



Aberdeen Performing Arts

Guide to information

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Owner	Director of People and Place
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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.

Aberdeen Performing Arts 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.

Aberdeen Performing Arts has adopted the **Model Publication Scheme**.

You can see this scheme on the Scottish Information Commissioner's website at <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx>

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 Aberdeen Performing Arts in relation to each class in the Model Publication Scheme
- 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 Aberdeen Performing Arts

Aberdeen Performing Arts is a multi-award winning independent arts charity running three of Scotland's iconic arts venues – His Majesty's Theatre, the Music Hall and the Lemon Tree. We stage 800+ shows a year, attract audiences of 400,000+ and run three festivals Granite Noir book festival, True North music festival, and Light the Blue, our youth arts festival. We support new work and talent through our production company, Freshly Squeezed Productions, and we run a year round creative engagement programme for young people and local communities.

We are a cultural hub for the North East of Scotland and our venues are places where people, groups, artists and organisations gather to be inspired, share stories, learn and enjoy the arts. We are an independent voice for artists and the arts and we bring leadership to help deliver the vision for the creative community in the North East. We contribute to city, regional and national ambitions for arts and culture, place-making, public realm, economic development, creative industries, talent development, cultural tourism, education and quality of life. We provide a box office service for 30+ venues in the North East. We run two café bars and four bars across our venues and a conference and events business.

His Majesty's Theatre was built in 1906, a beautiful proscenium arch theatre, designed by Frank Matcham. Aberdeen Performing Arts took over the running of the theatre in 2004.

The Music Hall is one of Scotland's oldest and most historical halls, built in 1822. Aberdeen Performing Arts took on the running of the Music Hall in 2004.

The Lemon Tree began life as St Katherine's Club, built in the 1930s, as a community centre for women. In the 1990s it became the base for the Aberdeen Alternative Arts Festival. Aberdeen Performing Arts took on the running of the Lemon tree in 2008.

The primary objectives of the company as set out in the Memorandum and Articles of Association of the company are:

- Present, provide or assist in the provision of facilities at reasonable cost for arts and cultural activities to the general public in Aberdeen and other parts of Scotland in the interest of social welfare and improving the conditions of life of the general public
- Advance the education of the public in arts and cultural activities by presenting, promoting, sponsoring, supporting and assisting in the development of public interest in and awareness of arts and cultural activities through the use of outreach programmes, publications and other media promotion
- Provide accessible and affordable opportunities for all members of the general public to participate in arts and cultural activities including people with protected characteristics and people experiencing socio economic deprivation and other forms of disadvantage and to encourage wider participation from all ages and minority groups.

Aberdeen Performing Arts is a company limited by guarantee registered in Scotland (company number SC238959). It is also a charity registered with the Office of the Scottish Charity Regulator (OSCR) (registered number SC033733).

Aberdeen Performing Arts Trading Company Ltd (company number SC254182) is a wholly owned subsidiary of Aberdeen Performing Arts.

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:

Director of People and Place
Aberdeen Performing Arts,
His Majesty’s Theatre
Rosemount Viaduct
Aberdeen
AB25 1GL

Email: foi@aberdeenperformingarts.com

Phone: 01224 641122

www.aberdeenperformingarts.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. Hardcopies 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 the Director of People and Place.

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 Aberdeen Performing Arts 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

Colour Photocopying

Size of Paper	Pence per sheet
A4	20p

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 Aberdeen Performing Arts 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 Aberdeen Performing Arts does not hold copyright in information we publish, we will make this clear.

Section 7: Records Management Policy

Aberdeen Performing Arts 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. Aberdeen Performing Arts' 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:

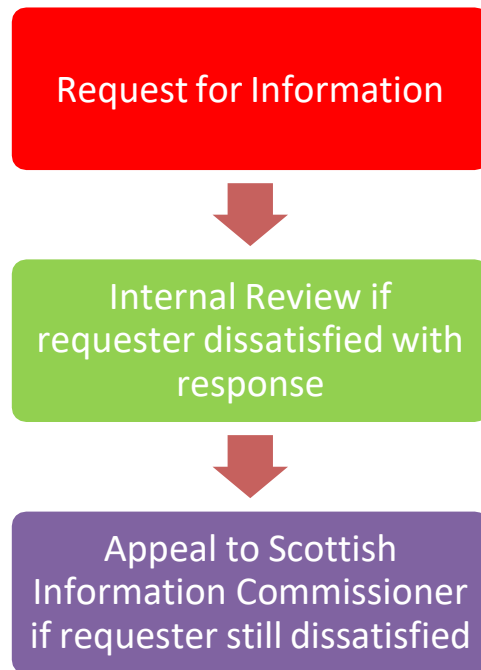
- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved.

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.



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

¹ Verbal requests for environmental information carry similar rights

Her office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle Doubledykes

RoadSt 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:

Director of People and Place

Aberdeen Performing Arts

Rosemount Viaduct

Aberdeen

AB25 1GL

Email: foi@aberdeenperformingarts.com

Box Office: 01224 641122

www.aberdeenperformingarts.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:

Director of People and Place
Aberdeen Performing Arts
Rosemount Viaduct
Aberdeen
AB25 1GL

Email: foi@aberdeenperformingarts.com
Box Office: 01224 641122

www.aberdeenperformingarts.com

Charges for information which is not available under the scheme:

The charges for information which is available under Aberdeen Performing Arts' 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 Aberdeen Performing Arts 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About Aberdeen Performing Arts

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 ABERDEEN PERFORMING ARTS**Class description:**

Information about Aberdeen Performing 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>		
Contact Details	Contact details for Aberdeen Performing Arts	https://www.aberdeenperformingarts.com/your-visit/#customer-service
Organisational Chart	Details the organisational structure of Aberdeen Performing Arts.	https://www.aberdeenperformingarts.com/our-people/
Our Board	Details who our Board are	https://www.aberdeenperformingarts.com/our-people/
Charitable Trust & Objectives	Information on Aberdeen Performing Arts' charitable status	https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC033733
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for governance issues.	https://www.aberdeenperformingarts.com/our-story/#our-progress
Committee Roles & Remits	Roles and remits of our committees and subcommittees.	https://aberdeen-performing-arts-assets.s3.amazonaws.com/uploads/2021/10/APA-Report-and-Consolidated-Financial-Statements-Signed.pdf

News	News about Aberdeen Performing Arts	Latest e news
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them e.g. OSCR, Aberdeen City Council.	https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC033733 www.aberdeencity.gov.uk
Subsidiary companies	Details of any subsidiary companies wholly owned by Aberdeen Performing Arts.	Aberdeen Performing Arts Trading Company Ltd (company number SC254182)
<i>External relations and working with others</i>		
Sponsorship & Partnership Opportunities	Details on current sponsors and partners	https://www.aberdeeningarts.com/support-us/our-supporters/
<i>Information on rights, how to make a request</i>		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	https://www.aberdeeningarts.com/your-visit/#customer-service
How to make a freedom of information request	How to request information, contact details for FOI section/unit.	Email: foi@aberdeeningarts.com https://www.aberdeeningarts.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 Aberdeen Performing Arts about you.	Email: foi@aberdeenperformingarts.com
Model Publication Scheme	Aberdeen Performing Arts has adopted the Scottish Information Commissioner's Model Publication Scheme .	https://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx
Guide to Information	Aberdeen Performing Arts Guide to Information it makes available under the Model Publication Scheme	This document

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
Our Venues	Our venues, contact details & facilities	https://www.aberdeenperformingarts.com/ https://www.aberdeenperformingarts.com/faqs/ https://www.aberdeenperformingarts.com/your-visit/
Our Venues Opening Hours	Opening hours of our venues	https://www.aberdeenperformingarts.com/your-visit/
What's On	Information about what's on in our venues and the venues we provide a box office service for	https://www.aberdeenperformingarts.com/whats-on/ https://www.aberdeenperformingarts.com/brochures/

Activities	Details of all activities offered within Aberdeen Performing Arts' venues, including venue hire	https://www.aberdeenperformingarts.com/ https://www.aberdeenperformingarts.com/hire-us/ https://www.aberdeenperformingarts.com/whats-on/
Learning and Participation	Information on courses available to the public e.g. coaching, workshops and classes.	https://www.aberdeenperformingarts.com/take-part/
Memberships and Support	Details of all the membership products available and how to join. How to support us and make a donation.	https://www.aberdeenperformingarts.com/support-us/become-a-friend/ https://www.aberdeenperformingarts.com/support-us/
Bookings	Details of how to make bookings, find out what's on, and FAQs about visiting our venues	https://www.aberdeenperformingarts.com/your-visit/#booking-information https://www.aberdeenperformingarts.com/whats-on/ https://www.aberdeenperformingarts.com/faqs/ https://www.aberdeenperformingarts.com/your-visit/
Corporate policies and procedures for performing statutory functions.	Corporate-wide policies e.g. Child Protection and Safeguarding Policy, Environmental Sustainability, Health and Safety, Equality, etc.	Policies are available by request from hello@aberdeenperformingarts.com and will be available at www.aberdeenperformingarts.com by end of 2021 as part of our website redevelopment. https://www.aberdeenperformingarts.com/our-environment/ https://www.aberdeenperformingarts.com/your-visit/ https://www.aberdeenperformingarts.com/take-part/ https://www.aberdeenperformingarts.com/our-story/

Pricing/Charges	Details of current charges for Aberdeen Performing Arts, including concession schemes and eligibility criteria.	https://www.aberdeenperformingarts.com/whats-on/ https://www.aberdeenperformingarts.com/faqs/ https://www.aberdeenperformingarts.com/brochures/
How to access our services	Information on how to access our services including information for people with disabilities.	https://www.aberdeenperformingarts.com/your-visit/ https://www.aberdeenperformingarts.com/access/
Jobs at Aberdeen Performing Arts	Our current vacancies	https://www.aberdeenperformingarts.com/work-with-us/

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/Committee Meetings by month. The approved minutes will be available as soon as they have received approval. You can request copies of minutes, p from us under the Act.	Available upon request to: foi@aberdeenperformingarts.com
Engagement Strategies	Details of our core areas of work in Creative Engagement, learning and participation.	https://www.aberdeenperformingarts.com/take-part/

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 Review & Accounts	Annual review and audited financial statements.	https://www.aberdeenperformingarts.com/our-story/#our-progress
Auditors Report	Audited annual statements.	https://www.aberdeenperformingarts.com/our-story/#our-progress
Activity Prices	List of current prices/charges for activities in each venue.	https://www.aberdeenperformingarts.com/take-part/ https://www.aberdeenperformingarts.com/whats-on/ www.aberdeenperformingarts.com/hire-us/
Expenses Policy & Procedures	Our policy on expenses.	Available to all staff via our intranet and on request from foi@aberdeenperformingarts.com
Board member remuneration	Board member remuneration, other than expenses.	Board members are volunteers, except the Chair. Further information can be requested from foi@aberdeenperformingarts.com
Financial management and administration policies/ procedures	Our reserves policy is detailed in our annual accounts	https://aberdeen-performing-arts-assets.s3.amazonaws.com/uploads/2021/10/APA-Report-and-Consolidated-Financial-Statements-Signed.pdf

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.	https://aberdeen-performing-arts-assets.s3.amazonaws.com/uploads/2021/10/APA-Report-and-Consolidated-Financial-Statements-Signed.pdf foi@aberdeenperformingarts.com
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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
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<i>Human Resources – Current Policies</i>	<p>List of all HR policies in Aberdeen Performing Arts which are currently in use, and details of how to access them.</p> <p>Welcome Induction The Aberdeen Performing Arts Story The Aberdeen Performing Arts Way Our Services Guide to Governance and the Board Parental Leave Time off for Dependents Training and Development Data Protection Information Security Environmental Sustainability Flexible Working IT Policy Lone Working Meetings Protocol Organisational Change Personal relationships at work Records Management Social Media Volunteering Grievance Disciplinary Capability and Competency Employee Benefits Press and Media Protocol Phone protocol Open House – EDI policy and plan Email etiquette Discretions policy Health and Safety</p>	<p>Available to all staff via our intranet and details available on request to: foi@aberdeenperformingarts.com</p>
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	<p>Ticket policy Safe and secure in our venues Tips and Gratuities Whistleblowing Anti-bribery Crisis Management & Communication Driving on company business Clear Air Workplace Personal Safety at work Minute Taking Bullying and Harassment Equalities and Diversity Child protection and safeguarding policy Recruitment Maternity, adoption, paternity Shared Parental Leave Mental health and wellbeing Alcohol and drugs at work Home working IT remote access Sickness absence and employee attendance Terms and Conditions</p>	
<i>Health & Safety</i>		
Health & Safety Policy and procedures	Health and safety policies and procedures for Aberdeen Performing Arts	<p>Updated policy available on staff intranet, and will be published as part of our website redevelopment by end of 2021.</p> <p>https://www.aberdeenperformingarts.com/keeping-you-safe/</p>
Risk Assessments	Details of risk assessment carried out for Aberdeen Performing Arts' venues.	<p>Available upon request to foi@aberdeenperformingarts.com</p>
<i>Facility Maintenance & Asset Management</i>		
Venue maintenance plan	Aberdeen Performing Arts ten-year venue maintenance plan	<p>Available upon request to foi@aberdeenperformingarts.com</p>
Environmental policy	Our policy on minimizing our environmental impact	https://www.aberdeenperformingarts.com/our-environment/

<i>Employee Relations</i>		
Agreement with Trade Unions	Details of agreement with Trade Unions	Available upon request to foi@aberdeenperformingarts.com
<i>Information resources</i>		
Guide to Information	Aberdeen Performing Arts Guide to Information it makes available under the Model Publication Scheme	This document https://www.aberdeenperformingarts.com/freedom-of-information/
Record Management	Our policy on record management	https://www.aberdeenperformingarts.com/freedom-of-information/

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	Aberdeen Performing Arts' Financial Regulations which include our procurement procedures	https://www.aberdeenperformingarts.com/freedom-of-information/
Become a Service Provider	Details how to become a Service Provider with Aberdeen Performing Arts	Email to: hello@aberdeenperformingarts.com https://www.aberdeenperformingarts.com/freedom-of-information/

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
Annual Performance Report, audits	Annual report and audited financial statements.	https://www.aberdeensperformingarts.com/our-story/#our-progress https://aberdeen-performing-arts-assets.s3.amazonaws.com/uploads/2021/10/APA-Annual-Review-2019.pdf https://aberdeen-performing-arts-assets.s3.amazonaws.com/uploads/2021/10/APA-Report-and-Consolidated-Financial-Statements-Signed.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 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

Aberdeen Performing Arts does not hold or publish any information under this class.