



EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2016

Introduction

The Freedom of Information (Scotland) Act 2002 requires Scottish Public Authorities to produce and maintain a publication scheme. Authorities and their subsidiary companies are required to:

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

Edinburgh International Conference Centre Limited 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.

Edinburgh International Conference Centre Limited has adopted the Model Publication Scheme 2016 which has been produced by the Scottish Information Commissioner. This scheme has been approved by the Commissioner until 31 May 2020. You can see this scheme on our website at www.eicc.co.uk

It is also available on the Scottish Information Commissioner's website at <https://www.foi.scot/publication-schemes> You can also contact us at the address below, in the Contact Us section, if you would prefer a copy to be provided in a different format.

The purpose of this guide to information is to:

- allow the public to see what information is available (and what is not available) in relation to each class specified in the Model Publication Scheme 2015
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information that has not been published

Availability and formats

The information that is published through this model publication scheme is, wherever possible, available on our website. We do, however, also offer alternative arrangements for



people who do not want to, or cannot, access the information online or by inspection at our premises. For example we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information that we hold that falls within the classes of information, noted below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information, information that is subject to client confidentiality agreements and commercially sensitive information or information that would harm the Company's interests), we will remove or redact the information before publication and explain why.

Copyright

Where Edinburgh International Conference Centre Limited 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 material is identified

Where Edinburgh International Conference Centre Limited does not hold the copyright in information that we publish, we will make this clear.

Charges

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

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, access to registers.

We may charge for providing information to you e.g. photocopying and postage, but we will not charge you any more than it actually costs us to do so. If we charge you we will always tell you what the cost will be and how it has been calculated.



Our charges for the supply of information, where relevant, are detailed in the table below:

Reproduction costs		
Black and white copy	A4	10p per sheet
Colour copy	A4	15 p per sheet
Black and white copy	A3	20 p per copy
Colour copy	A3	30p per copy
Alternative formats		
Computer discs		£1 per CD-ROM DVD

Postage costs may be recharged at the rate that we paid to send the information to you.

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.

Where you have made a request for Edinburgh International Conference Centre Limited to provide you with information this information will not be sent to you until payment for it has been received in full.

Contact us

You can contact us for assistance with regard to any aspect of this Publication Scheme as follows:

Freedom of Information Officer
 Finance and Administration
 Edinburgh International Conference Centre Limited
 150 Morrison Street
 EDINBURGH
 EH3 8EE

Tel: 0131 300 3000

Email: foi@eicc.co.uk

If appropriate we will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this Publication Scheme.



The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be made available. If you would like to see previous year's versions of that information, you may make a request to us to provide you with that information.

The information that we publish is held within the following classes:

Class 1: About Edinburgh International Conference Centre Limited

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 INTERNATIONAL CONFERENCE CENTRE LIMITED
Class Description
Information about who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class	How to access it
General information including brief history, address and contact details	www.eicc.co.uk/about
Details of Board Members and the EICC Team	www.eicc.co.uk/about
Details of holding company structure and management and governance arrangements	www.eicc.co.uk/about
Company's mission statement and key areas of strategic focus	www.eicc.co.uk/about
Customer charter	www.eicc.co.uk/about
Awards and accreditations	www.eicc.co.uk/about



Corporate policies and procedures	Contact EICC Limited
Edinburgh International Conference Centre Limited's Model Publication Scheme 2015	www.eicc.co.uk/about
Guide to information	www.eicc.co.uk/about

CLASS 2: HOW EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED DELIVERS ITS FUNCTIONS AND SERVICES

Class Description

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Company remit	www.eicc.co.uk/about
What we do	www.eicc.co.uk/about
Overview of the services that we provide	www.eicc.co.uk/about
Service delivery policies and procedures	Contact EICC Limited

CLASS 3: HOW EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED TAKES DECISIONS AND WHAT IT HAS DECIDED

Class Description

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class	How to access it
Board agendas	Contact EICC Limited
Board papers and minutes	Contact EICC Limited

CLASS 4: WHAT EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED SPENDS AND HOW IT SPENDS IT

Class Description

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class	How to access it
Audited annual accounts	Contact EICC Limited
Analysis of public money spent by the Company	www.eicc.co.uk/about
Financial management and administration policies and procedures	Contact EICC Limited

CLASS 5: HOW EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED MANAGES ITS HUMAN PHYSICAL AND INFORMATION RESOURCES

Class Description

Information about how we manage the human, physical and information resources of the Company.

The information we publish under this class	How to access it
Operating team details and structure	www.eicc.co.uk/about
Human resources policies and procedures	Contact EICC Limited
Capital expenditure and equipment replacement policies and procedures	Contact EICC Limited

CLASS 6: HOW EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class Description

Information about how we procure goods and services, and our contracts with external providers.



The information we publish under this class	How to access it
Procurement policies and procedures	Contact EICC Limited
List of contracts which have gone through a formal tendering process including the contractor's name and contract value	Contact EICC Limited

CLASS 7: HOW EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED IS 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	How to access it
Key performance indicators	www.eicc.co.uk/about
Economic impact figures	www.eicc.co.uk/about
Audited annual accounts	Contact EICC Limited

CLASS 8: EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED's 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 this class	How to access it
Edinburgh International Conference Centre Limited does not hold or publish any information under this class	



CLASS 9: EDINBURGH INTERNATIONAL CONFERENCE CENTRE LIMITED's OPEN DATA

Class Description

Open data made available by us as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class		How to access it
Edinburgh International Conference Centre Limited does not hold or publish any information under this class		