

Capital Theatres Model Publication Scheme Review

Capital Theatres has adopted the Scottish Information Commissioner's Single Model Publication Scheme (MPS).

In adopting the Single Model Publication Scheme, Capital Theatres has produced a Guide to Information which will:

- Allow you to see what is available (and what is not available) in relation to each class of information
- 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 which has not been published

To view the Guide to Information click [here](#)

Alternatively you can contact us on 0131 662 1112 to ask for a copy of the document to be posted to you.

Reviewing the MPS

On a monthly basis, Capital Theatres will review the items published in the MPS and update as required.

This will include adding the latest board minutes, policy updates and any other items that may have been updated or added to the Trust's portfolio of information.

On an annual basis, Capital Theatres will review the MPS as a whole and make changes as required to the content and format to best suit the organisation's current position and to reflect best practice and understanding amongst Freedom of Information practitioners.

Changes to the MPS will be logged in this document.

Capital Theatre's Freedom of Information web page at www.capitaltheatres.com/foi will also be updated with each request received. The initial request will be published and once the request has been concluded, the entry will be updated with the outcome. Newly published requested information will be added to the MPS at the next monthly update.

Model Publication Scheme Updates

Date	MPS version	Changes made	Made by
01 Apr 2014	Apr_14_update	First published	NP
19 May 2015	May_15	Re-write and re-publish	NP
18 June 2015	June_15	Replaced - April 2015 KPI reports with May 2015 KPI reports, July 2014 Risk Register with June 2015 Risk Register Added - Health and Safety Report May 2015, Approved Board Minutes March 2015, Statutory Accounts 2014/2015	NP

18 August 2015	Aug_15	Contact info updated; Removed May 2015 KPIs; added H&S Report for Jul_15: Added approved Board Minutes May 2015.	CB
30 Sep 2015	Sep_15	Added H&S Report for Sep_15; Added approved Board Minutes Aug 2015.	CB
08 Dec 2015	Dec_15	Added H&S Report for Dec_15; Added approved Board Minutes Sep 2015.	CB
29 Jan 2016	Jan_16	Added H&S Report for Jan_16; Added approved Board Minutes Dec 2015.	CB
6 Apr 2016	Mar_16	Added H&S Report for Mar_16; Added approved Board Minutes Jan 2016.	CB
31 May 2016	May_16	Added H&S Report for Mar_16; Added approved Board Minutes Apr 2016; Statutory Accounts 2015/2016	CB
21 Sept 2016	Sep_16	Added H&S Report for Sep_16; Added approved Board Minutes May 2016;	CB
07 Dec 2016	Dec_16	Added H&S Report for Nov_16; Added approved Board Minutes Sep 2016	CB
31 Jan 2017	Jan_17	Added H&S Report for Jan_17; Added approved Board Minutes Dec 2016	CB
12 April 2017	Apr_17	Added H&S Report for Mar_17; Added approved Board Minutes for Jan 2017; KPIs Apr_17; KPIs Tickets Apr_17	CB
2 June 2017	Jun_17	Added H&S Report for May_17; Added approved Board Minutes for Apr 2017; and added updated Employees Handbook Jun17	CB
29 September 2017	Sep_17	Added H&S Report for Sep_17; added approved Board Minutes for May 2017; added Business Plan 2015-2018; added Business Plan Goals 2015-2018; added updated Board biographies Sep 17; added updated Equal Opportunities Policy Mar 17; added Financial Accountability and Ethical Fundraising Policy Mar 17; added Environmental Policy Jan 17; added updated Staff structure Sep 17; added Complaints Policy and Procedures Feb 17	CB
22 December 2017	Dec_17	Added H&S Report for Nov_17; added approved Board Minutes for Sept 2017	CB
05 February 2018	Jan_18	Added H&S Report for Jan_18; added approved Board Minutes for Dec 2017	CB
27 April 2018	Apr_18	Added H&S Report for Mar_18; added approved Board Minutes for Jan 2018	CB
13 Jun 2018	Jun_18	Added H&S Report for May_18; added approved Board minutes for Mar 2018; added Capital Theatres Statutory Accounts Trust 2018; added Capital Theatres Statutory Accounts Trading 2018; added Business Plan 2018-2023; added Business Plan Action Points 2018-2023	CB
23 August 2018	Aug_18	Guide to Information refreshed with all policies and procedures updated with Capital Theatres branding	CB

Additional Information

Making a Request

If you are unable to find the information in the MPS, Capital Theatres will assist you in making a Freedom of Information request.

If the information you request has already been made available to the public in other ways, we will normally refer you back to that source.

To make a request, email request@capitaltheatres.com or write to

Head of Press and Communications

Capital Theatres

Festival Theatre

13/29 Nicolson Street

Edinburgh EH8 9FT

Document created April 2014, updated August 2018