

## **Glasgow Colleges' Regional Board**

### **Publication Scheme**

#### **GUIDE TO INFORMATION**

**Last review date: February 2021**

#### **1. Introduction**

1.1 The Freedom of Information (Scotland) Act 2002 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 adopted the Scottish Information Commissioner's Model Publication Scheme in 2013.

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), we will remove or redact 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.

3.4.2 In accordance with the Re-use of Public Sector Information Regulations 2015, all GCRB published data is available for re-use under the Open Government Licence: <http://www.nationalarchives.gov.uk/doc/open-government-licence/>

## 4. Glossary of Terms Used

<b>Term</b>	<b>Definition</b>
FOISA	Freedom of Information (Scotland) Act 2002
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people to access the information it makes available.
MPS Principles	Six key principles with which all information published under the MPS must comply.
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)

## 5. Charges

5.1 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.

5.2 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.

5.3 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.

5.4 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.

## 6. Contact

6.1 For assistance with any aspect of this publication scheme, please contact:

Wendy Odedina  
Executive Assistant  
Glasgow Colleges' Regional Board  
190 Cathedral Street

Glasgow  
G4 ORF

Tel: 0141 375 6821

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

6.2 We will also, in accordance with FOISA, advise you how to ask for information that we may not have published 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 may be available. If you would like to see previous versions that are not published, you may make a request to us for that information.

\* Information marked with an asterisk in the table below is not published on the GCRB website but a link is provided to where it may be accessed (with reference to FOISA Section 25, information otherwise accessible).

<b>CLASS 1: About the Authority</b>	
<b>Class Description:</b> 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>
Contact details	<a href="http://www.gcrb.ac.uk/contactus">http://www.gcrb.ac.uk/contactus</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 Memoranda	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>
Strategic Memorandum	<a href="https://www.gcrb.ac.uk/report-and-publications-governance-documents">https://www.gcrb.ac.uk/report-and-publications-governance-documents</a>
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>
Community Planning Partnership *	<a href="https://www.glasgowcpp.org.uk/">https://www.glasgowcpp.org.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>
Gifts and Hospitality Register	<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**

Public Task*	<a href="http://www.legislation.gov.uk/asp/2013/12/section/10">http://www.legislation.gov.uk/asp/2013/12/section/10</a>
Regional Outcome Agreement	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Strategic Plan	<a href="http://www.gcrb.ac.uk/strategy">http://www.gcrb.ac.uk/strategy</a>
STEM Strategy for Glasgow Region	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
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>

### **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

<b>The information we publish under this class</b>	<b>How to access it</b>
Board Agendas, Papers and Minutes	<a href="http://www.gcrb.ac.uk/board-meetings/board-papers">http://www.gcrb.ac.uk/board-meetings/board-papers</a>
Committee Agendas, Papers and Minutes	<a href="http://www.gcrb.ac.uk/audit-committee/meeting-papers">http://www.gcrb.ac.uk/audit-committee/meeting-papers</a>
Committee Terms of Reference	<a href="http://www.gcrb.ac.uk/nominations-committee/meeting-papers">http://www.gcrb.ac.uk/nominations-committee/meeting-papers</a> <a href="http://www.gcrb.ac.uk/performance-committee/meeting-papers">http://www.gcrb.ac.uk/performance-committee/meeting-papers</a>
Scheme of Delegation	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>

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

**Class Description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Financial Statements	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Financial Regulations	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</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

<b>The information we publish under this class</b>	<b>How to access it</b>
Human Resources Policies*	GCRB uses the HR services of Glasgow Clyde College and therefore follows the policies and procedures of the College as applicable.
Data Protection Policy	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>

#### **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
Procurement Policy	GCRB uses the procurement services of City of Glasgow College and therefore adheres to College policy and procedures as applicable.
Register of Contracts Awarded	<a href="http://www.gcrb.ac.uk/reports-and-publications/governance-documents">http://www.gcrb.ac.uk/reports-and-publications/governance-documents</a>

## 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
Annual Financial Statements	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Annual Review	<a href="http://www.gcrb.ac.uk/reports-and-publications">http://www.gcrb.ac.uk/reports-and-publications</a>
Annual Self-Assessment Report	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Equalities Report	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Board Diversity Succession Plan	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Board Performance Evaluations	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>
Board Development Plan	<a href="http://www.gcrb.ac.uk/publications">http://www.gcrb.ac.uk/publications</a>

## 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**

GCRB does not currently hold or publish information under this class.

**CLASS 9: Open Data**

**Class Description:**

Open data made available 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**

GCRB not identified any additional information for publication under this class and therefore does not currently have an open data publication plan.