



FOISA Model Publication Scheme

CITY OF GLASGOW
COLLEGE

Version 3.0 | February 2025

Contents

| | |
|--|-----------|
| Introduction | 1 |
| Principle 1: Availability and Formats | 1 |
| Principle 2: Exempt Information..... | 2 |
| Principle 3: Copyright and Re-use | 2 |
| Principle 4: Charges | 2 |
| Principle 5: Advice and Assistance..... | 2 |
| Principle 6: Duration | 2 |
| Class 1: About the College..... | 3 |
| General Information About the College | 3 |
| Access to Information..... | 4 |
| Our Constitution | 4 |
| Corporate Planning..... | 5 |
| How the College Is Run..... | 5 |
| Diversity..... | 5 |
| Health and Safety | 6 |
| External and Community Relations | 7 |
| Government and Regulator Relations..... | 7 |
| Class 2: How We Deliver Our Functions and Services | 9 |
| Student Administration and Support | 9 |
| Teaching Quality..... | 10 |
| Information Services..... | 11 |
| Class 3: How We Take Decisions and What We Have Decided | 12 |
| Decision-Making | 12 |
| Class 4: What We Spend and How We Spend It | 13 |
| Class 5: How We Manage Our Human, Physical and Information Resources..... | 14 |
| Human Resources..... | 14 |
| Physical Resources..... | 14 |
| Information Resources | 15 |
| Class 6: How We Procure Goods and Services from External Providers..... | 16 |
| Class 7: How We Are Performing..... | 16 |
| Class 8: Our Commercial Publications..... | 17 |
| Class 9: Our Open Data | 17 |
| Document Control | 18 |



Our Purpose, Our Way, Our Values

Our Purpose

Let Learning Flourish

Our Way

Inspiration | Excellence | Innovation

Our Values

- The Individual
- Equality, Diversity and Inclusiveness
- Integrity, Honesty and Transparency
- Excellence and Achievement
- Partnership
- Innovation and Enterprise

Introduction

The Freedom of Information (Scotland) Act 2002 gives the general right to access all recorded information that public authorities in Scotland hold, including City of Glasgow College. Information can only be withheld where it is expressly permitted under the legislation. The Act also requires that public authorities make certain types of information routinely available and provide a guide to information telling the public how to access this information and what it might cost.

The College has adopted the Model Publication Scheme produced by the Scottish Information Commissioner in its entirety and without amendment. This document, which is our guide to information, was approved in 2018 and updated in 2021 and 2025. It:

- allows the public to see what information is available in relation to each class
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help accessing the information
- explains how to request information that has not been published

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 provides a separate right of access to the environmental information we hold. This scheme also covers environmental information.

Principle 1: Availability and Formats

Our guide provides more details of the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online: Most information listed in our guide is available to view or download on our [website](#). In most cases, a link within the classes will take you directly to the relevant page or document. Where there is no such link, use the search function on our website.

By Email: If the information you seek is not published on our website, or you require assistance, please email freedomofinformation@cityofglasgowcollege.ac.uk.

By Phone: Information or assistance can also be provided by calling 0141 375 6808.

By Post: To obtain information as a printed document or other format by post, please send your request to:
Associate Director of Governance and Risk
Executive Office
City of Glasgow College
190 Cathedral Street
Glasgow
G4 0RF

By Inspection: You can choose to visit our premises to inspect any of the information in this guide. Please email freedomofinformation@cityofglasgowcollege.ac.uk or call 0141 375 6808.

Principle 2: Exempt Information

Our aim in maintaining this guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website or will be provided promptly following our receipt of your request.

However, there are occasions when we may not be able to share certain information with you because it is expressly exempt under the Act. This includes personal information, commercial interests, information intended for future publication and confidentiality. In these instances, we may withhold or redact this information but we will explain why we have done so.

Principle 3: Copyright and Re-use

Where the 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
- the source of the material is identified

Where the College does not hold the copyright in information we publish, we will make this clear.

Principle 4: Charges

Wherever possible, information contained within our guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you 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 of reproduction and postage to the authority, as set out below. If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction Costs: Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy). These charges double for the next size of paper. Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage Costs: We will pass on postage charges to the requester at the cost to the College of sending the information by first-class post.

Principle 5: Advice and Assistance

You can contact us for assistance with any aspect of this guide. We will be pleased to hear your comments and suggestions, work to resolve any complaints or advise you on how to ask for information that we do not routinely publish. Please use the details outlined in the table under Principle 1 on the previous page.

Principle 6: Duration

Where we publish information regularly, we make that information available for at least the current and two previous academic years. In most other cases, where information is updated or superseded, we make only the current version available. If you are looking for older information or previous versions of documents, then you may wish to request it from us.

Class 1: About the College

This section covers information about the College, who we are, where to find us, how to contact us, how we are managed and our external relations.

General Information About the College

| Description | Where to Find This Information |
|--|--|
| The name of the College, and the address of its campuses. | This information is available on the Campus Locations and Contact Us section of the College's website. |
| Names of the principal officers of the College including Principal, Depute Principal and Vice Principals. | This information is available on the Our Team section of the College's website. It is also published in our Annual Report and Accounts which is available on the Policies, Plans and Reports section of the College's website. |
| A description of the College's major organisational units and how these relate to each other. | This information can be requested from the College as outlined on page 1 of this guide. |
| Information on how to contact the College - initial point of contact covering areas likely to be of interest to enquirers. | This information is available on the Campus Locations and Contact Us section of the College's website. |
| Information on the College's principal and other main locations, including campus maps and opening hours. | This information is available on the Campus Locations and Contact Us section of the College's website. |
| Information on the dates of the College's academic year. | This information is available on the Academic Year section of the College's website. |
| Procedures on how to complain about the College. | This information is available on the Feedback, Complaints and Appeals section of the College's website. |
| Arrangements for serving official documents on the College. | Official documents should be sent to: Principal and Chief Executive, City of Glasgow College, 190 Cathedral Street, Glasgow G4 0RF. |
| Customer codes or charters. | This information is available on the Student Partnership Agreement section of the College's Student Association website. |

Access to Information

| Description | Where to Find This Information |
|--|--|
| Details of how to request information from the College - name, address and contact information of the College's main contact point for requests. | This information is available on the FOI and EIR section of the College's website. |
| Details of how to request environmental information from the College - name, address and contact information of the College's main contact point for environmental requests. | This information is available on the FOI and EIR section of the College's website. |
| The College's Model Publication Scheme. | This information is available on the FOI and EIR section of the College's website. |
| Institutional Data Protection policies and procedures including procedures for dealing with Subject Access Requests. | This information is available on the Data Protection section of the College's website. |
| Charging schedule for environmental information provided in response to requests under the EIRs. | This information is outlined on page 2 of this guide. |
| Details of how to make Subject Access Requests under the Data Protection Act 2018 - name, address and contact information of the College's main contact point for requests. | This information is available on the Data Protection section of the College's website. |

Our Constitution

| Description | Where to Find This Information |
|--|---|
| Information on how the college was established and its standing from a legal perspective e.g. institutional status under the Further and Higher Education (Scotland) Act 1992. | This information is available on the Board and Governance section of the College's website. |

Corporate Planning

| Description | Where to Find This Information |
|--|--|
| The College's mission statement and values. | This information is available on the Guiding Principles section of the College's website. |
| The College's Strategic Plan, corporate strategies and policies. | This information is available on the Policies, Plans and Reports section of the College's website. |
| Internal procedures for planning and resource allocation. | This information can be requested from the College as outlined on page 1 of this guide. |

How the College Is Run

| Description | Where to Find This Information |
|--|---|
| The College's governance structures and operational procedures. | This information is available on the Board and Governance section and the Policies, Plans and Reports section of the College's website. |
| The College's conflict of interest policies. | This information is available on the Policies, Plans and Reports section of the College's website. |
| Register of interests for members of the governing body, senior management and any other bodies or offices covered by the College's conflict of interest policies. | This information is available on the Board and Governance section of the College's website. |

Diversity

| Description | Where to Find This Information |
|---|--|
| Policies, procedures and guidelines relating to support and equality for disabled people and people with protected characteristics. | This information is available on the Equality, Diversity and Inclusion section of the College's website. |
| A description of the College's support structures for disability issues and people with protected characteristics. | This information is available on the Equality, Diversity and Inclusion section of the College's website. |

| Description | Where to Find This Information |
|--|---|
| Details of how to get information about support for disabled people and people with protected characteristics. | This information is available on the Equality, Diversity and Inclusion section and the Studying at City section of the College's website. |
| The levels of accessibility of each of the College's main buildings and services. | This information can be found on AccessAble and can be requested from the College as outlined on page 1 of this guide. |
| The College's diversity and equality strategies. | This information is available on the Equality, Diversity and Inclusion section of the College's website. |
| Summary statistics on support for disability within the College. | This information is available on the Equality, Diversity and Inclusion section of the College's website. |

Health and Safety

| Description | Where to Find This Information |
|---|---|
| Policies, procedures and guidelines relating to health and safety. | This information is available on the Health and Safety section of the College's website. |
| Annual reports to the governing body on health and safety issues. | This information is available on the People & Culture Committee section of the College's website. |
| Mechanisms for monitoring and reporting on health and safety issues. | This information is available on the Health and Safety section of the College's website. |
| Summary statistics on accidents and incidents within the College. | This information is available on the People & Culture Committee section of the College's website. |
| Information on the College's support structures for health and safety. | This information is available on the Health and Safety section of the College's website. |
| Contact details of how to get information about health and safety issues. | This information is available on the Health and Safety section of the College's website. |

External and Community Relations

| Description | Where to Find This Information |
|--|---|
| Arrangements for keeping in touch with former staff and students including the constitution of alumni organisations and services provided to alumni. | This information is available on the Alumni Association section of the College's website. |
| The facilities and services available to the local community. | This information is available on the Studying at City section of the College's website. |
| Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses. | The College does not currently hold this information. |
| Information created specifically to publicise facilities and activities including press releases, college websites, newsletters and magazines. | This information is available on the News section of the College's website. |
| Subsidiary companies (wholly and part-owned) and other significant financial interests. | This information is available on the City of Glasgow International section and Development Committee section of the College's website. Information is also available on Companies House . |
| Strategic agreements with other bodies. | This information can be requested from the College as outlined on page 1 of this guide. |

Government and Regulator Relations

| Description | Where to Find This Information |
|--|---|
| Funding body statistical reports and returns that the college is legally obliged to make available to the Scottish Funding Council. | This information can be found on the Scottish Funding Council's website or can be requested from the College as outlined on page 1 of this guide. |
| Reports on the College by Her Majesty's Inspectorate of Education <ul style="list-style-type: none"> • College reviews and follow-up reports. • Subject reviews and follow-up reports. | This information can be found on the Education Scotland's website or can be requested from the College as outlined on page 1 of this guide. |

| Description | Where to Find This Information |
|---|---|
| Other statutory reports that the College is legally required to publish, including environmental regulatory reports, Education Scotland reports and Outcome Agreements. | This information is available on the Policies, Plans and Reports section of the College's website and can be requested from the College as outlined on page 1 of this guide. |
| Statistical information on student admission, progression and completion which the College is required by the Scottish Funding Council to publish. | This information is published in our Annual Report and Accounts which is available on the Policies, Plans and Reports section of the College's website and can be requested from the College as outlined on page 1 of this guide. |

Class 2: How We Deliver Our Functions and Services

This section covers information about our work and policies/procedures for delivering functions, services and information for our stakeholders.

Student Administration and Support

| Description | Where to Find This Information |
|--|--|
| Programmes offered by the College, including the structure and broad content of each programme and qualification gained if successful. | This information is available on the Find a Course section and the Studying at City section of the College’s website. |
| The College's policies and procedures for admissions and widening participation, including information on how to obtain a prospectus, attend an open day, visit the College and apply for admission. | This information is available on the Find a Course section and the Studying at City section of the College’s website. |
| Tuition fees and other charges to students. Including information on the College's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), when payment must be made, how payments can be made, and whether instalment options are available. | This information is available on the Find a Course section and the Studying at City section of the College’s website. |
| The College's arrangements for registering students including policies and procedures covering student enrolment. | This information is available on the Policies, Plans and Reports section of the College’s website and can be requested from the College as outlined on page 1 of this guide. |
| Arrangements for assessments and examinations include details of examination periods and timetables, procedures for assessments and examinations (including oral examinations), and regulations governing assessments, examinations, and breaches of regulations. | This information is available on the Policies, Plans and Reports section of the College’s website and can be requested from the College as outlined on page 1 of this guide. |
| Description and availability of the academic and non-academic learning support services offered by the College. | This information is available on the Studying at City section of the College’s website. |
| A description and availability of the welfare and advice services made available by the College. | This information is available on the Studying at City section and the Equality, Diversity and Inclusion section of the College’s website. |

| Description | Where to Find This Information |
|---|--|
| Availability, conditions of use and range of facilities and accommodation services offered by the College. | This information is published on the Campus Facilities section and Accommodation section of the College's website |
| The College's policies on the collection, maintenance and use of personal information about students. | This information is available on the Data Protection section and Policies, Plans and Reports section of the College's website. |
| The College's policies and procedures for disciplinary proceedings against students. | This information is available on the Policies, Plans and Reports section of the College's website. |
| Information on how students can complain to the College. | This information is available on the Feedback, Complaints and Appeals section of the College's website. |
| The legal and structural basis of the College's relationship with the Students' Union/Association, including agreements, representation, funding, officers and clubs. | This information is available on the Annual Report section and Student Partnership Agreement section of the College's Student Association website. |

Teaching Quality

| Description | Where to Find This Information |
|---|---|
| Information on course development, approval and monitoring arrangements. | This information can be requested from the College as outlined on page 1 of this guide. |
| Information on student satisfaction and complaints. | This information is available on the Feedback, Complaints and Appeals section of the College's website. |
| Quality assurance assessments of the College's provision, including: <ul style="list-style-type: none"> • Reports submitted to (and received from) external accreditation bodies relating to assessment of the College's provision. • Reports from bodies such as SQA, Education Scotland, Scottish Funding Council, Customer Service Excellence and Investors in People etc. | This information is published on the Quality and Performance section of the College's website. This information can be found on Education Scotland's website and Scottish Funding Council's website or can be requested from the College as outlined on page 1 of this guide. |

| Description | Where to Find This Information |
|--|---|
| <p>Institutional internal reviews, including:</p> <ul style="list-style-type: none"> • Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards • Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Information and links to local partnerships Involvement of external peers in the review method, their observations, and the action taken in response. | <p>This information can be requested from the College as outlined on page 1 of this guide. Internal audit reports can be found on the Audit & Assurance Committee section of the College's website.</p> |

Information Services

| Description | Where to Find This Information |
|--|---|
| <p>Availability and conditions of use of library facilities.</p> | <p>This information is published on the Library section of the College's website</p> |
| <p>Availability and conditions of use of computing facilities.</p> | <p>This information is available on the Policies, Plans and Reports section of the College's website.</p> |

Class 3: How We Take Decisions and What We Have Decided

This section covers information about the decisions we take, how we make decisions and how we involve others.

Decision-Making

| Description | Where to Find This Information |
|--|--|
| Agendas, reports, papers and minutes of the Board of Management. | This information is available on the Board and Governance section of the College's website. |
| Public consultation and engagement strategies. | The College does not currently hold this information. |
| Reports of regulatory inspections, audits and investigations carried out by or for the College. | Internal and external audit reports are available on the Board and Governance section of the College's website. Other information can be requested from the College as outlined on page 1 of this guide. |
| Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017. | This information can be requested from the College as outlined on page 1 of this guide. |

Class 4: What We Spend and How We Spend It

This section covers information about our strategy for, and management of, financial resources.

| Description | Where to Find This Information |
|--|---|
| Financial statements approved by the governing body. | This information is published in our Annual Report and Accounts which is available on the Policies, Plans and Reports section of the College's website. |
| Policies and procedures for making budgetary allocations to major budgetary units. | This information can be requested from the College as outlined on page 1 of this guide. |
| Summary of budgetary allocations to major budgetary units. | This information can be requested from the College as outlined on page 1 of this guide. |
| The College's financial regulations, including information on purchasing goods and services, and on reclaiming expenses. | This information is published in our Financial Regulations which is available on the Policies, Plans and Reports section of the College's website. |
| Summary information on institutional endowments and investments. | This information can be requested from the College as outlined on page 1 of this guide. |
| Summary information on capital expenditure plans. | This information can be requested from the College as outlined on page 1 of this guide. |
| Staff pay/grading structures and benefits. | This information can be requested from the College as outlined on page 1 of this guide. |
| Senior staff remuneration. | This information is published in our Annual Report and Accounts which is available on the Policies, Plans and Reports section of the College's website. |
| Board member remuneration, other than expenses. | Board members are not remunerated other than for reasonable expenses incurred while on College business. |
| Funding awards made by the College and how to apply for them. | This information is available on the Student Funding section of the College's website. |

Class 5: How We Manage Our Human, Physical and Information Resources

This section covers information about how we manage our human, physical and information resources.

Human Resources

| Description | Where to Find This Information |
|--|--|
| Statistical information on staff at institutional level. | This information is available on the Equality, Diversity and Inclusion section of the College's website and can be requested from the College as outlined on page 1 of this guide. |
| Staffing structure. | This information can be requested from the College as outlined on page 1 of this guide. |
| HR policies, procedures and guidelines, including on recruitment, performance management, probation salary and grading, promotion, pensions, discipline, grievance, staff development and staff records. | This information can be requested from the College as outlined on page 1 of this guide. |
| Employee-relations structures and agreements reached with recognised trade unions and professional organisations. | This information can be requested from the College as outlined on page 1 of this guide. |

Physical Resources

| Description | Where to Find This Information |
|--|---|
| Overview of the College's estate and details of listed buildings. | This information is available on the Campus Locations and Contact Us section of the College's website. The Charles Oakley Building is a listed building and more information is available on the Historic Environment Scotland website. |
| Plans for major changes to the College's estate, for example additions to and disposals of major components of the estate. | This information is available on the Development Committee section of the College's website. |
| Summary information about buildings under construction. | This information is available on the Development Committee section of the College's website. |

| Description | Where to Find This Information |
|---|---|
| Information on estates, facilities and environmental plans, policies, procedures and practices. | This information can be requested from the College as outlined on page 1 of this guide. |

Information Resources

| Description | Where to Find This Information |
|---|--|
| Information governance/data protection policies and procedures. | This information is available on the Data Protection section and FOI and EIR section of the College's website. |
| Asset management policies and procedures. | This information can be requested from the College as outlined on page 1 of this guide. |
| Knowledge management policies and procedures. | The College does not currently hold this information. |
| Statistical information published by the College. | This information is available on the Policies, Plans and Reports section of the College's website and can be requested from the College as outlined on page 1 of this guide. |

Class 6: How We Procure Goods and Services from External Providers

This section covers information about how we procure good and services and our contracts with external providers.

| Description | Where to Find This Information |
|---|---|
| Procurement information, strategies, plans, policies, procedures and reports. | This information is available on the Procurement section of the College's website. |
| Information on planned open procurements and tenders. | This information can be found on the Public Contacts Scotland website or can be requested from the College as outlined on page 1 of this guide. |
| The College's Contracts Register. | This information can be found on the APUC website. |

Class 7: How We Are Performing

This section covers information about how we perform as an organisation and how well we deliver our functions and services.

| Description | Where to Find This Information |
|----------------------------|---|
| Performance information. | This information is published in our Annual Report and Accounts which is available on the Policies, Plans and Reports section of the College's website. |
| Equality information. | This information is available on the Equality, Diversity and Inclusion section of the College's website. |
| Environmental information. | This information is available on the People & Culture Committee section of the College's website. |

Class 8: Our Commercial Publications

This section covers 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 | Where to Find This Information |
|--|---|
| Commercial information and publications. | The College does not currently hold this information. |

Class 9: Our Open Data

This section covers information made available for others to re-use for the benefit of all. This includes metadata which provides information about the data itself to permit better use of the data available. The benefits will include supporting the delivery of better services, and the development of new products or services for non-commercial as well as commercial use.

| Description | Where to Find This Information |
|--|--|
| The College's Open Data Publication Plan. | The College does not currently hold this information. |
| Open data sets and their metadata or links to where they are accessible. | The College does not currently publish open data sets. In addition to the information and data published by the College and outlined in this guide, statistical information can be requested from the College as outlined on page 1 of this guide. |

Document Control

| | |
|---|---|
| Review Date | 1 March 2026 |
| Lead Department | Executive Office |
| Lead Officer(s) | Associate Director of Governance and Risk |
| Copyright © 2024 City of Glasgow College | Permission is granted to reproduce for personal use only. Commercial copying, hiring lending, and posting online are strictly prohibited. |

| Version and Date | Section(s) | Change(s) |
|--------------------------------------|-------------------|---|
| Version 1.0 December 2018 | All | New FOISA Model Publication Scheme published. Reviewed in December 2019. |
| Version 2.0 October 2021 | All | Updated to reflect new guidance issued by the Scottish Information Commissioner. |
| Version 3.0 February 2025 | All | Transferred to a new document and links, names, job titles, emails and phone numbers updated. |
| | Introduction | Text in introduction section replaced. |
| | Class 1-9 | Text reviewed and amended to ensure it is clear and concise. |

CiTY OF GLASGOW
COLLEGE

Let Learning Flourish

City Campus

190 Cathedral Street
Glasgow
G4 0RF
tel: 0141 375 5437

Riverside Campus

21 Thistle Street
Glasgow
G5 9XB
tel: 0141 375 5432

www.cityofglasgowcollege.ac.uk

Scottish Charity No SC036198