

Glasgow City Region City Deal Guide to Information Available City Deal Publication Scheme

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 what it might cost.

To comply with their obligations, the eight Member Authorities involved in the City Deal, including Glasgow City Council as lead authority, have each signed up to the Model Publication Scheme 2013 produced by the Scottish Information Commissioner. This scheme can be found on the Scottish Information Commissioner's website:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemeResources.aspx>

Whilst each Model Publication Scheme applies to all information published by each Member Authority, this Guide to Information relates specifically **and only to information held by Glasgow City Council as Lead Authority in relation to the City Deal**. The purpose of this Guide is to:

- allow the public to see what information is available (and what is not available) in relation to the Glasgow City Region City Deal
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Although we are not under a statutory obligation to publish a separate Publication Scheme for the City Deal, we have chosen to do so in order to demonstrate our commitment to transparency and accountability, and to make it as convenient as possible for City Deal information to be located. It should be noted that this Publication Scheme has not been submitted to the Scottish Information Commissioner for approval.

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Availability and formats

The information we publish is, wherever possible, available on the Glasgow City Region City Deal website. Alternative arrangements are available for people who do not want to, or cannot, access the information online or by inspection at our premises. For example information can be sent to you in paper copy (although there may be a charge for this). Please contact the Corporate Compliance Officer using the contact details provided in the 'Contact Us' section of our Guide to Information.

Exempt Information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where lead authority, Glasgow City Council 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 the Council does not hold copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications, listed in this Guide to Information, and how any charge will be calculated.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, access to registers.

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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.

Our charges for photocopying (per sheet of paper) and are shown in the table below:

Reproduction costs	
A4 black and white copy	10p per A4 sheet
A4 colour copy	30p per A4 sheet

Postage costs may be recharged at the rate we paid to send the information to you.

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.

Contact us

You can contact us for assistance with any aspect of this Publication Scheme:

Corporate Compliance Officer
Customer Care
Chief Executive Department
City Chambers
George Square
Glasgow
G2 1DU
Email: ced_foi@glasgow.gov.uk
Phone: 0141 287 2000
Fax: 0141 287 4575

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.

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The classes of information that we publish in relation to the City Deal:

- Class 1: About Glasgow City Region City Deal
- Class 2: How we deliver City Deal 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

Where information has been updated or superseded, only the current version will be available. If you wish to see previous versions, you may make a request to us for that information.

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CITY DEAL PROJECT	AUTHORITY
Inchgreen	Inverclyde Council
A8/M8 Corridor Access Improvements	North Lanarkshire Council
Collegelands Calton Barras Action Plan	Glasgow City Council
Clyde Waterfront & Renfrew Riverside	Renfrewshire City Council
Stewartfield Way	South Lanarkshire Council
Calmachie Burn Upgrade/GMDS	Glasgow City Council
Greenhills Road/A726 Dual Carriageway	South Lanarkshire Council
City Centre Public Realm	Glasgow City Council
Glasgow Airport Economic Investment Areas	Renfrewshire Council
M77 Strategic Corridor	East Renfrewshire Council
Govan and Clyde Valley Waterfront Regeneration	Glasgow City Council
Inverkip	Inverclyde Council
Gartcosh Community Growth Area	North Lanarkshire Council
Ocean Terminal	Inverclyde Council
Community Growth Areas	South Lanarkshire Council
Pan Lanarkshire Orbital Transport Corridor	North Lanarkshire Council
Cathkin Bypass	South Lanarkshire Council
Exxon Site	West Dunbartonshire Council
Glasgow Airport Access Project	Glasgow City Council/Renfrewshire Council
Strathclyde Bus Investment Programme	SPT
ICE	Glasgow City Council
Medicity	North Lanarkshire
The Tontine	Glasgow City Council
Working Matters	Glasgow City Council
Youth Guarantee	Renfrewshire Council
In Work Progression	Glasgow City Council

For information on specific City Deal projects, the Authority listed against the relevant project above should be contacted directly (the contact details are found under “Class 1” in the table below).

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CLASS 1: ABOUT GLASGOW CITY REGION CITY DEAL		
Class description: Information about Glasgow City Council, 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	Description	How to access it
General information about the Glasgow City Region City Deal		
Authority name, address and contact details for headquarters	Contact details for all eight member authorities and the City Deal PMO can be accessed using the links show.	<p>East Dunbartonshire Council: https://www.eastdunbarton.gov.uk/system_pages/footer_navigation/contact_us.aspx</p> <p>East Renfrewshire Council: http://www.eastrenfrewshire.gov.uk/contact-us</p> <p>Glasgow City Council: https://www.glasgow.gov.uk/ContactUs</p> <p>Inverclyde Council: https://www.inverclyde.gov.uk/council-and-government/contact-us</p> <p>North Lanarkshire Council: http://www.northlanarkshire.gov.uk/index.aspx?articleid=28129</p> <p>Renfrewshire Council: http://www.renfrewshire.gov.uk/article/2072/Contact-us</p> <p>South Lanarkshire Council: http://www.southlanarkshire.gov.uk/info/200176/sharing_information_with_you/717/customer_services_centre</p> <p>West Dunbartonshire Council: http://www.west-dunbarton.gov.uk/contact-us/</p> <p>Glasgow City Region City Deal PMO: http://www.glasgowcityregion.co.uk/#section5</p>

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Organisational structure, roles and responsibilities	Details of the names and job titles of the members of the Cabinet.	http://www.glasgowcityregion.co.uk/article/7643/Cabinet http://www.glasgowcityregion.co.uk/CHttpHandler.ashx?id=16878&p=0 http://www.glasgow.gov.uk/Councillorsandcommittees/viewSelectedDocument.asp?c=P62AFQUTZL81T1Z3
Contact details for customer care and complaints functions and how to request information from the authority.	Glasgow City Council's Service Charter and information on how to access the Council's Customer Service and Complaints process.	Customer Care: https://www.glasgow.gov.uk/index.aspx?articleid=17743 Complaints: https://www.glasgow.gov.uk/index.aspx?articleid=16133
Publication scheme and guide to information. Charging schedule for published information.		This document Page 3 of this document.
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004		https://www.glasgow.gov.uk/index.aspx?articleid=17480
Constitution		
Legal framework for the City Deal	<ul style="list-style-type: none"> - Assurance Framework - Cabinet Agreement 	http://www.glasgowcityregion.co.uk/CHttpHandler.ashx?id=16879&p=0 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346278/Glasgow_Clyde_Valley_City_Deal.pdf

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How the City Deal is run		
Description of Cabinet	Council and Committees - Cabinet Procedural Standard Orders	http://www.glasgow.gov.uk/Councillorsandcommittees/viewSelectedDocument.asp?c=P62AFQUTZL81T1Z3
Names of, responsibilities of the people who make strategic and operational decisions about the delivery of the City Deal Programme.	A list of Members of the Cabinet	http://www.glasgowcityregion.co.uk/article/7643/Cabinet
Other groups	Portfolios	http://www.glasgowcityregion.co.uk/article/7643/Cabinet
Corporate Planning		
City Deal Plan	Annual Implementation Plan	https://www.glasgow.gov.uk/councillorsandcommittees/viewSelectedDocument.asp?c=P62AFQDNDNT12U81T1
Corporate strategies e.g., health and safety, equality, sustainability.	Procurement Strategy Community Benefits Strategy	http://www.glasgowcityregion.co.uk/article/7646/Procurement

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External relations		
Internal and external audit arrangements	Audited Financial Statements Pre Audit Inspection of Accounts	http://www.glasgow.gov.uk/councillorsandcommittees/submissiondocuments.asp?submissionid=80512 http://www.glasgow.gov.uk/councillorsandcommittees/submissiondocuments.asp?submissionid=79864

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CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES		
Class description: Information about our work		
The information we publish under this class	Description	How to access it
Functions		
Description of functions	Functions of the Programme Management Office, Cabinet and Chief Executives' Group	Refer to the Assurance Framework

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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 to involve others.		
The information we publish under this class	Description	How to access it
Decision making		
Decisions taken by the Cabinet	Details of meetings of the Cabinet <ul style="list-style-type: none"> - Meeting dates - Agendas - Papers - Minutes 	The lead authority publishes dates of Cabinet meetings, Agendas, papers and minutes. A link to this information is provided on the City Deal website http://www.glasgowcityregion.co.uk/article/7643/Cabinet
Reports of regulatory inspections, audits and investigations carried out by the authority	As presented to the Cabinet	As above

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CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT		
Class description: Information about our strategy for, and management of, financial resources.		
The information we publish under this class	Description	How to access it
Financial Statements	<p>Financial Statements (Containing the Audited Annual Accounts of the City Deal Programme)</p> <p>Pre-Audit Inspection of Accounts</p>	<p>Reported annually to Cabinet in August</p> <p>Reported annually to Cabinet in June</p>
Grant funding	<p>Grant funding awards made by the Scottish and UK Governments to Lead Authority</p> <p>Grant funding awards made by Lead Authority to Member Authorities</p> <p>Grant funding awards made by other bodies (DWP, BIS) to Lead Authority</p> <p>Grant funding awards made by Glasgow City Council as Lead Authority to third parties</p>	<p>All reported to Cabinet. A summary of grant allocations is reported annually at the beginning of the year.</p>

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CLASS 5: HOW WE MANAGE OUR HUMAN AND INFORMATION RESOURCES

Class description:
Information about how we manage the human and information resources in relation to the City Deal

The information we publish under this class	Description	How to access it
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Human resources

Strategy and management of human resources.	Glasgow City Council does not have an overall organisational Human Resources/People Strategy. Please refer to the weblinks to the policies covering the management of human resources.	https://www.glasgow.gov.uk/index.aspx?articleid=17470
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Staffing structure of the Programme Management Office	Names of employees within the Programme Management Office including any staff seconded from outwith Glasgow City Council.	TBC
Information resources		
Records management policy, including records retention schedule	TBC	TBC
Information governance / asset management policies and procedures	Information use and privacy policy Corporate privacy statement	http://www.glasgow.gov.uk/councillorsandcommittees/viewSelectedDocument.asp?c=P62AFQZ3Z32UDX2U https://www.glasgow.gov.uk/privacy

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CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS		
Class description: Information about how we procure goods and services with external providers.		
The information we publish under this class	Description	How to access it
Invitations to tender	To be agreed	
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	To be agreed	

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CLASS 7: HOW WE ARE PERFORMING		
Class description: Information about how the City Deal is performing.		
The information we publish under this class	Description	How to access it
Reports	Annual Programme Performance Report by Programme Management Office	Reported annually to Cabinet

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CLASS 8: OUR COMMERCIAL PUBLICATIONS		
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.		
The information we publish under this class	Description	How to access it
None	None	None