



GUIDE TO INFORMATION

Publication Scheme 2023

Introduction

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; and
- Tell the public how to access the information and what it may cost.

The City Property Glasgow group has adopted the Model Publication Scheme 2021 produced by the Scottish Information Commissioner. You can see this scheme on the Scottish Information Commissioner's website: or by contacting us at the address below in the 'Contact Us' section.

The purpose of this Guide to Information is to:

- explain how to find information easily
- 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.

What information is available?

Classes of information which we publish;

Class 1: About us

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 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

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 Where information has been updated or superseded, only the current version will be available.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.

Availability of formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold which falls within the classes of information listed on page 2. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we will remove or redact information before the publication and explain why.

Copyright

Where the City Property Glasgow group 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 City Property Glasgow do not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charges will be calculated. There is no charge to view information on our website or at our premises. We may charge for providing information to you, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing information to you. Our photocopying charges are detailed below:

Black & White	10p per A4 sheet
Colour	20p per A4 sheet

Postage costs will be charged at the rate we pay to send information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

Advice & Assistance

If you have any questions regarding our Publication Scheme, please contact us:

By post: City Property (Glasgow) LLP, 229 George Street, Glasgow, G1 1QU

Tel: 0141 287 6166

Email: info@citypropertyglasgow.co.uk

We will also advise you, where possible, 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.

Class 1: About us

Class description:

Information about the City Property Glasgow group of entities including 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:	
What we do, where to find us and contact details	www.citypropertyglasgow.co.uk/about-us/
Our Vision	https://www.citypropertyglasgow.co.uk/about-us/vision-values-and-priority-areas
Strategic Plan	https://www.citypropertyglasgow.co.uk/about-us/vision-values-and-priority-areas
Organisational structure	https://www.citypropertyglasgow.co.uk/about-us/our-board https://www.citypropertyglasgow.co.uk/about-us/our-senior-management-team
Customer care and complaints	https://www.citypropertyglasgow.co.uk/contact-us
Business opening hours	Our offices are open Monday to Friday from 9am – 5pm excluding public holidays. We have a limited number of out-of- hours services.

Governance & Accountability

Governance	A Strategic Board governs each of the entities which comprise the City Property Glasgow group. An Audit Committee is in place to oversee this area. The Strategic Board of each legal entity consists of a Chairperson, the Managing Director and further Board Members. The appointed Council officers for the are the Director of City Development and the Director of Financial and Business Services. In addition to the Board, the City Property Glasgow participates in the Council's governance arrangements including submitting papers to and having senior officers present at relevant committees.
Our board	www.citypropertyglasgow.co.uk/about-us/about-us-our-board/

External relationships / working with others

Glasgow City Council	www.glasgow.gov.uk
Scottish Enterprise	www.scottish-enterprise.com/
Graham + Sibbald	www.g-s.co.uk/

Rettie	https://www.rettie.co.uk/
Class 2: How We Deliver Our Functions and Services	
<p>Class description:</p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>	
Information we publish under this class:	How to access it:
Functions	www.citypropertyglasgow.co.uk/about-us/
Our strategic objectives	https://www.citypropertyglasgow.co.uk/about-us/vision-values-and-priority-areas
Customer Involvement	<ol style="list-style-type: none"> 1. Surveys for various stakeholder groups 2. Feedback form on website
Enquiry procedures	info@citypropertyglasgow.co.uk www.citypropertyglasgow.co.uk
Information about our services:	
List of services	www.citypropertyglasgow.co.uk
How to access	Visit our website Phone 0141 287 6166 / Email info@citypropertyglasgow.co.uk
How to make a request under FOISA	https://www.citypropertyglasgow.co.uk/contact-us

Class 3: How the City Property Glasgow group takes decisions and what it has decided	
<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others</p>	
Information we publish under this class:	How to access it:
Minutes of Board meetings	Please contact us for details
Research reports which inform policy decisions	Please contact us for details
Consultations	Please contact us for details

Class 4: What the LLPs spend and how we spend 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).

Information we publish under this class:	How to access it:
How the LLPs are funded	www.companieshouse.gov.uk/
Annual Budgets for LLPs	Please contact us for details
Annual Audited Accounts	www.companieshouse.gov.uk/
Expenses policies and procedures	Please contact us for details
Senior Staff / board member expenses	Not currently published
Pay and Grading structure	Please contact us for details
Pension Fund	www.spfo.org.uk/

Class 5: How the City Property Glasgow group manages its human, physical and information resources

Class description:

Information about how we manage the human, physical and information resources of the City Property Glasgow group

Information we publish under this class:	How to access it:
Staffing Establishment and Organisational Chart	Please contact us for details
Recruitment Policy and Procedures	Please contact us for details
Records Retention Policy	Please contact us for details
CPGI Property Portfolio	Please contact us for details
Company Vehicles Arrangements	Please contact us for details

Class 6: How City Property Glasgow group procures goods and services from external providers

Class description:

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

Information we publish under this class:	How to access it:
Procurement Strategy	Please contact us for details
List of contracts	Please contact us for details
Procurement Process	Although the UK is no longer part of the European Union, procurement in Scotland still follows the regulations and rules implemented in April 2016. These are likely to change following the implementation of the Public Procurement Bill 22/23 and further consideration by the Scottish ministers. City Property must therefore conduct its procurement exercises in accordance with the principles and procedures contained in these rules and regulations. The rules can be accessed here; https://www.procurementjourney.scot/

Class 7: How the City Property Glasgow group is performing

Class description:

Information about how City Property performs as an organisation, and how well it delivers its functions and services

Information we publish under this class:	How to access it:
Quarterly performance reports	Please contact us for details
Sickness absence statistics	Please contact us for details
Annual Performance reports	https://www.citypropertyglasgow.co.uk/about-us/publications
Tenant satisfaction	Please contact us for details

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.

Information we publish under this class:	How to access it:
We do not hold or publish information under this class.	