

**CAPITAL THEATRES
(FESTIVAL AND KING'S THEATRES AND THE STUDIO EDINBURGH)
GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION
SCHEME (UPDATED JULY 2017)**

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) 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

Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) 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.

Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) has adopted the **Model Publication Scheme (updated July 2017)** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at www.capitaltheatres.com/foi It is also available on the Scottish Information Commissioner's website at www.itspubliknowledge.info/MPS

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) in relation to each class in the Model Publication Scheme (updated July 2017)
- 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 the Act, 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.

Section 2: About Capital Theatres (Festival and King's Theatres and The Studio Edinburgh)

Capital Theatres is a Company Limited by Guarantee (registered in Scotland 134619) and also a registered Charity (SC018605). The Trust was incorporated in October 1991 as Empire Theatre Trust and renamed Edinburgh Festival Theatre Trust in 1992 with the purpose of refurbishing the former Empire Theatre into what now stands as the Festival

Theatre. The Trust changed again in July 1998 to The Festival City Theatres Trust when it took on responsibility from the City of Edinburgh Council for managing the King's Theatre. In February 1999 the name changed again to Festival City Theatres Trust. In February 2018 the name changed again to Capital Theatres.

Capital Theatres Trading Ltd (SC133567) is a wholly owned subsidiary of the organisation and provides bar, catering, programme, ice cream sales and other supporting services at the theatres. The operating surplus is donated to Capital Theatres utilising Gift Aid.

Objectives

The organisation aims to have its theatres recognised internationally as centres of excellence in Scotland, to be engaged with the local community and to present work of the highest quality that stimulates, entertains and inspires. The organisation's mission is to enhance the reputation of its theatres by presenting a programme of quality work from Scottish, UK and international companies and to give leadership, support and exemplary levels of care to visiting companies, stakeholders, customers and its own staff.

The Festival Theatre, situated on the longest running continuous theatre site in Edinburgh, opened in June 1994 boasting, at that time, the largest stage in the UK, a 1915 seat auditorium, spacious bars and function suites, an iconic glass façade and state of the art stage equipment and back stage facilities. The Festival Theatre quickly gained a national and international reputation as one of the UK's premiere presenting venues. In 2013, The Studio was added to the existing building providing much needed rehearsal and small-scale performance space.

Home to the Edinburgh Pantomime since its foundation in 1906, the King's Theatre, 1319 seats, is the home of West End drama and musicals, family theatre and also supports the long tradition of amateur theatre making in Edinburgh. As with the Festival Theatre, the King's Theatre hosts the Edinburgh International Festival each August.

Capital Theatres is regulated by the Office of the Scottish Charity Regulator (OSCR). Capital Theatres is a member of UK Theatre (formerly TMA) and the Federation of Scottish Theatres.

Section 3: Accessing Information Under the Scheme

Availability and formats

The information published through this Guide to Information is, wherever possible, available on our website. 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 “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 – Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Head of Press and Communications
Capital Theatres
Festival Theatre
13/29 Nicolson Street
Edinburgh EH8 9FT
request@capitaltheatres.com
Telephone 0131 662 1112
Website capitaltheatres.com

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone.

Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post.

Please address your request to Head of Press and Communications, Capital Theatres

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

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

Exempt information

We will publish all the information we hold that falls within the classes of information in Section 10. 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.

Section 4 Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. You should note, however, that

there may be limited circumstances where information will be withheld from one of the classes of information listed in “Section 10 – Classes of Information”. Information will only be withheld, however, where the Act (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.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to “Section 8 – Contact details for enquiries, feedback and complaints”.

Section 5 Our Charging Policy

Unless otherwise stated in “Section 10 – Classes of Information”, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs to Capital Theatres (Festival and King’s Theatres and The Studio Edinburgh) of supplying the information to you, e.g. photocopying and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated.

Information will not be provided to you until payment has been received.

There is no charge to view information on our website or at our premises.

Reproduction Charges

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

Black & White Photocopying

Size of Paper	Pence per sheet
A4	10p
A3	20p

Colour Photocopying

Size of Paper	Pence per sheet
A4	20p
A3	40p

Postage Costs

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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.

Section 6 – Our Copyright Policy

Where Capital Theatres (Festival and King’s Theatres and The Studio Edinburgh) 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 Capital Theatres (Festival and King’s Theatres and The Studio Edinburgh) does not hold copyright in information we publish, we will make this clear.

Section 7: Records Management Policy

Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) 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. Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) Records Management Policy can be found in Section 10 Classes of Information - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

We welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

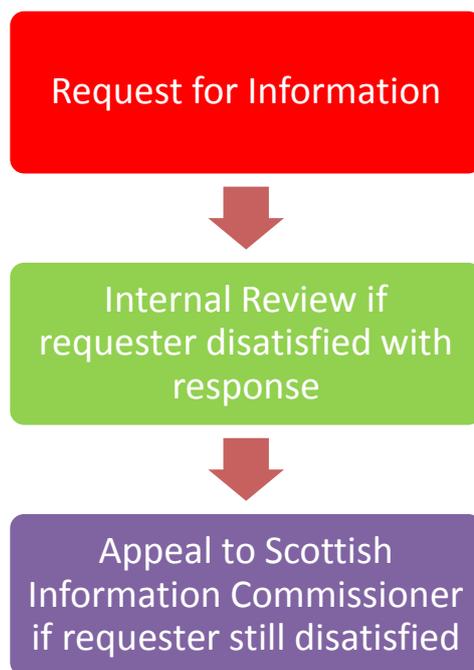
Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within five working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

¹ Verbal requests for environmental information carry similar rights



The Commissioner’s website has a guide to this three-step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Head of Press and Communications
Capital Theatres
Festival Theatre
13/29 Nicolson Street
Edinburgh EH8 9FT
request@capitaltheatres.com
Telephone 0131 662 1112
Website capitaltheatres.com

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available via the Model Publication Scheme (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme (and described in this Guide), please write to:

Head of Press and Communications
Capital Theatres
Festival Theatre
13/29 Nicolson Street
Edinburgh EH8 9FT
request@capitaltheatres.com
Telephone 0131 662 1112
Website capitaltheatres.com

Charges for information which is not available under the scheme:

The charges for information which is available under Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- 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 on the basis of 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 calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £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.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. 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.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

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

Charges are calculated on the basis of the actual cost to Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) of providing 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.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will 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 on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data

The charge is a standard fee of £10.00 plus any reproduction and postage costs (both on the same basis as for FOI requests).

Section 10: Classes of Information

The classes of information that we publish

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.

The classes are:

- Class 1: About Capital Theatres (Festival and King's Theatres and The Studio Edinburgh)
- 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 1: ABOUT CAPITAL THEATRES (FESTIVAL AND KING'S THEATRES AND THE STUDIO EDINBURGH)

Class description:

Information about Capital Theatres (Festival and King's Theatres and The Studio Edinburgh), 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 & how do we deliver.	http://www.capitaltheatres.com/media/1967/ct_2018_2023-business_plan.pdf http://www.capitaltheatres.com/media/1968/ct_2018_2023-business_plan_action_plan.pdf
Contact Details	Contact details of all our venues and of our head/principal offices.	https://www.capitaltheatres.com/contact-us
Organisational Chart	Details the organisational structure of Capital Theatres (Festival and King's Theatres and The Studio Edinburgh)	http://www.capitaltheatres.com/media/1990/ct_organisation-chart_august_2018.pdf
Our Board	Details who our Board are and what they do, plus names of Board members	http://www.capitaltheatres.com/media/1975/ct_board_of_directors_biographies_july_2018.pdf
Charitable Trust & Objectives	Information on "Capital Theatres (Festival and King's Theatres and The Studio Edinburgh)' charitable status	https://www.capitaltheatres.com/about See Section 2 (above)
Directors	List of Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) Company Directors including their roles and responsibilities.	http://www.capitaltheatres.com/media/1975/ct_board_of_directors_biographies_july_2018.pdf http://www.capitaltheatres.com/media/1993/ct_role_specification_for_trustees.pdf
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	http://www.capitaltheatres.com/media/1973/ct_articles_of_association_feb_18.pdf

Company Governance	Details of Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) corporate governance e.g. governance policy, employer's liability insurance, risk matrix, codes of conduct, standing orders and other governance information.	http://www.capitaltheatres.com/media/1980/ct_conflicts_of_interest_policy_2018.pdf http://www.capitaltheatres.com/media/2064/ct_risk_matrix_2018.pdf http://www.capitaltheatres.com/media/1993/ct_role_specification_for_trustees.pdf http://www.capitaltheatres.com/media/2063/ct_employers_liability_2018.pdf
Committee Roles & Remits	Roles and remits of our committees and subcommittees.	http://www.capitaltheatres.com/media/1978/ct_committee_structure_2018.pdf
News	News about Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) e.g. news releases, newsletters.	https://www.capitaltheatres.com/about/stories
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them i.e. City of Edinburgh Council – the establishing council and OSCR. Reports to these bodies.	https://www.oscr.org.uk/search-charity-register/charity-extract/?charitynumber=sc018605 http://www.edinburgh.gov.uk/
Subsidiary companies	Details of any subsidiary companies wholly owned by Capital Theatres (Festival and King's Theatres and The Studio Edinburgh).	Capital Theatres Trading Ltd (SC133567) See Section 2 (above)
External relations and working with others		
Sponsorship & Partnership Opportunities	Details on current sponsor partners	https://www.capitaltheatres.com/support/our-supporters
Partnership Agreements and Strategic	Details of our Partnership Agreements and any other strategic agreements we	Current partnerships –

Agreements with other organisations.	have with other bodies e.g. Memoranda of Understanding. Contract information can be found in Class 6.	City of Edinburgh Council Edinburgh Cultural Venues Group Queen Margaret University
<i>Information on rights, how to make a request</i>		
How to complain or make a comment	How to complain or make a comment	https://www.capitaltheatres.com/contact-us
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	Head of Press and Communications Capital Theatres Festival Theatre 13/29 Nicolson Street Edinburgh EH8 9FT request@capitaltheatres.com Telephone 0131 662 1112 https://www.capitaltheatres.com/freedom-of-information
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) about you.	Head of Press and Communications Capital Theatres Festival Theatre 13/29 Nicolson Street Edinburgh EH8 9FT request@capitaltheatres.com Telephone 0131 662 1112 https://www.capitaltheatres.com/freedom-of-information
Model Publication Scheme	Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) has adopted the Scottish Information Commissioner's Model Publication Scheme 2014 (updated July 2017).	https://www.capitaltheatres.com/freedom-of-information
Guide to Information	Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) Guide to Information is available under the Model Publication Scheme.	https://www.capitaltheatres.com/freedom-of-information

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 / Business Plan	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.	http://www.capitaltheatres.com/media/1967/ct_2018_2023-business_plan.pdf http://www.capitaltheatres.com/media/1968/ct_2018_2023-business_plan_action_plan.pdf
Our Venues	Our venues, contact details & facilities	https://www.capitaltheatres.com/about https://www.capitaltheatres.com/contact-us https://www.capitaltheatres.com/your-visit https://www.capitaltheatres.com/your-visit/faqs
Our Venues Opening Hours	Opening hours of our venues	https://www.capitaltheatres.com/your-visit
What's On	Information about what's on	https://www.capitaltheatres.com/whats-on
Activities	Details of all activities offered within Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) venues, including venue hire	https://www.capitaltheatres.com/about https://www.capitaltheatres.com/your-visit https://www.capitaltheatres.com/whats-on
Learning & Participation	Information on opportunities to get involved and take part	https://www.capitaltheatres.com/take-part

	including workshops, creative projects, open rehearsals and pre-performance talks.	
Memberships and Support	Details of all the membership products available and how to join.	https://www.capitaltheatres.com/support
Bookings	Details of how to make bookings, find out what's on and FAQs about visiting the theatres.	https://www.capitaltheatres.com/your-visit https://www.capitaltheatres.com/whats-on https://www.capitaltheatres.com/your-visit/faqs
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection Policy and Procedures, Vulnerable Supporters Policy and Procedures, Health and Safety, Public Liability Insurance, Equal Opportunities Policy, Environmental Policy, Bucket Collection Policy and Procedures etc.	http://www.capitaltheatres.com/media/1987/ct_health_and_safety_policy_july_2018.pdf http://www.capitaltheatres.com/media/1969/ct_2018_child_protection_and_vulnerable_adults_policy.pdf http://www.capitaltheatres.com/media/1970/ct_2018_child_protection_and_vulnerable_adults_procedures.pdf http://www.capitaltheatres.com/media/1994/ct_vulnerable_supporters_policy_and_procedures_mar_18.pdf http://www.capitaltheatres.com/media/1983/ct_equal_opportunities_policy.pdf http://www.capitaltheatres.com/media/1982/ct_environmental_policy_mar_18.pdf http://www.capitaltheatres.com/media/2062/ct_-

		public_liability_insurance_2018.pdf http://www.capitaltheatres.com/media/1976/ct_bucket_collection_policy_and_procedures_mar_18.pdf
Pricing/Charges	Details of current charges for Capital Theatres (Festival and King's Theatres and The Studio Edinburgh), including concession schemes and eligibility criteria.	https://www.capitaltheatres.com/whats-on https://www.capitaltheatres.com/your-visit/faqs
How to access our services	Information on how to access services	https://www.capitaltheatres.com/your-visit
Jobs at Capital Theatres (Festival and King's Theatres and The Studio Edinburgh)	Our current vacancies	https://www.capitaltheatres.com/about/jobs

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 this class includes:	Description	How to access it/details of any charges
Approved Board/Committee minutes	The approved minutes from our Board Meetings. The approved minutes will be published as soon as they have received approval.	http://www.capitaltheatres.com/media/2002/fctt_board_minute_31_jan_2017.pdf http://www.capitaltheatres.com/media/1999/fctt_board_minute_11_apr_2017.pdf http://www.capitaltheatres.com/media/2001/fctt_board_minute_30_may_2017.pdf https://www.capitaltheatres.com/media/2107/fctt_board_minute_26_sep_2017.pdf http://www.capitaltheatres.com/media/1998/fctt_board_minute_5_dec_2017.pdf http://www.capitaltheatres.com/media/2000/fctt_board_minute_30_jan_2018.pdf http://www.capitaltheatres.com/media/1974/ct_board_minute_27_mar_2018.pdf https://www.capitaltheatres.com/media/2665/ct_board_minute_29_may_2018.pdf https://www.capitaltheatres.com/media/2664/ct_board_minute_02_oct_2018.pdf

Engagement Strategies	Details of our core areas of work in Learning and Participation.	https://www.capitaltheatres.com/take-part/about-learning-and-participation
Complaints Policy and procedures	Details of our policy for dealing with any complaints	http://www.capitaltheatres.com/media/1979/ct_complaints_policy_and_procedures.pdf
Reports of Regulatory Inspections	Policy for regulatory inspections, audits and investigations carried out by the Trust. Reports can be found below in Class 5 - Health & Safety	http://www.capitaltheatres.com/media/1987/ct_health_and_safety_policy_july_2018.pdf

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.	http://www.capitaltheatres.com/media/1972/ct_2018_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1971/ct_2018_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1997/fctt_2017_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1996/fctt_2017_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1995/fctt_2016_statutory_accounts_trust.pdf

Auditors Report	Audited annual statements.	http://www.capitaltheatres.com/media/1972/ct_2018_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1971/ct_2018_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1997/fctt_2017_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1996/fctt_2017_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1995/fctt_2016_statutory_accounts_trust.pdf
Activity Prices	List of current prices/charges for activities in each venue.	https://www.capitaltheatres.com/whats-on https://www.capitaltheatres.com/your-visit/faqs
Expenses Policy & Procedures	Our policy on expenses.	http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf
Pension Fund	Details of Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) pension fund options, and other investments.	http://www.capitaltheatres.com/media/1972/ct_2018_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1971/ct_2018_statutory_accounts_trading.pdf
Board member remuneration	Board member remuneration, other than expenses.	None - all director roles are voluntary positions
Financial management and administration policies and procedures	Our reserves policy is detailed in our Business Plan.	http://www.capitaltheatres.com/media/1967/ct_2018_2023-business_plan.pdf http://www.capitaltheatres.com/media/1991/ct_procurement_procedures_jul_18.pdf

Financial Accountability and Ethical Fundraising Policy	Details of our Policy on our financial accountability and ethical fundraising	http://www.capitaltheatres.com/media/1979/ct_complaints_policy_and_procedures.pdf
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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 this class includes:	Description	How to access it/details of any charges
<i>Human Resources</i>		
The Capital Theatres Employee Handbook	<p>Details of the Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) Employee Handbook and how to access it.</p> <p><u>Contents</u></p> <p>Induction</p> <p>Employment Terms and Conditions</p> <p>Probation Periods</p> <p>Attendance at Work</p> <p>Hours of Work</p> <p>Flexible Working</p> <p>Protecting Vulnerable Groups Scheme (PVG)</p> <p>Conflict of Interest</p> <p>Standards of Performance and Behaviour at Work</p> <ul style="list-style-type: none"> - Appearance - Trust Premises - Personal Property - Telephones & Correspondence - Smoking and Other Substances at Work - Confidentiality - Computer, Email and Internet use - Gifts 	http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf

	<ul style="list-style-type: none"> - Bribery and other Corrupt Behaviour Data Protection and Access to Information Changes in Personal Information for Employment Purposes Trade Union Membership Valuing Diversity and Dignity at Work Salary Arrangements Overtime Income Tax Business Travel Sickness Pay Provision Pension Schemes Annual Leave Maternity Leave and Pay Paternity Leave and Pay Parental Leave Shared Parental Leave Adoption Leave and Pay Time Off For Dependants Health and Safety Training and Development Leaving the Trust Retirement Appendices <ul style="list-style-type: none"> 1 - Disciplinary Procedure 2 - Grievance Procedure 3 - Whistleblowing Policy 4 - Alcohol and Drugs Policy 5 - Environment Policy 6 - Health and Safety Policy 7 - Social Media Policy 8 - Contacts 	
CCTV Code of Practice and Procedures	Details Capital Theatres' (Festival and King's Theatres and The Studio Edinburgh) policy and procedures for the monitoring, recording, holding and processing of images of identifiable individuals	http://www.capitaltheatres.com/media/1977/ct_cctv_procedures.pdf

	constitutes personal data as defined by the Data Protection Act 1998 (DPA). Helps Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) comply with our legal obligations under the DPA.	
Data Protection Policy	This policy details how personal information about employees and customers will be kept and processed by Capital Theatres (Festival and King's Theatres and The Studio Edinburgh). It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner.	https://www.capitaltheatres.com/privacy-statement https://www.capitaltheatres.com/terms-conditions http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf
Equal Opportunities Policy and Valuing Diversity	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, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	http://www.capitaltheatres.com/media/1983/ct_equal_opportunities_policy.pdf http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf
Health & Safety		
Health & Safety Policy and procedures	Health and safety policies and procedures for Capital Theatres (Festival and King's Theatres and The Studio Edinburgh).	http://www.capitaltheatres.com/media/1987/ct_health_and_safety_policy_july_2018.pdf
Accident Statistics	Statistical detail of accidents and incidents at venues in Capital Theatres (Festival and King's Theatres and The Studio Edinburgh).	http://www.capitaltheatres.com/media/2003/fctt_health_and_safety_report_jan_2017.pdf http://www.capitaltheatres.com/media/2005/fctt_health_and_safety_report_mar_2017.pdf

		http://www.capitaltheatres.com/media/1962/fctt_health_and_safety_report_may_2017.pdf http://www.capitaltheatres.com/media/1964/fctt_health_and_safety_report_sept_2017.pdf http://www.capitaltheatres.com/media/1963/fctt_health_and_safety_report_nov_2017.pdf http://www.capitaltheatres.com/media/2004/fctt_health_and_safety_report_jan_2018.pdf http://www.capitaltheatres.com/media/2006/fctt_health_and_safety_report_mar_2018.pdf http://www.capitaltheatres.com/media/1988/ct_health_and_safety_report_may_2018.pdf https://www.capitaltheatres.com/media/2662/ct_health_and_safety_report_sep_2018.pdf https://www.capitaltheatres.com/media/2663/ct_health_and_safety_report_nov_2018.pdf
Physical Resources		
Environmental reports	Details of reports on environmental issues e.g. sustainability, energy usage, carbon footprint etc.	http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf
Environmental Policy	Our policy on minimising the environmental impact arising from our activities.	http://www.capitaltheatres.com/media/1982/ct_environmental_policy_mar_18.pdf

Facility Maintenance & Asset Management		
Energy Efficiency Review	Details Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) policy on managing energy usage and promoting energy efficiency.	http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf
Employee Relations		
Agreement with Trade Unions	Details agreements with Trade Unions	http://www.capitaltheatres.com/media/1981/ct_employee_handbook_mar_18.pdf

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 this class includes:	Description	How to access it/details of any charges
Procurement Policies & Procedures	Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) procurement policy	http://www.capitaltheatres.com/media/1991/ct_procurement_procedures_jul_18.pdf
Become a Service Provider	Details how to become a Service Provider with Capital Theatres (Festival and King's Theatres and The Studio Edinburgh).	Contact: enquiries@capitaltheatres.com http://www.capitaltheatres.com/media/1991/ct_procurement_procedures_jul_18.pdf

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 this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) key performance indicators and performance against them.	http://www.capitaltheatres.com/media/1965/fctt_kpis_apr_17.pdf http://www.capitaltheatres.com/media/1966/fctt_kpis_tickets_apr_17.pdf
Annual Performance Report, Audits	Annual report and audited financial statements.	http://www.capitaltheatres.com/media/1972/ct_2018_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1971/ct_2018_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1997/fctt_2017_statutory_accounts_trust.pdf http://www.capitaltheatres.com/media/1996/fctt_2017_statutory_accounts_trading.pdf http://www.capitaltheatres.com/media/1995/fctt_2016_statutory_accounts_trust.pdf

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 this class includes:	Description	How to access it/details of any charges
Capital Theatres (Festival and King's Theatres and The Studio Edinburgh) does not		

hold or publish any information under this class.		
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