

## Glasgow Colleges' Regional Board

### Publication Scheme

#### 1. Introduction

1.1 The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation 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.

The Act also allows for the development of model publication schemes which can be adopted by more than one authority.

#### 2. About this Scheme

2.1 The Glasgow Colleges' Regional Board has adopted the Scottish Information Commissioner's Model Publication Scheme.

2.2 The scheme commits the Glasgow Colleges' Regional Board to:

- Publishing the information, including environmental information, that it holds and which falls within the classes of information listed in the Model Scheme; and
- Producing a guide for the public to that information.

#### 3. Guide to Information

3.1 This guide:

- Allows the public to see what information is available (and what is not available) in relation to each class of information;
- States what charges may be applied;
- Explains how to find the information easily;
- Provides contact details for enquiries and to get help with accessing information; and
- Explains how to request information that has not been published.

3.2 Availability and formats

3.2.1 The information published through this scheme should, wherever possible, be available on our website [www.gcrb.ac.uk](http://www.gcrb.ac.uk). We offer an alternative arrangement for people who do not want to, or cannot, access the information either online or by inspection at our office. We can, for example, arrange to send out information in paper copy on request (although there may be a charge for this).

### 3.3 Exempt Information

3.3.1 We will publish the information we hold that falls within the classes of information listed. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we will remove or delete the information before publication and explain why.

### 3.4 Copyright

3.4.1 Where the Glasgow Colleges' Regional Board holds the copyright in the information made available in accordance with this scheme, that 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 the Glasgow Colleges' Regional Board does not hold the copyright in information it publishes, we will make this clear.

## 4. Charges

4.1 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.

We may charge for providing information to you, 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.

4.2 Our photocopying charge per side of paper is shown in the tables below:

- Black and white photocopying

Size of paper	Pence per sheet
A4	10p

- Colour photocopying

Size of paper	Pence per sheet
A4	20p

- Information provided on CD-Rom will be charged at 50p per computer disc.

- 4.3 Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.
- 4.4 When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run. We do not pass on any other costs to you in relation to our published information.

## 5. Contact

- 5.1 You can contact us for assistance with any aspect of this publication scheme:

Wendy Odedina  
Executive Assistant  
Glasgow Colleges' Regional Board  
60 North Hanover Street  
Glasgow  
G1 2BP

Tel: 0141 271 6586

Email: [wendy.odedina@gcrb.ac.uk](mailto:wendy.odedina@gcrb.ac.uk)

- 5.2 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.

## Guide to Information

### The Classes of Information

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 available. If you would like to see previous versions, you may make a request to us for that information.

#### **CLASS 1: About the Authority**

##### **Class Description:**

Information about the GCRB, who we are, where to find us, how to contact us, how we are managed and our external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Who we are and what we do	<a href="http://www.gcrb.ac.uk/about">http://www.gcrb.ac.uk/about</a>
Role of the Board	<a href="http://www.gcrb.ac.uk/about/role">http://www.gcrb.ac.uk/about/role</a>
Composition	<a href="http://www.gcrb.ac.uk/about/composition">http://www.gcrb.ac.uk/about/composition</a>
Membership	<a href="http://www.gcrb.ac.uk/boardmembers/">http://www.gcrb.ac.uk/boardmembers/</a>
Constitution	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>
Board Regulations	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>
Code of Conduct	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>

Complaints again the Board	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>
Financial Memorandum	Pending issue from Scottish Funding Council Once approved by the Board, this will be posted on our website
Who we fund	<a href="http://www.cityofglasgowcollege.ac.uk/">http://www.cityofglasgowcollege.ac.uk/</a> <a href="http://www.glasgowclyde.ac.uk/">http://www.glasgowclyde.ac.uk/</a> <a href="http://www.glasgowkelvin.ac.uk/">http://www.glasgowkelvin.ac.uk/</a>
Founding Legislation	<a href="http://www.legislation.gov.uk/asp/2013/12/contents">http://www.legislation.gov.uk/asp/2013/12/contents</a>
Access to Information	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</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	How to access it
Strategic Plan	Once approved by the Board, this will be posted on our website
Funding	Once approved by the Board, this will be posted on our website
Capital Funding	Once approved by the Board, this will be posted on our website
Funding decisions	Once approved by the Board, this will be posted on our website
News and Information	<a href="http://www.gcrb.ac.uk/news/">http://www.gcrb.ac.uk/news/</a>

Reports and Publications	<a href="http://www.gcrb.ac.uk/reports-and-publications">http://www.gcrb.ac.uk/reports-and-publications</a>
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### CLASS 3: How the authority 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 Papers	<a href="http://www.gcrb.ac.uk/board-meetings/board-papers">http://www.gcrb.ac.uk/board-meetings/board-papers</a>
Board Minutes	<a href="http://www.gcrb.ac.uk/board-meetings/board-minutes">http://www.gcrb.ac.uk/board-meetings/board-minutes</a>
Committee Papers	Once approved by the Board, this will be posted on our website
Committee Minutes	Once approved by the Board, this will be posted on our website

### CLASS 4: What the authority spends and how it spends it

**Class Description:**

Information about our strategy for, and management of, financial resources

The information we publish under this class	How to access it
To be published once GCRB has fundable body status - current estimate end March 2015. In the meantime information in relation to the Glasgow Region can be accessed from the Scottish Funding Council: <a href="http://www.sfc.ac.uk/">http://www.sfc.ac.uk/</a>	

## CLASS 5: How the authority manages its 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	How to access it
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To be published once GCRB has fundable body status - current estimate end March 2015.	
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## CLASS 6: How the authority 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
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To be published once GCRB has fundable body status - current estimate end March 2015.	
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In the meantime information in relation to the Glasgow Region can be accessed from the Scottish Funding Council:

<http://www.sfc.ac.uk/>

## CLASS 7: How our authority is performing

### Class Description:

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
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The organisation came into legal existence in August 2014 so there is no information available to date.
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## CLASS 8: 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
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We will not hold or publish information under this class.
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