FREEDOM OF INFORMATION (SCOTLAND) ACT 2002
GUIDE TO INFORMATION PUBLISHED BY GLASGOW CLYDE COLLEGE
UNDER THE MODEL PUBLICATION SCHEME 2016

Contents

January 2021

Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish Public Authorities, including Further Education Colleges, to produce and maintain a Publication Scheme. Such Schemes provide individuals with a right of access to all recorded information held by Glasgow Clyde College. Anyone can use this right and information can only be withheld where FOISA expressly permits.

Under FOISA Public Authorities are obligated to:

- publish information in accordance with its Publication Scheme;
- inform the public where to find this information and how to access it; and
- inform the public whether there is a charge for providing the information.

The FOISA allows the Scottish Information Commissioner to prepare Model Publication Schemes (MPS) which can be adopted by a group of Authorities. The Commissioner has developed the MPS 2016 (MPS) which is suitable for adoption by all Public Authorities, including Scottish Colleges.

Glasgow Clyde College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. In doing so we are committed to publishing all the information we hold as described by the classes within the MPS.

About the Model Publication Scheme

The MPS contains 9 classes of information which Public Authorities must publish:

Class 1:   About the Authority
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 Manager 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 9:   Our Open Data

The MPS also describes the standards for copyright, charging and availability of different formats. Glasgow Clyde College will also provide a Guide to Information which sets out specific arrangements made to provide information to the public.

Guide to Information

This Guide to Information outlines the information that Glasgow Clyde College undertakes to make available under the classes outlined in the MPS.

- allows the public to see what information is 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 accessing information; and
- explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (EIRs) provide a separate right of access to the environmental information that we hold. The MPS also covers environmental information.

Availability and Formats

Information can be provided in alternative formats on request.

Online:
We will publish information, wherever possible, on our website: www.glasgowclyde.ac.uk

By Inspection:
Individuals may attend the College premises in order to inspect any of the information detailed within this Guide, by making an appointment. This ensures that requests can be dealt with efficiently and correctly. Appointments can be made by contacting the Vice Principal Curriculum and External Relations as follows:

Email:
foi@glasgowclyde.ac.uk

Telephone:
0141 357 6033

Writing:
FOI
Vice Principal Curriculum and External Relations
Glasgow Clyde College
50 Prospecthill Road
GLASGOW   G42 9LB

Requesting Information:
Information can be requested by email, phone or post. When making a request please provide full contact details, including a phone number, in case we need to clarify any points. The contact details are as detailed above.

Exempt Information:

If the information being requested cannot be published and is exempt under the FOISA (e.g. sensitive personal data or a trade secret), then we may withhold the information or provide a redacted version for publication. If that occurs, we will explain why that is the case.

Copyright and Re-use:
Where Glasgow Clyde College 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 Glasgow Clyde College does not hold the copyright in information we publish, we will make this clear.

Charges:
We may make a charge for providing our publications in hard copy to cover copying and postage costs. No charges will be made for viewing information on our website or on our premises, except where this is a fee set by other organisations. The charges that may be levied are detailed below:

Black and White Photocopying

Paper Size	Charge per sheet of paper
A3	20p
A4	10p

Colour Photocopying

Paper Size	Charge per sheet of paper
A3	50p
A4	30p

We may charge for computer disks/memory sticks, packing and other costs associated with supplying information. Information provided on CD-Rom will be charged at £1.50 per computer disc/memory stick. Postage costs will be recharged at the rate we pay to send the information to you. We will not pass on any other costs incurred in relation to our published information.

Commercial publications as detailed in Class 8, where charged, will be based on market value.

Contact Details

If an individual wishes to make contact to discuss any aspect of the MPS, the Guide to Information, to ask for copies of information or to seek assistance, you should contact:

Assistant Principal, Quality and Performance
Glasgow Clyde College
19 Hatfield Drive
GLASGOW   G12 0YE
Email: foi@glasgowclyde.ac.uk

Feedback or Complaints

If you wish to complain about any aspect of this Guide, then please contact the College and we will try to resolve your complaint as quickly as possible. You should contact: Complaints@glasgowclyde.ac.uk

Any complaint will be dealt with in accordance with SPSO's Complaints Standards Authority (CSA) and will be acknowledged within 3 working days in the first instance. You have the right to access information under FOISA and EIR and a right to appeal to the Scottish Information Commissioner if you are unhappy with our responses to your request. You may request a review and, if you are still unhappy, you can make an appeal to the Scottish Information Commissioner as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
ST ANDREWS
Fife   KY16 9DS

Telephone:
01334 464610

Email:
enquiries@itspublicknowledge.info

Website:
www.itspublicknowledge.info

Publication Timescale

Under some classes covered by the MPS, information is not published until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the cycle. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

CLASS 1: ABOUT GLASGOW CLYDE COLLEGE

Information about Glasgow Clyde College, who we are, where to find us, how to contact us, how we are managed and our external relations.

General Information About Glasgow Clyde College

Description	Links/where to Find the Information
Authority name, address and contact details for headquarters and principal offices.	**The Name of the College And its Registered Address:** Glasgow Clyde College, 690 Mosspark Drive, GLASGOW, G52 3AY Tel: 0141 272 9000 Website: http://www.glasgowclyde.ac.uk **Details of the College Campuses:** Anniesland Campus http://www.glasgowclyde.ac.uk/about-us/our-campuses/anniesland-campus Cardonald Campus http://www.glasgowclyde.ac.uk/about-us/our-campuses/cardonald-campus Langside Campus http://www.glasgowclyde.ac.uk/about-us/our-campuses/langside-campus

Description	Links/where to Find the Information
Organisational structure, roles and responsibilities of senior officers.	We operate with an Executive Management Team [EMT] comprising the Principal and two Vice Principals and a Senior Leadership Team [SLT] comprising the members of the EMT plus four Faculty Assistant Principals and five Assistant Principals of Functional areas. Contact details for this team is given below; **Executive Management Team:** Principal and Chief Executive Jon Vincent principal@glasgowclyde.ac.uk Tel: 0141 272 3202 Vice Principal, Curriculum and External Relations (Depute Principal) Brian Hughes bhughes@glasgowclyde.ac.uk Tel: 0141 357 6033 Vice Principal Resources and College Development Janet Thomson jthomson@glasgowclyde.ac.uk 0141 272 3205 **Senior Leadership Team:** Assistant Principal, Faculty of Access and Continuing Learning Claire Donaghey cdonaghey@glasgowclyde.ac.uk Assistant Principal, Faculty of Business, Creative and Digital Industries Robert Anderson randerson@glasgowclyde.ac.uk Assistant Principal, Faculty of Engineering, Computing and Built Environment David Innes dinnes@glasgowclyde.ac.uk Assistant Principal, Faculty of Health and Wellbeing John Rafferty jrafferty@glasgowclyde.ac.uk

Description	Links/where to Find the Information
	Assistant Principal, International and Commercial Development Duncan McDougall dmcdougall@glasgowclyde.ac.uk Assistant Principal Finance and Infrastructure Tracy Elliott telliott@glasgowclyde.ac.uk Assistant Principal Quality and Performance Eric Brownlie ebrownlie@glasgowclyde.ac.uk Assistant Principal, Human Resources Lorraine McGaw lmcgaw@glasgowclyde.ac.uk Assistant Principal, Student Experience David Marshall dmarshall@glasgowclyde.ac.uk
Business opening hours.	The office of the Principal operates between 08:45 hours and 16:45 hours, Monday – Friday. These are also the normal business hours of each of the three campuses. Additionally, each campus operates evening classes on specific evenings in the week resulting in extended hours of opening. (Note that not all staff will be available during these extended hours). **Anniesland** Tues and Thurs – 08:45 hours until 21:30 hours **Cardonald** Tues and Thurs – 08:45 hours until 21:30 hours **Langside** Tues and Wednesday – 08:45 hours until 21:30 hours

Description	Links/where to Find the Information
	Information regarding the College's teaching and holiday calendar can be found at: http://www.glasgowclyde.ac.uk/student/faq
Contact details for customer care and complaints functions.	If you wish to make a complaint please email: complaints@glasgowclyde.ac.uk We have further advice on complaints handling at: http://www.glasgowclyde.ac.uk/about-us/quarterly-complaints-handling
Customer codes or charters.	We have a Student Partnership Agreement which outlines what students can expect of us and what we expect of them. This can be found at: Glasgow Clyde College Student Association	Glasgow Clyde College
Publication Scheme and Guide to Information.	This document is our Guide to Information as required by The Freedom of Information (Scotland) Act 2002 (FOISA).
Charging schedule for published information.	Any charges that we intend to apply for hard copies of published information are shown in the "**Charges**" section earlier in this document.
Contact details and advice about how to request information from the authority.	In order to request general information about the College that is not available on our website please email: info@glasgowclyde.ac.uk If you wish to make a Subject Access Request on information that the College holds about you, please email the College's Data Controller: datacontroller@glasgowclyde.ac.uk If you wish to make a Freedom of Information request under the Freedom of Information (Scotland) Act please email: foi@glasgowclyde.ac.uk

Description	Links/where to Find the Information
	Environmental information, available by virtue of the Environmental Information (Scotland) Regulations 2004, may be obtained by emailing: foi@glasgowclyde.ac.uk Further links to our Freedom of Information page can be found at: http://www.glasgowclyde.ac.uk/about-us/freedom-of-information
Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information).	N/A
Legal framework for the authority, including constitution, articles of association or charter.	Glasgow Clyde College was established on 1 August 2013 as a result of the merger of three colleges: Anniesland College, Cardonald College and Langside College. Each of these institutions was established through the Further and Higher Education (Scotland) Act 1992. Further revisions to the legislation were made in 2005 and again in 2013 resulting in the Further and Higher Education (Scotland) Act 2005 and The Post-16 Education (Scotland) Act 2013. Useful background information on the status of the college sector and the legislative provisions can be found at: http://www,gov.scot/Topics/Education/UniversitiesColleges/17135/CollegeGovernance Glasgow Clyde College is assigned to the Glasgow Colleges' Regional Board. Further information on its functions can be found at: http://www.gcrb.ac.uk

Description	Links/where to Find the Information
	Glasgow Clyde College is also a registered Charity: Scottish Charity No. SC021182
	Further information regarding our registration as a charity can be accessed at the Office of the Scottish Charity Regulator: http://www.oscr.org.uk/charities/search-scottish-charity-register/charity-details?number=SC021182
	Information about our governance structures, including our Articles of Association are provided in the following section; "**How Glasgow Clyde College is Run**".

How Glasgow Clyde College is Run

Description	Links/Where to Find the Information
Description of governance structure, Board, committees and other decision making structures.	Under the legislative arrangements described in the preceding section, Glasgow Clyde College has a Board of Management whose membership is as follows: David Newall (Chair) Sandra Heidinger (Vice Chair) Jon Vincent (Principal) Gordon McGuinness Keith Rosser David Watt Mary Docherty Fiona Godsman Michael Payne Alan O'Donnell Runa McNamara Lindsey Paterson Margaret Swiderska Stephen Henson (Staff Teaching Representative) Clare Walker (Support Staff Representative) Sissa Rasmussen (Student President) The Board is supported by a Clerk to the Board, Christine McConnell, who will be able to provide further information on Board related matters. She can be contacted by email at cmcconnell@glasgowclyde.ac.uk The Board operates through a number of committees as listed below with the name of each committee Chair. Audit Committee, David Watt

Description	Links/Where to Find the Information
	Finance and Resources Committee, Vacant
	Learning and Teaching Committee, Gordon McGuinness
	Organisational Development Committee, Sandra Heidinger
	Remuneration Committee, Sandra Heidinger
	Nominations Committee, David Newall
	Minutes of meetings of the Board of management can be found at: http://www.glasgowclyde.ac.uk/about-us/board-of-management/agendas-and-minutes
	Further details on the process for appointments to the Board can be found at: http://www.gov.scot/Topics/Education/post16reform/hefegovernance/CollegeSectorBoardAppointments2014
Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers.	Biographies of the current members of the Board of Management can be found at: http://www.glasgowclyde.ac.uk/about-us/board-of-management/about-the-board-of-management
Governance policies, including standing orders, code of conduct and register of interests.	The Articles of Governance of the Board of Glasgow Clyde College and the Register of Interest of Board members can be found at: http://www.glasgowclyde.ac.uk/about-us/board-of-management

Description	Links/Where to Find the Information
	Register of Interests: http://www.glasgowclyde.ac.uk/about-us/board-of-management/register-of-interests Governance Documents: http://www.glasgowclyde.ac.uk/about-us/board-of-management/governance Board Policies are available from the Clerk to the Board on: cmcconnell@glasgowclyde.ac.uk

Corporate Planning

Description	Links/Where to Find the Information
Mission Statement	Our Mission Statement is: Inspirational Learning; Changing Lives
Corporate Plan	A copy of our development plan 2016-2020 can be found at https://www.glasgowclyde.ac.uk/development-plan-2016-2020 Our new development plan is under development and will be published as soon as it is possible.
Corporate Strategies, e.g. for economic development, etc.	College strategies are available by contacting the Executive Support Office on 0141 272 3202 or Principal@glasgowclyde.ac.uk
Corporate policies, e.g., health and safety, equality, sustainability	As above.
Strategic planning processes.	We carry out an annual cycle of strategic and operational planning with all of the teaching Faculties and support areas of the College. This planning process identifies the direction and requirements of each area for the following year. The process involves all of the members of our Executive Management Team and Senior Management Team as outlined in the General Information section above. We do not routinely publish the outputs of these sessions; however, if you wish to discuss further any aspects of the process please contact: Brian Hughes Vice Principal Curriculum and External Relations bhughes@glasgowclyde.ac.uk

External Relations

Description	Links/Where to Find the Information
Accountability relationships, including reports to regulators	As a body incorporated under the terms of the Further and Higher Education (Scotland) Act 1992 we are accountable to the Scottish Government and to the Scottish Further and Higher Education Funding Council [SFC].
	As a consequence of the Post-16 Education (Scotland) Act 2013 we are assigned to the Glasgow Colleges' Regional Board [GCRB]. As outlined above their role is further explained at: http://www.gcrb.ac.uk
	A Financial Memorandum is in place between ourselves and the SFC and also with the GCRB.
	As a Scottish Charity we are also required to comply with the requirements of the Office of the Scottish Charity Regulator [OSCR]. Further information about our levels of accountability to them can be found at: http://www.oscr.org.uk/charities/managing-your-charity/annual-monitoring
Internal and external audit arrangements	**External Audit**: Our external auditors are appointed by Audit Scotland for a five-year cycle; Scott Moncrieff are the current auditors.
	Internal Audit: Our internal auditors are appointed by competitive process. Our current internal auditors are Henderson Loggie.
Subsidiary companies (wholly and part owned) and other significant financial interests.	None.

Description	Links/Where to Find the Information
Strategic agreements with other bodies.	- Skills Development Scotland - SDS and the Care Leavers Employment Service - Highlands and Islands Enterprise - University of the West of Scotland (UWS) - New Engineering Foundation (NEF) - Glasgow Caledonian University - Erasmus - The Scottish Government - University of Strathclyde - Glasgow School of Art

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Functions

Description	Links/Where to Find the Informaltion
Description of functions, including statutory basis for them, where applicable.	As a consequence of the Further and Higher Education (Scotland) Act 1992 Glasgow Clyde College exists to provide a range of education and training opportunities. In our registration as a Charity we list our charitable purposes as: "The advancement of education, The advancement of the arts, heritage, culture or science, The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage, Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes."
Statement of public task required by the Re-use of Public Sector Information Regulations 2015 (if applicable).	We do not hold or publish any information under this category
Strategies, policies and internal staff procedures for performing statutory functions	College strategies are available by contacting the Executive Support Office on 0141 272 3202 or Principal@glasgowclyde.ac.uk. College Policies and Procedures are available by contacting: awardingbodycontact@glasgowclyde.ac.uk
How to apply for a licence, warrant, grant, etc. where it is a function of	N/A.

Description	Links/Where to Find the Informaltion
Glasgow Clyde College to approve it.	
How to report a concern to Glasgow Clyde College.	In the first instance you may report a concern to the authority by contacting: Assistant Principal Quality and Performance Eric Brownlie ebrownlie@glasgowclyde.ac.uk If your concern is related to our status as a registered charity, you may express that concern directly to the regulator. Further information can be found at; http://www.oscr.org.uk/public/raise-a-concern-about-a-charity.
Reports of Glasgow Clyde College's exercise of its statutory functions.	Scottish Funding Council – College two-year post-merger report: http://www.sfc.ac.uk/web/FILES/ReportsandPublications/Glasgow_Clyde_College_PME_Report.pdf. Education Scotland Due to Covid circumstances there is no formal update from Education Scotland at this time. We underwent a Progress visit in 2018-19 with no formal report – and then due to Covid circumstances no further college reports have been requested. However, our performance indicators can be found at this link. https://www.glasgowclyde.ac.uk/about-us/performance-indicators
Statutory registers (NB not if inspection-only).	We do not hold or publish any information under this category.
Fees and charges for performance of Glasgow Clyde College's function e.g., fee for making a planning application etc.	N/A

Services

Description	Links/where to Find the Information
List of services, including statutory basis for them, where applicable.	As outlined above, we exist to provide a range of education and training opportunities. In respect of that service we publish, on our website, a wide range of courses delivered by each of the teaching Faculties together with a description of each course and ways in which potential students may apply. Links to specific Faculty pages are as follows: Faculty, Access and Continuing Learning https://www.glasgowclyde.ac.uk/study/prospectus/faculty-of-access-and-continuing-learning-full-and-part-time-courses Faculty, Business, Finance and Creative Industries https://www.glasgowclyde.ac.uk/study/prospectus/faculty-of-business-creative-and-digital-industries-full-time-courses Faculty, Engineering, Computing and Built Environment https://www.glasgowclyde.ac.uk/study/prospectus/faculty-of-engineering-computing-and-the-built-environment-courses Faculty, Health and Wellbeing https://www.glasgowclyde.ac.uk/study/prospectus/health-and-wellbeing-full-time-courses In addition to those courses that are offered through each of the college's teaching Faculties further courses are available through our Leisure programme, details of which can be found here: http://www.glasgowclyde.ac.uk/courses/leisure-classes We also offer courses specifically tailored for the needs of business. Details of these opportunities, when available, are published here: http://www.glasgowclyde.ac.uk/for-business/training-courses

Description	Links/where to Find the Information
	Information is made available to school pupils and their parents about opportunities that we offer, with both course information and ways in which parents can assist their children when it comes to the decisions around course choice. There is an extensive amount of information available here: http://www.glasgowclyde.ac.uk/schools
Service policies and internal staff procedures, including allocation, quality and standards.	The College Quality Handbook and College Policies and Procedures are available by contacting awardingbodycontact@glasgowclyde.ac.uk
Service schedules and delivery plans	In relation to specific courses that we deliver, the schedule of delivery (course dates etc.) is contained within the course description, available through the links above. General information about the College's calendar and holiday periods can be found at:- http://www.glasgowclyde.ac.uk/student/faq
Information for service users, including how to access the services	As described in the list of services outlined above, our website contains a wealth of information about the services that we offer and how to access them. For prospective students and students who choose to study with us, our Student area of the website contains information on a range of our services including our student association; our counselling service; how to access our advisory team; our libraries, facilities and much more. This information can be found at: http://www.glasgowclyde.ac.uk/student
Service fees and charges, including bursaries	We charge fees in relation to the delivery of our courses. In many instances students can have their fees waived if they are deemed to be eligible to have them waived. Information in relation to student funding, including information on eligibility, bursaries,

Description	Links/where to Find the Information
	EMAs and funding from the Student Awards Agency for Scotland [SAAS] can be found at: http://www.glasgowclyde.ac.uk/student/student-advice/funding Information about fees for specific courses can be obtained by contacting: Tracy Elliott, Assistant Prinicpoal, Finance and Infrastructure: telliott@glasgowclyde.ac.uk We also charge fees for the hire of our facilities by external agencies. Further information and contact details can be found at: http://www.glasgowclyde.ac.uk/for-business/venue-hire

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Information about the decisions we take, how we make decisions and how we involve others.

Description	Links/Where to Find the Information
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.	We publish the minutes of Board meetings which can be found here:- http://www.glasgowclyde.ac.uk/about-us/board-of-management
Public consultation and engagement strategies	The college currently does not hold information under this class.
Reports of regulatory inspections, audits and investigations carried out by the authority	The college currently does not hold information under this class.

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

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).

Description	Links/Where to Find the Information
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	The College Financial Statements are published on the College website and can be found here: http://www.glasgowclyde.ac.uk/about-us/board-of-management/publications
Financial statements required by statute, eg sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority.	The College Financial Statements are published on the College website and can be found here: http://www.glasgowclyde.ac.uk/about-us/board-of-management/publications
Financial policies and procedures for budget allocation.	College Policies and Procedures are available by contacting: awardingbodycontact@glasgowclyde.ac.uk.
Budget allocation to key policy/function/service areas.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Purchasing plans and capital funding plans.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Financial administration manual/ internal financial regulations.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Expenses policies and procedures.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.

Description	Links/Where to Find the Information
Senior staff/board member expenses at category level, eg travel, subsistence and accommodation.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Board member remuneration other than expenses.	Board members do not receive any remuneration other than expenses.
Pay and grading structure (levels of pay rather than individual salaries).	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Investments, summary information about endowments, investments and authority pension fund.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Funding awards available from the authority, how to apply for them and funding awards made by the authority.	Contact Vice Principal Resources and College Development: Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Information about how we manage the human, physical and information resources of Glasgow Clyde College.

Human Resources

Description	Links/where to Find the Information
Strategy and management of human resources	The College's People Strategy is available by contacting the Executive Support Office on 0141 272 3202 or Principal@glasgowclyde.ac.uk.
Staffing structure	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Human resources policies, procedures and guidelines, including recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205.
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205

Physical Resources

Description	Links/Where to Find the Information
Management of the authority's land and property assets, including environmental/sustainability reports.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Description of the authority's land and property holdings.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Estate development plans.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Maintenance arrangements.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205

Information Resources

Description	Links/Where to Find the Information
Records management policy and records management plan, including records retention schedule.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Information governance/asset management policies and procedures, information asset list.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Knowledge management policies and procedures.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
List of statistical information published by the authority.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Freedom of information policies and procedures.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205
Data protection or privacy policy.	Contact Vice Principal Resources and College Development : Janet Thomson email foi@glasgowclyde.ac.uk or telephone 0141 272 3205

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Information about how we procure goods and services, and our contracts with external providers.

Description	Links/Where to Find the Information
Procurement policies and procedures.	http://www.glasgowclyde.ac.uk/about-us/procurement
Invitations to tender.	http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00457
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value.	http://www.apuc-scot.ac.uk/#!/institution?inst=45

CLASS 7: HOW WE ARE PERFORMING

Information about how we perform as an organisation, and how well we deliver our functions and services.

Description	Links/Where to Find the Information
External reports, eg annual report, performance statements required by statute (eg, section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	As a college funded by the Scottish Further and Higher Education Funding Council [SFC], we are subject to periodic reviews by Education Scotland; the organisation charged by SFC with carrying out reviews of quality on their behalf. Their work in the college sector is carried out under a Memorandum of Understanding (MOU) and Service Level Agreement (SLA) with the SFC. Further information about Education Scotland is available on their website: http://www.educationscotland.gov.uk/ The Evaluative Report for Glasgow Clyde and the Endorsement Statement can be found here: Reports page | Inspection reports | Education Scotland The outcome of reviews from previous years, prior to the merger can be obtained from Eric Brownlie, Assistant Prinicpal, Quality and Performance: ebrownlie@glasgowclyde.ac.uk.
Performance indicators and performance against them.	The format of the Performance Indicators that we publish has been determined by the SFC. We publish these annually on our website at: http://www.glasgowclyde.ac.uk/about-us/performance-indicators Additionally, SFC also publish a sector wide view of this PI data on their website which is available here: College Performance Indicators 2018-19 (sfc.ac.uk)

CLASS 8: OUR COMMERCIAL PUBLICATIONS

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.

Description	Links/Where to Find the Information
	We do not hold or publish information in this class.

CLASS 9: OUR OPEN DATA

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

Description	Links/where to Find the Information
	We do not hold or publish information in this class.