

CLYDE GATEWAY

GUIDE TO INFORMATION AVAILABLE THROUGH OUR 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.

Clyde Gateway has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. You can see this scheme on our website at

<http://www.clydegateway.com/downloads/model%20publication%20scheme%202015.pdf>

or by contacting us in writing at

Clyde Gateway
The Olympia
2-16 Orr Steet
Glasgow G40 2QJ

The purpose of this **Guide to Information** is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- 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

Availability and formats

The information published through this model is, wherever possible, available on our website.

We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy on request (although there may be a charge for this).

Exempt Information

We will publish the information we hold that falls within the classes of information below. If information is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may withhold the information or provide a redacted version for publication but will explain why we have done so.

Copyright

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

Charges

There is no charge to view information on our website or at our premises.

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 photocopying charge per sheet of paper are as follows:-:

Size of Paper

A3 : 20p Black and White; 40p Colour

A4 : 15p Black and White; 30p Colour

A5 : 10p Black and White; 20p Colour

Postage costs will 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.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

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

Postal Address : Clyde Gateway, The Olympia, 2-16 Orr Street, Glasgow G40 2QH

Email : gatewayenquiries@clydegateway.com

Telephone : 0141 276 1576

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.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

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

CLASS 1: ABOUT THE AUTHORITY

Class description:

Information about the authority, 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	How to access it
What and where we are	http://www.clydegateway.com
Our name, postal and e-mail address and telephone number	http://www.clydegateway.com/getting-in-touch/

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
Our targets, objectives and on-going activities	http://www.clydegateway.com/real-life-legacy/ http://www.clydegateway.com/economic-regeneration/ http://www.clydegateway.com/physical-transformation/
Our operating plan	<p>This document is a three-year working document that is submitted to the Clyde Gateway URC and Clyde Gateway Development Company Boards for consideration and review on regular basis.</p> <p>No copies are made available electronically and requests should be made to:-</p> <p>Jim Clark Senior Manager (Communications & Company Systems) Clyde Gateway 2-16 Orr Street Glasgow G40 2QH</p> <p>Please note that current Operating Plans are likely to contain certain information that would be exempt from disclosure on the grounds of commercial confidentiality</p>
Our annual reports and newsletters	http://www.clydegateway.com/downloads-publications/general-publications/

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED**Class description:**

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

The information we publish under this class	How to access it
The minutes of Board meetings	http://www.clydegateway.com/downloads-publications/minutes-of-board-meetings/

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT**Class description:**

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).

The information we publish under this class	How to access it
Our operating plan	<p>This document is a three-year working document that is submitted to the Clyde Gateway URC and Clyde Gateway Development Company Boards for consideration and review on regular basis.</p> <p>No copies are made available electronically and requests should be made to:-</p> <p>Jim Clark Senior Manager (Communications & Company Systems) Clyde Gateway 15 Bridgeton Cross Glasgow G40 1BN</p> <p>Please note that current Operating Plans are likely to contain certain information that would be exempt from disclosure on the grounds of commercial confidentiality</p>
Our annual accounts	<p>http://www.clydegateway.com/downloads-publications/general-publications/</p>

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it
Our annual reports	<p>http://www.clydegateway.com/downloads-publications/general-publications/</p>

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
No information is held within this class	

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
Our annual reports	http://www.clydegateway.com/downloads-publications/general-publications/

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	How to access it
Clyde Gateway does not have any commercial publications	NOT APPLICABLE

CLASS 9: OUR OPEN DATA**Class description:**

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

The information we publish under this class	How to access it
Clyde Gateway does not publish any such data	NOT APPLICABLE