

## CLASS 1: ABOUT HORSECROSS ARTS

### Class description:

Information about Horsecross Arts, 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, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here, where we are going and how we deliver.	<a href="#">About us</a>
Contact Details	Contact details of all our venues and of our head/principal offices	<a href="#">Visit us</a>
Organisational Chart	Details the Horsecross Arts organisational structure	Available on request
Our Board	Names of Board members	<a href="#">Our Board</a>
Charitable Trust & Objectives	Information on Horsecross Arts charitable status	Available on request
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance matters	Available on request
Company Governance	Details of Horsecross Arts corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information	Available on request
Committee Roles & Remits	Roles and remits of our committees and subcommittees	Available on request
News	News about Horsecross Arts eg news releases, newsletters	<a href="#">News</a>
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them e.g. establishing council, OSCR, Financial Conduct	<a href="#">Perth and Kinross Council</a> (Landlord and financial support) <a href="#">Creative Scotland</a> (financial support)

	Authority. Reports to these bodies.	<a href="#">OSCR</a> - regulatory reporting regime External auditors (Scott-Moncrieff)
Subsidiary companies	Details of any subsidiary companies wholly owned by Horsecross Arts	Horsecross Trading Ltd
<b><i>External relations and working with others</i></b>		
Sponsorship & Partnership Opportunities	Details on current sponsor partners	<a href="#">Our supporters</a>
Partnership Agreements and Strategic Agreements with other organisations.	Details of our partnership agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding. Contract information can be found in Class 6.	Service Agreement with Perth & Kinross Council Creative Scotland Regular funded client
<b><i>Information on rights, how to make a request</i></b>		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details	<a href="mailto:info@horsecross.co.uk">info@horsecross.co.uk</a> Horsecross Arts Mill Street Perth PH1 5HZ
How to make a freedom of information request	How to request information, contacts details for FOI section/unit	<a href="mailto:foi@horsecross.co.uk">foi@horsecross.co.uk</a> Horsecross Arts Mill Street Perth PH1 5HZ
How to make a request for personal information	How to apply your rights under GDPR or request personal information held by Horsecross Arts about you (Subject Access Request)	<a href="mailto:foi@horsecross.co.uk">foi@horsecross.co.uk</a> Horsecross Arts Mill Street Perth PH1 5HZ
Model Publication Scheme	Horsecross has adopted the Scottish Information Commissioner's Model Publication Scheme	<a href="#">Model Publication Scheme</a>

## 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
Corporate Strategy	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and 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.	Condensed Business Plan Available on request
Strategic planning process	Information on how we undertake our strategic planning e.g. planning policies, decision making structures, timetables	Available on request
Venue/Section Plans	High level details of Horsecross Arts operation plans for venues & sections. Detailed service plans are not routinely published but can be requested from us under the Act.	Available on request
Our Venues	Our venues, contact details & facilities	<a href="#">Perth Concert Hall and Theatre</a>
Our Venues Opening Hours	Opening hours of our venues	<a href="#">Visit us</a>
Venue Timetables and Programmes	Information about the times and programmes in each venue showing what's on eg shows/performances, events /exhibitions etc	<a href="#">What's on</a>
Activities	Details of all activities offered within Horsecross Arts venues, including venue hire	<a href="#">Conferences</a>
Coaching & Courses	Information on courses available to the public eg coaching, workshops and classes	<a href="#">Join In</a>
Memberships	Details of all the membership products available and how to join	Not applicable

Bookings	Details of how to make bookings, including links to online booking system, booking forms, box office details	<a href="#">What's On</a>
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection Policy, Safe Swim Guidelines, Health and Safety, Equality, Sustainability etc.	Available on request
Pricing/Charges	Details of current charges for Horsecross Arts, including concession schemes and eligibility criteria.	Pricing and offers
How to access our services	Information on how to access services e.g. for people with disabilities.	<a href="#">Access</a>
Jobs at Horsecross Arts	Our current vacancies	<a href="#">Jobs</a>

**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.**

<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Board/Committee Agendas	The agendas for our Board/Committee Meetings by month.	Available on 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.	Available on 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.	Available on 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 exempt. However you still have the right to ask for these under the Act.	Available on request
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority.	Available 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 this class includes:	Description	How to access it/details of any charges
Annual Report & Accounts	Annual report and audited financial statements.	Available on request
Auditors Report	Audited annual statements.	As above
Activity Prices	List of current prices/charges for activities in each venue.	<a href="#">Pricing Offers</a>
Expenses Policy & Procedures	Our policy on expenses.	Available on request
Pay & Grading Structure	Pay & grading structure.	Available on request
Pension Fund and other investments	Details of Horsecross Arts pension fund options, and other investments.	<a href="#">Tayside Pension Fund</a> <a href="#">NEST</a> <a href="#">Equity</a>
Senior Staff/Board Member expenses	Details of senior staff/board member expenses	Available on request
Board member remuneration	Board member remuneration, other than expenses.	Not applicable
Financial management and administration policies and procedures	E.g. reserves policy, bad debt management policy, finance manual.	Available on request
Top level budget allocation & capital spending plans	Detailed revenue budgets may not be published, as we consider them to contain commercially sensitive information which is exempt. However you still have the right to ask for these under the Act.	Available 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.**

**The information we publish under this class includes:**

**Description**

**How to access it/details of any charges**

All HR and operational policies are available on request

<b><i>Health &amp; Safety</i></b>		
Health & Safety Policy and procedures	Health and safety policies and procedures for Horsecross Arts	Available on request
Risk Assessments	Details of risk assessment carried out for Horsecross Arts venues	Available on request
Accident Statistics	Statistical detail of accidents and incidents at Perth Theatre and Perth Concert Hall	Available on request
Normal Operating Procedures	Normal Operating procedures for Horsecross Arts venues	Available on request
Emergency Action Plans	Emergency Action Plans for Perth Theatre and Perth Concert Hall	Available on request
<b><i>Physical Resources</i></b>		
Land and property holdings	Description of Horsecross Arts land and property holdings	Not applicable
Environmental reports	Details of reports on environmental issues eg sustainability, energy usage, carbon footprint etc	Available on request



<b><i>Facility Maintenance &amp; Asset Management</i></b>		
Asset Management Policy	Details Horsecross Arts asset management plans and maintenance regime	Available on request
Facility Maintenance Plan	Details Horsecross Arts facility maintenance plans	Available on request
Asbestos Policy Management Plan	Policy and procedures for managing asbestos; details an effective organisational means for controlling the risk to health from asbestos within properties owned by the Perth and Kinross Council but managed by Horsecross Arts.	<a href="#">Perth &amp; Kinross Council</a> (Landlord)
Energy Awareness	Details staff responsibilities for good practice to reduce energy usage	Available on request
Energy Efficiency Review	Details Horsecross Arts policy on managing energy usage and promoting energy efficiency.	Available on request
<b><i>Employee Relations</i></b>		
Agreement with Trade Unions	Details agreements with Trade Unions	TMA Bectu Equity
Staff Representative Group Approved Minutes	Approved minutes (redacted) of Staff Reps Group	Available on 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.**

<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Procurement Policies & Procedures	Horsecross Arts procurement policy	Available on request
Contracts	Details of Horsecross Arts let contracts which have gone through formal tendering, including contractor and value.	<a href="#">Perth &amp; Kinross Council</a> (Landlord) Support contracts available on request
Invitations to tender	Details of invitations to tender	Available on request
Become a Service Provider	Details how to become a Service Provider with Horsecross Arts	Available on 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.

<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Key Performance Indicators	Information on Horsecross Arts key performance indicators and performance against them.	Available on request
Audits & Inspections	Reports from audits and inspections.	Available on request
Annual Performance Report	Annual report and audited financial statements.	Available on request
Customer satisfaction surveys and reports	Details of our customer satisfaction measures e.g. mystery shopping, surveys and reports.	Available on request
Sickness Absence Statistics	Breakdown of sickness absence statistics	Available on request
Health & Safety Audits	Details the Health & Safety Audits of our venues	Available on 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.

<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Horsecross Arts does not hold or publish any information under this class.		Not applicable