are here to help you enjoy a healthier, happier, and more active life. In the heart of communities, we're the largest provider of sport and leisure facilities across the city.

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As a charitable trust, we rely on your donations and every penny goes back into taking care of the health and wellbeing of Edinburgh.



Wherever you are, or whatever you want, there's an Edinburgh Leisure venue for you and near your home and work.

Perhaps you have heard of the Royal Commonwealth Pool, EICA: Ratho or the Braid Hills Golf Course – we operate these great venues along with many others including sports and leisure centres, swim centres, golf courses, tennis courts, bowling greens and outdoor football pitches.

Just check out the [venues section](#) of our website to see the whole list.

We also offer coaching and a huge range of activities for people of all ages and abilities.

Check out our website to find out more.

Our People

Our people underpin everything we do. We have a team of over 800 from swim teachers to greenkeepers and from leisure attendants to accountants and marketers. They are well-trained and believe in what they do, so they go that extra mile to make sure your experience of Edinburgh Leisure is a great one.

Our Board

Our Board of Directors are elected or appointed members who jointly oversee the activities of Edinburgh Leisure.

They provide the strategic direction to help ensure we maintain the highest level of standards and performance whilst meeting the needs of our customers and stakeholders.

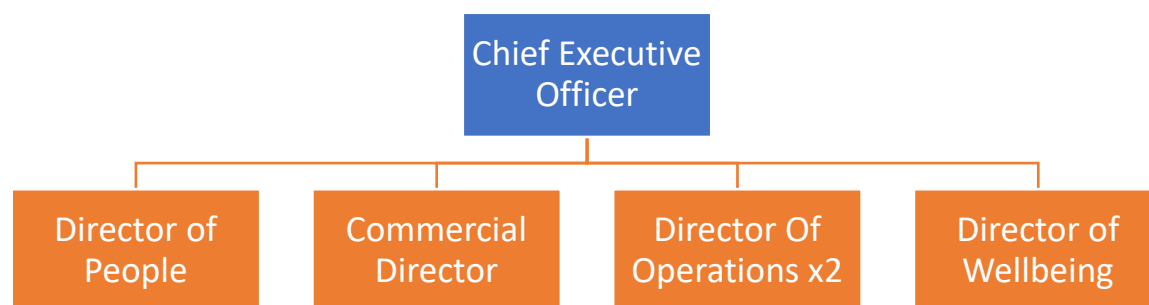
You can find out more information about [Our Board](#) our website.

Organisation Structure

The Board of Directors meets six times a year with the strategic leadership team (SLT) and Council officials present. Decisions are taken to set the overall strategy for the business as well as to monitor its activities. The SLT are charged with the task of implementing these decisions.

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Our Leadership Team



Introduction to Edinburgh Leisure's Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) 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.

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

Edinburgh Leisure has adopted the **Model Publication Scheme 2018 (updated March 2021)** (MPS) which has been produced and approved by the Scottish Information Commissioner. The MPS is a standard framework for Scottish public authorities to publish the information they hold.

You can see this scheme on our website [here](#).

You can also contact us at askus@edinburghleisure.co.uk or by using our Enquiry Form [Ask Us – Submit A Ticket](#) if you prefer a copy to be provided to you in another format.

The Model Publication Scheme is also available on the Scottish Information Commissioner's website. Click [here](#) to access.

The purpose of the Guide to Information is to:

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- 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 2018 (Updated March 2021)
- 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 FOISA, 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.

The Model Publication Scheme Principles

The MPS imposes six principles which govern the way we must make our information available through our Guide to Information:

- Principle 1: Availability and formats
- Principle 2: Exempt information
- Principle 3: Copyright and re-use
- Principle 4: Charges
- Principle 5: Contact Details
- Principle 6: Duration

Principle One: Availability and formats

The information published through the Model Publication Scheme is, wherever possible, available on our website. In the Classes of Information section, select the class required. Click [here](#) to access.

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 “Principle 4: Charges”).

Advice and assistance:

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

Information Compliance Section

Edinburgh Leisure Head Office

Meadowbank Sports Centre

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London Road

Edinburgh

EH7 6AE

T: 0131 458 2100

E: askus@edinburghleisure.co.uk

Principle Two: Exempt information

We will publish all the information we hold that falls within the classes of information. 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 by providing the exemption(s) or exception(s) we have applied.

Principle Three: Copyright and re-use

Where Edinburgh Leisure 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 Edinburgh Leisure does not hold copyright in information we publish, we will make this clear.

Principle Four: Charges

This section explains when we may make a charge and how any charge will be calculated.

There are two separate charging schemes for releasing information under the Freedom of Information (Scotland) Act 2002 ("FOISA") and the Environmental Information (Scotland) Regulations 2004 ("EIRs").

Published Information

There is no charge to view information on our website, through our Publication Scheme or at our premises. All information in our Guide to Information on our [website](#) is available to download for free.

We may charge you for providing information, but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing the information to you.

Where charges are made, they are as follows:

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Photocopying

Format	Size of Paper	Pence per sheet
Black & White	A4	10p
	A3	20p
Colour	A4	20p
	A3	40p

Alternative Formats

Format	Charge
Computer Discs	£1.00 per CD-ROM

Postage Costs

Postage costs are recharged at the rate we pay to send the information to you by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than what it cost us, per copy, to have the publication printed.

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

How Charges are worked out under FOISA:

Edinburgh Leisure is entitled to charge for making information available in response to requests under Section 12 of FOISA. The charges are based on the:

- Estimated costs of staff time to find information.
- Any costs associated with putting information into a particular format.
- Copying and postage costs.

We do not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released.

If you submit a request to us for information which is not available on our website or in our Publication Scheme, the charges will be based on the following calculations:

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General information requests

- Free, if the costs are less than £100, but you may be asked to pay copying charges.
- 10% of our costs and copying charges if the costs are more than £100.
- 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 based on 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 working out the charge, staff time will be calculated to a maximum £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.

Edinburgh Leisure will also charge for computer discs, postage and packing and other costs associated with supplying 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.
- CD Rom £1.00

Any specialist copying or printing will be charged at cost to Edinburgh Leisure.

All charges are to be paid in advance. If we decide to issue a charge, we will issue a **Fees Notice** to you explaining how the charge has been worked out. 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. Edinburgh Leisure is not obliged to provide any information until the fee is paid.

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Charges for Environmental Information

Edinburgh Leisure is entitled to charge for making information available in response to requests under EIRs as per Regulation 8 (1) of the EIRs. The charges are based on the:

- Estimated costs of staff time to find information.
- Any costs associated with putting information into a particular format or storage device such as a USB drive.
- Copying and postage costs.

We do not charge for the time taken to determine whether we hold the environmental information requested, or the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving, and providing information to you e.g., photocopying and postage.

Any charge must be a reasonable amount and cannot exceed the costs of producing the information requested. If 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.

In working out the charge, staff time will be calculated to a maximum £15 per person per hour. Charges may be made for locating, retrieving, and providing information to you.

Whilst there is no upper limit to the cost that may be applied, if the cost is estimated to exceed £600 then we may view the request as manifestly unreasonable and will look to apply the exception Regulation 10 (4) (b) of the EIRs.

Edinburgh Leisure will also charge for computer discs, postage and packing and other costs associated with supplying 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.
- CD Rom £1.00

There may also be times when we may waive a charge to supply you with the information that you have requested. These include:

- If we are satisfied that there is a genuine and widespread public interest in the information being made available. This is would not be the case where a request appears to be driven by commercial interests or is specific in terms of focus or geographical area.

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- If we are satisfied that it would be uneconomical to issue a fees notice and process payment.
- Where information requested consists of a mixture of environmental and non-environmental information, and the non-environmental information would not be subject to a fee under FOISA.

If we decide to charge, we will issue a Fees Notice to you explaining how the charge has been worked out. Thereafter an invoice will be sent to the applicant. Edinburgh Leisure is not obliged to provide any information until the fee is paid.

Charge for request for your own personal data

There is no charge for requesting your own personal data (Subject Access Request) under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

In most cases, we must provide a copy of the information **free of charge**. However, we can charge a ‘reasonable fee’ for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data.

We may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that we can charge for all subsequent access requests.

The fee must be based on the administrative cost of providing the information.

Further information on UK GDPR can be found on the Information Commissioner’s Office website. Click [here](#) to access.

Principle 5: Contact Details

You can contact us for assistance about any aspect of this publication scheme or help to find and request information:

Information Compliance Section
 Edinburgh Leisure Head Office
 Meadowbank Sports Centre
 London Road
 Edinburgh
 EH7 6AE

T: 0131 458 2100

E: foi@edinburghleisure.co.uk

W: <http://www.about.edinburghleisure.co.uk>

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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 the publication scheme.

If you wish to make a request for information not contained in the publication scheme, you can also click on this link and complete our online [Enquiry Form](#).

Principle 6: Duration

Once published through the Guide to Information, the Information will be available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available (previous versions may be requested from Edinburgh Leisure under section 1 (1_) of FOISA).

Our Guide to Information will contain a 'last reviewed' date showing when the document was last reviewed, to ensure it contains the most up to date information.

Records Management Policy

Edinburgh Leisure 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.

Edinburgh Leisure's Records Management Policy can be found in Classes of Information - Class 5.

Classes of Information

The classes of information that we publish

We will publish the information we hold that falls within the classes of information below. Information will only be withheld, however, where FOISA (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.

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 the information before publication and explain why.

Once information is published under a class, we will continue to make it available for the current and previous two financial years.

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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.

The classes are:

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

Class 1: About Edinburgh Leisure

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

The information we publish under Class 1 includes:	How to access it
General Information	
<p>Who We Are</p> <p>Information about Edinburgh Leisure, who we are and what we do.</p>	<p>Online – Who We Are</p>
<p>Ask Us</p> <p>Our Ask Us portal, where you can find answers to our frequently asked questions about bookings, activities, memberships, and more.</p>	<p>Welcome to Ask Us</p>
<p>Contact Details</p> <p>Contact Details for our Head Office can be found in the website footer on every page. For venue contact details see relevant Venue page on our website. To contact us for any enquiry, use our Ask Us 'Enquiry Form'</p>	<p>Ask Us – Submit A Ticket</p> <p>Registered Office: Meadowbank Sports Centre, London Road, Edinburgh, EH7 6AE. Tel: 0131 458 2100</p>
<p>News</p> <p>News about Edinburgh Leisure e.g., news releases, newsletters.</p>	<p>Online - News</p>
<p>Corporate Giving</p> <p>Details on our Corporate Partners & Corporate Giving corporate partners and corporate giving.</p>	<p>Online - Corporate Giving</p>

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The information we publish under Class 1 includes:	How to access it
How We Are Run	
<p>Senior Leadership Team 2024</p> <p>A list of Edinburgh Leisure Directors including their roles and responsibilities.</p>	<p>Senior Leadership Team</p>
<p>Our Board</p> <p>Who our Board members are and their responsibilities.</p>	<p>Online – Our Board</p>
<p>Our Auditors</p> <p>Details of our Auditors.</p>	<p>BDO LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD</p>
<p>Organisational Chart</p> <p>Details the organisational structure of Edinburgh Leisure and our Senior Leadership Team.</p>	<p>On Request</p>
<p>Memorandum of Association</p> <p>Information under the Companies Act 1989 on Edinburgh Leisure and its establishment.</p>	<p>Memorandum and Articles of Association</p>
<p>Subsidiary companies</p> <p>Details of any subsidiary companies wholly owned by Edinburgh Leisure.</p>	<p>On Request</p>
<p>Annual Report & financial statements</p> <p>Annual report and audited financial statements. Our latest filed accounts are available at Companies House</p>	<p>Companies House</p>
Information Compliance	
<p>Model Publication Scheme 2018 (updated March 2021)</p> <p>Edinburgh Leisure has adopted the Scottish Information Commissioner Model Publication Scheme 2018 (Updated 2021).</p>	<p>Model Publication Scheme (Updated March 2021)</p>
<p>How to make a request for personal information</p> <p>How to apply your rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 & request personal information held by Edinburgh Leisure about you. Use our Enquiry Form and Select Freedom of Information / Subject Access Request.</p>	<p>Ask Us – Submit A Ticket</p>
<p>How to make a freedom of information request</p> <p>How to request information from Edinburgh Leisure. Use our Enquiry Form and Select Freedom of Information / Subject Access Request.</p>	<p>Ask Us – Submit a Ticket</p>
<p>How to complain or make a comment</p>	<p>Ask Us – Submit A Ticket</p>

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The information we publish under Class 1 includes:	How to access it
How to complain or make a comment. Use our Enquiry Form and we will make sure this is raised with the right department / venue.	
Guide to Information 2025 Edinburgh Leisure's Guide to Information it makes available under the Model Publication Scheme.	Guide to Information
Edinburgh Leisure's Information Charging Guide 2025 Details of Edinburgh Leisure's Charging Policy for information requests.	Edinburgh Leisure's Information Charging Guide

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 Class 2 includes:	How to access it
Information for Service Users	
Our Venues Our venues, contact details, facilities, activity programmes opening hours of our venues and prices.	Venues
Activities Information on a range of activities that can be experienced in our venues.	Activities
Book Now Our booking portal where you can book for an activity in any of our venues.	Book Online
Join Us Information on the different types of memberships on offer and how you can join the biggest club in town.	Join Us
Memberships Details of all the membership products available and how to join.	Memberships
Active Rewards Information on our FREE Active Rewards Card and how you can collect points for the activities you love with Edinburgh Leisure.	Active Rewards
Pay As You Go Information on how you can access our venues and activities on a Pay As You Go basis.	Pay As You Go
Coaching	Coaching

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The information we publish under Class 2 includes:	How to access it
Information on our range of sports coaching lessons, led by qualified and experienced coaches for adults and children.	
Coaching FAQ's Have a question about coaching, find out more in our Coaching FAQs.	Coaching FAQ's
Support Us Information on the ways you can be part of the movement and make a difference to local people's lives, from taking on a fundraising challenge, to volunteering your time, to simply spreading the word about the benefits of physical activity.	Support Us
Active Communities Our Active Communities programme supports around 10,000 people a year to get active to improve their health and wellbeing.	Active Communities
Blog Regularly updated information, insight, and stories on what's going on across our venues and services.	Blog
Volunteer An overview of our programmes and volunteering opportunities with Edinburgh Leisure.	Volunteer
Careers Information on our current job vacancies and our Applicant Portal.	Careers
Our Organisational Compass Our organisational compass acknowledges our ambitions around net zero by referencing; 'we care about the wellbeing of our people, our city and our planet'.	Our Organisational Compass
Strategies for delivering our services	
Venue/Section Plans Edinburgh Leisure operational plans for venues and support services. These service plans are not published but can be requested from us under the Act.	On Request
Health & Safety Policies Health & safety policies including Child Protection Policy, Safe Swim Guidelines and general Health & Safety in the workplace.	Safeguarding Policy 2023 Safe Swim Guidelines Health & Safety Policy 2022-24
Disability Provision	On Request
Edinburgh Leisure Inclusive Access Statement	Edinburgh Leisure Inclusive Access Statement

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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 Class 3 includes:	How to access it
Decision Making	
Approved Board Reports The reports for our Board Meetings (Redacted).	Board Reports
Approved Board Minutes The approved minutes from our Board/Committee Meetings. The approved minutes will be published as soon as they have received approval (Redacted).	Board Minutes
Board Agendas The agendas for our Board Meetings (Redacted).	Board Agendas
Governance Documents	
Reports of Inspections Reports of inspections, audits and investigations carried out.	On Request
Public Consultations Details of any consultations we have undertaken with the public.	On request

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 Class 4 includes:	How to access it
Senior Staff/Board Member expenses Details of senior staff/board member expenses.	On Request
Pension Arrangements Details of Edinburgh Leisure's pension arrangements.	On Request
Pay & Grading Structure Pay & grading structure for Edinburgh Leisure staff.	On Request

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The information we publish under Class 4 includes:	How to access it
<p>Financial management and administration policies and procedures</p> <p>Standing orders.</p>	Standing Orders
<p>Annual Report & financial statements</p> <p>Annual report and audited financial statements. Our latest filed accounts are available at Companies House</p>	Companies House
<p>Funding Awards</p> <p>Details of funding received for our programmes.</p>	On Request

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 Class 5 includes:	How to access it
Human Resource Policies	
<p>Access to Facilities Policy</p> <p>Outlines the policy for staff access to facilities.</p>	On Request
<p>Access to Personal Files Policy</p> <p>Outlines the policy for staff access to personal files.</p>	On Request
<p>Adoption, Maternity, Paternity and Shared Parental Leave Policy</p> <p>The policy explains the leave and pay arrangements for staff if they, or their partner, are having a baby or adopting a child.</p>	On Request
<p>Agreement with Trade Unions</p> <p>Details agreements with Trade Unions.</p>	On Request
<p>Alcohol Drugs & Substance Abuse Policy</p> <p>Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.</p>	On Request
<p>Attendance Management Policy</p> <p>Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.</p>	On Request
<p>Bullying and Harassment Policy</p> <p>Details our policy on bullying and harassment in the workplace.</p>	On Request

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The information we publish under Class 5 includes:	How to access it
<p>Café Refresh</p> <p>Personal hygiene policy and catering uniform standards.</p>	On Request
<p>Career Break Policy</p> <p>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.</p>	On Request
<p>Conflict of Interest Policy</p> <p>Outlines policy to ensure that no unfair advantage or disadvantage occurs as a result of personal, family, social or financial relationships. Ensures we are guided in our activities by the 'Seven Principles of Public Life' set out by the Nolan Committee.</p>	On Request
<p>Covid-19 employee self-isolation procedure</p> <p>Explains when you must self-isolate as part of the national action to prevent the spread of Covid-19.</p>	On Request
<p>Death in Service Policy</p> <p>This policy applies to all employees of Edinburgh Leisure, including those on temporary Contracts, who die in service. For avoidance of doubt, this policy does not apply to service providers, consultants, or agency staff.</p>	On Request
<p>Disciplinary Procedure</p> <p>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.</p>	On Request
<p>Employee Benefits</p> <p>Outlines what additional benefits are available to staff and how to access them. Our benefits are offered to reward loyalty, encourage motivation, and recognise the contribution of our employees. All the benefits outlined are not contractual unless specifically denoted within the Statement Of Particulars.</p>	On Request
<p>Employee Privacy Notice November 2022</p> <p>Outlines what personal data Edinburgh Leisure collects and processes as an employer.</p>	On Request
<p>End of Contract Policy</p> <p>This policy sets out what happens when an EL contract ends, what the notice period is, and what we expect from employees at this time.</p>	On Request
<p>Equal Opportunities Policy</p> <p>This policy aims to prevent all forms of discrimination in the provision of services and employment of people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin.</p>	On Request
<p>Equality and Diversity Policy</p> <p>Outlines how we will avoid discriminating against people, and how we will create a safe and inclusive atmosphere for our members and service users.</p>	On Request

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<p>Expenses Procedures</p> <p>Our procedure on the reimbursement of expenses.</p>	On Request
<p>Extreme Weather Policy</p> <p>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.</p>	On Request
<p>Flexible Working Policy</p> <p>This policy explains the different types of working arrangements that are in place in Edinburgh Leisure and sets out the framework to use for requests to work flexibly.</p>	On Request
<p>Further & Higher Education Support Policy</p> <p>The purpose of the policy is to ensure that employees requesting support to undertake further, and higher education qualifications are aware of the application process and that they understand the criteria for approval of support.</p>	On Request
<p>Health & Safety Policy 2022-24</p> <p>Health and safety policy for Edinburgh Leisure. Outlines what staff can expect from Edinburgh Leisure and what Edinburgh Leisure expects of staff regarding Health & Safety.</p>	Health & Safety Policy 2022-24
<p>Hybrid Working Policy 2022</p> <p>Details arrangements for employees who are permitted to work from a combination of home, our offices, and venues.</p>	On Request
<p>Job Evaluation Policy</p> <p>Explains the process of job evaluation.</p>	On Request
<p>Job Grade Structure 2022</p> <p>Edinburgh Leisure's Salary Grades & Positions.</p>	On Request
<p>Learning Development and Qualifications Policy</p> <p>This policy explains how we are all expected to take responsibility for performance, learning and development. We invest in learning and development to improve the competency and efficiency of our staff, enabling everyone to contribute to Edinburgh Leisure objectives.</p>	On Request
<p>Leave of Absence Policy</p> <p>This policy covers any time off from work except for maternity, paternity, parental, and adoption leave; personal sickness absence; suspension; career breaks, time off for union duties and activities and extreme weather which are covered in separate policies.</p>	On Request
<p>Menopause Policy 2023</p> <p>Sets out guidelines for employees and managers on providing the right support to manage menopausal systems at work.</p>	On Request
<p>Pandemic Policy</p>	On Request

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The information we publish under Class 5 includes:	How to access it
This policy sets out Edinburgh Leisure’s provisions and expectations on the part of its employees and management in the event of a pandemic occurring. Every effort will be made to maintain the services we provide, especially those that are critical to the wellbeing of the community. Services will be tailored to the level of pandemic alert and requirements set out in business continuity plans.	
Pay Policy 2022 Details how pay levels will be determined and detail all additional payments that may apply while working for us.	On Request
Pay Policy Salary Structure April 2023 (Temp) Details of Edinburgh Leisure's Salary Structure.	On Request
Pension Regulations Policy Policy Statement Regarding Local Government Pension Scheme (Administration) (Scotland) Regulations 2008.	On Request
Processing & Handling Data Policy This policy is in place to ensure that staff are aware of the obligations and expectations of them when they handle data as part of their role with EL. Everyone who processes data within EL, must do so within appropriate legislative guidelines.	On Request
Recognition Policy We want to create a culture where people receive recognition for a job well done. We want to celebrate great behaviours, great customer service, achievements and reward our role models.	On Request
Recruitment & Selection – Guidance Notes for Applicants Guidance Notes for applicants which will help to explain our recruitment and selection process. Includes instructions for completing applications and details of how we collect and use personal data.	Guidance Notes for Applicants
Recruitment Policy The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	On Request
Redundancy Policy Outlines the process of dismissal of employees through redundancy.	On Request
Respect Policy This policy sets out how to respond to and deal with any situation at work where you feel under threat. The founding principle is that everyone should treat and be treated with respect and without fear of harm.	On Request
Retirement & Pension Policy This policy provides guidance on pension and retirement.	On Request
Safeguarding Policy	Safeguarding Policy 2023

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The information we publish under Class 5 includes:	How to access it
Details Edinburgh Leisure's policy & procedure for protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.	
Smoking – Customer Statement This policy is in place to ensure Edinburgh Leisure complies with 'The Smoking, Health, and Social Care (Scotland) Act 2005' and 'The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006'. This policy is also in place to protect the health of our employees in line with the 'Health and Safety at Work Act'(1974).	On Request
Smoking Policy Outlines our Policy on Smoking - Smoking is not permitted in any of our facilities. This includes any form of smoking, including cigarettes, cigars, pipes, or any of the smoke free vapour cigarette alternatives.	On Request
Social Media Policy This policy aims to ensure that everyone who is employed by Edinburgh Leisure understands their responsibilities when using social media.	On Request
Speak Up Policy This policy helps staff to 'speak up' and raise any concerns that are impacting on them at work. This policy sets out how to raise any concerns and the mechanisms to enable these to be explored, discussed, and resolved.	On Request
Staff Representative Group Approved Minutes Approved minutes (redacted) of Staff Reps Group.	On Request
Staff Uniform Policy This policy is in place to detail the rationale behind staff uniforms and to explain expectations of staff who are required to wear a staff uniform.	On Request
Stress Policy This policy explains the action we are taking as an employer about stress related problems in the workplace.	On Request
Supporting Performance Improvement Policy We expect all our employees to perform the duties of their role to a consistently high standard. This policy provides a consistent framework for us to address any concerns that we have with any employees' performance.	On Request
Time Off for Union Duties & Activities Policy Details guidelines on the granting of time off for trade union duties and activities, and on the provision of facilities to assist officials in the exercise of their functions.	On Request
Training & Development Policy Details how Edinburgh Leisure aims to develop and improve the competency and efficiency of all staff both as members of teams and as individuals to enable the maximum delivery of service to our customers.	On Request
Transfer Policy	On Request

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The information we publish under Class 5 includes:	How to access it
Details how employees of Edinburgh Leisure can apply to transfer to work at another venue in the same type of post.	
Travel & Expenses Policy Details how Edinburgh Leisure will reimburse reasonable expenses incurred by employees while on authorised business.	On Request
Vehicle and Driving Policy This purpose of this policy is to ensure that staff and Edinburgh Leisure meet necessary vehicle and driving at work requirements as laid out by Health & Safety legislation, Inland Revenue regulations and requirements from our insurance companies.	On Request
Whistleblowing Policy Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at Edinburgh Leisure.	On Request
Working Time Policy Sets out the detail from the Working Time Directive that anyone arranging working patterns needs to be aware of.	On Request
Information, Facility Management & Other Policies	
Accident Statistics Statistical detail of accidents and incidents at venues in Edinburgh Leisure.	Board Reports
Asbestos Policy Management Plan Our policy and procedures for managing asbestos; details an effective organisational means for controlling the risk to health from asbestos within properties owned by the insert Council name but managed by Edinburgh Leisure.	On Request
Asset Strategy Management Plan Details Edinburgh Leisure's asset management plan.	Asset Strategy
Carbon Reduction Commitment Report and statistics on Edinburgh Leisure's compliance with CRC Legislation.	Carbon Reduction Commitment
CCTV Code of Practice and Procedures Details Edinburgh Leisure policy and procedures for the monitoring, recording, holding, and processing of images of identifiable individuals constitutes personal data as defined by the UK GDPR & Data Protection Act 2018 (DPA).	On Request
Data Protection Policy This policy details how personal information about employees and customers will be kept and processed by Edinburgh Leisure. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	On Request
Disclosure Handling Policy	On Request

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The information we publish under Class 5 includes:	How to access it
<p>Outlines the process for the correct handling, holding, and destroying Disclosure information, provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust.</p>	
<p>Energy & Sustainability Details Edinburgh Leisure's energy & sustainability commitment, and what steps we are taking to making our city a healthier, greener, and more sustainable place to live.</p>	Energy & Sustainability
<p>Energy & Sustainability Plan Details Edinburgh Leisure's energy & sustainability plan.</p>	Energy & Sustainability Management Plan
<p>Energy Awareness Details staff responsibilities for good practice to reduce energy usage.</p>	Energy Awareness
<p>Energy Efficiency Review Details Edinburgh Leisure policy on managing energy usage and promoting energy efficiency.</p>	Energy Efficiency Review
<p>Environmental Reports Details of reports on environmental issues e.g., sustainability, energy usage, carbon footprint etc.</p>	On Request
<p>Facilities Management Plan Outlines how Facilities Management will support and improve the standards of our facilities by managing our physical assets.</p>	Facilities Management Plan
<p>Freedom of Information Procedures Procedures & Guidance for Staff for managing Freedom of Information requests.</p>	On Request
<p>Gender Pay Gap Edinburgh Leisure's 'Gender Pay' information, produced in line with our legal requirements. We are delighted to report that we have no gender pay gap, and we will continue to work to maintain this position.</p>	Gender Pay Gap data for Edinburgh Leisure 2022 Gender Pay Gap data for Edinburgh Leisure 2021
<p>Green Plan The Green Plan sets out a strategy for Edinburgh Leisure sites to reduce our operations adverse impact on the environment.</p>	On Request
<p>Health & Safety Risk Assessments & Venue Operating Procedures Risk Assessments & operating procedures for Venues, facilities and activities.</p>	On Request
<p>Mobile Phone Policy This policy clarifies the responsibilities of employees and Edinburgh Leisure in managing the use of "Edinburgh Leisure" mobile communication devices.</p>	On Request

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The information we publish under Class 5 includes:	How to access it
Pool Water Policy & Management Plan Outlines the installation and use of the pool water treatment systems in Edinburgh Leisure's estate and the training of staff in the use of the systems.	Pool Water Policy & Management Plan
Records Management Outlines our policy on record management.	Records Management
Recycling Rates Details Edinburgh Leisure's recycling plan.	On Request
Retention Schedule Details what documents we keep for how long and by whom.	Retention Schedule
Water Quality Policy Details of our policies and procedures for pool water management.	Water Quality Policy

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 Class 6 includes:	How to access it
Procurement Strategy & Procedures Edinburgh Leisure's procurement strategy.	Procurement Strategy
Become a Class Instructor Details how to become a fitness class instructor with Edinburgh Leisure.	Become a Class Instructor

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 Class 7 includes:	How to access it
Tracking our Customer Experience Information on our Customer Experience Index and our Mystery Visitor Audits.	Board Reports
Success Measures	Board Reports

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The information we publish under Class 7 includes:	How to access it
Information on Edinburgh Leisure key performance indicators and performance against them.	
Staff Survey Details the results of our staff survey.	Board Reports
Annual Report & financial statements Annual report and audited financial statements. Our latest filed accounts are available at Companies House	Companies House
Finance & Usage Performance Review Information on our finance & usage performance outlined in our Board Reports.	Board Reports
Approved Board Reports The reports for our Board Meetings (Redacted).	Board Reports
Approved Board Minutes The approved minutes from our Board/Committee Meetings. The approved minutes will be published as soon as they have received approval (Redacted).	Board Minutes

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.

The information we publish under Class 8 includes:	How to access it
Edinburgh Leisure does not hold or publish any information under this class.	

Class 9: Our Open Data

Class description: Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The information we publish under Class 9 includes:	How to access it
Edinburgh Leisure does not hold or publish any information under this class.	

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