

Freedom of Information (Scotland) Act 2002

Guide to information published by Glasgow Kelvin College under the Model Publication Scheme 2013

Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Glasgow Kelvin College. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires Glasgow Kelvin College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme¹. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about²:

- its services, the cost of providing services, and the standards attained by those services
- the facts or analyses, on the basis of which it has made decisions of importance to the public
- the reasons for the decisions it has made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities³. The Commissioner has developed the Model Publication Scheme 2013 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here www.glasgowkelvin.ac.uk

Glasgow Kelvin College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS.

Our Guide to Information

This document is the **Guide to Information** which Glasgow Kelvin College makes available under the classes described in the MPS. 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 with accessing the information
- explains how to request information that has not been published.

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

¹ See section 23 of FOISA.

² See section 23(3) of FOISA.

³ See section 24 of FOISA.

About the Model Publication Scheme

The MPS set out eight broad classes of information, and by adopting it, Glasgow Kelvin College is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- 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 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

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS – while this Guide sets out the specific arrangements we have made at Glasgow Kelvin College.

Exempt information

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you contact James Gow, Vice Principal Finance and Corporate Services by email at foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Availability and format of information

Online:

Most information listed in our Guide to Information is available to download from our website at www.glasgowkelvin.ac.uk. Often a link within the classes will take you direct to the relevant page or document.

By inspection:

You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact James Gow, Vice Principal Finance and Corporate Services by email at foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

By e-mail:

If the information you are looking for is listed in our Guide but is not published on our website, you can request it by e-mailing us at info@glasgowkelvin.ac.uk - we will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However 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).

By phone:

You can also request information by phone. Please call James Gow, Vice Principal Finance and Corporate Services on 0141 630 5000 to request information available under this Guide.

By post:

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: James Gow, Vice Principal Finance and Corporate Services by email at foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

Copyright

Glasgow Kelvin College has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder. Where Glasgow Kelvin College does not hold the copyright in information we publish, we will make this clear in this guide.

Option 3:

Insert the following copyright statement prepared by the Scottish Information Commissioner:

Where Glasgow Kelvin 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 Kelvin College does 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 charge will be calculated. There is no charge to view information on our website or at our premises.

We will not normally charge for providing information to you. In some circumstances, eg for large documents we may charge for 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 is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	n/a
A2	n/a
A3	20 pence
A4	10 pence
A5	5 pence

Colour photocopying

Size of paper	Pence per sheet of paper
A1	n/a
A2	n/a
A3	50 pence
A4	30 pence
A5	10 pence

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 any other costs on to you in relation to our published information.

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 producing the information.

Feedback or Complaints

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact James Gow, Vice Principal Finance and Corporate Services by email at foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact Sarah-Jane Linton, Quality Enhancement Manager by email at complaints@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days. You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information are acceptable.

How to access information which is not available under this MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to James Gow, Vice Principal Finance and Corporate Services by email at foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Charges for information not available under the MPS:

If you submit a request to us for information which **is not** available under the MPS the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying, where this is being charged for, is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

Publication Timescale

In some of the 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 sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

Guide to Information published by Glasgow Kelvin College

The next section includes the information we publish under the MPS classes. Several larger classes are broken down into a number of sub-classes for ease of use.

MPS class	Sub-classes
Class 1: About Glasgow Kelvin College	General information about Glasgow Kelvin College Access to information Our constitution Corporate planning How Glasgow Kelvin College is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	Committees and Teams
Class 4: What we spend and how we spend it	Procurement Policy and Budget Holders
Class 5: How we manage our human, physical and information resources	Human resources Physical resources Information resource
Class 6: How we procure goods and services from external providers	Procurement Team, Budget holders
Class 7: How we are performing	Inspections, Statistical Information, Trends
Class 8: Our commercial publications	None

Class 1: About Glasgow Kelvin College

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

General information about Glasgow Kelvin College

Description	Links/where to find the information
The name of the college, and the address of its principal office.	<p>http://www.glasgowkelvin.ac.uk Glasgow Kelvin College, 123, Flemington Street, Springburn, Glasgow G21 4TD.</p>
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	<p>http://www.glasgowkelvin.ac.uk/wordpress/wp-content/uploads/2015/04/Management-and-Faculty-Structure-Apr-2015.pdf</p> <p>Principal: Alan Sherry. Email – asherry@glasgowkelvin.ac.uk</p> <p>Vice Principal Finance and Corporate Services: James Gow. Email – jgow@glasgowkelvin.ac.uk</p> <p>Vice Principal Learning and Teaching: Alan Inglis. Email – ainglis@glasgowkelvin.ac.uk</p> <p>Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk</p> <p>Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk</p> <p>Clerk to the Board: Douglas Wilson. Email – douglaswilson@glasgowkelvin.ac.uk</p>

	<p>Head of Community and Information Services: Craig Green. Email - craig@glasgowkelvin.ac.uk</p> <p>Head of Faculty Creative Industries: Iain Abercrombie. Email - iabercrombie@glasgowkelvin.ac.uk</p> <p>Head of Faculty Business & Service Industries: Eddie Docherty. Email - edocherty@glasgowkelvin.ac.uk</p> <p>Head of Faculty Science & Technology: Carlyn McNab. Email - cmcnab@glasgowkelvin.ac.uk</p> <p>Head of Faculty Care, Humanities & Sport: Raymond McDonald. Email - rmcdonald@glasgowkelvin.ac.uk</p> <p>Head of Faculty Construction & Building Services: Stephen Smith. Email - ssmith@glasgowkelvin.ac.uk</p> <p>Head of Centre Trade Union Education: Brian Corrigan. Email - bcorrigan@glasgowkelvin.ac.uk</p>
<p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> • Organisational structure charts. • Description of responsibilities/activities of major organisational units (including all academic and support teams and departments). • Information on relevant senior managerial staff in major organisational units. • Contact information for major organisational units. 	<p>http://www.glasgowkelvin.ac.uk/wordpress/wp-content/uploads/2015/04/Management-and-Faculty-Structure-Apr-2015.pdf</p> <p>Reception - 0141 630 5000 info@glasgowkelvin.ac.uk</p> <p>Principal: Alan Sherry. Email - asherry@glasgowkelvin.ac.uk</p> <p>Vice Principal Learning and Teaching: Alan Inglis. Email - ainglis@glasgowkelvin.ac.uk</p>

Vice Principal Strategy, Planning and Quality:
Christine Stronach.
Email – cstronach@glasgowkelvin.ac.uk

Vice Principal Finance and Corporate Services:
James Gow.
Email – foi@glasgowkelvin.ac.uk

Vice Principal Human Resources and Organisational
Development: Audrey Miller.
Email – amiller@glasgowkelvin.ac.uk

Director of Curriculum: Robin Ashton.
Email – rashton@glasgowkelvin.ac.uk

Director of Business Development: Alastair McGhee.
Email – amcgee@glasgowkelvin.ac.uk

Director of Human Resources: Doreen Shiels.
Email – dshiels@glasgowkelvin.ac.uk

Head of Learner Support: Marlyn Barr
Email – mbarr@glasgowkelvin.ac.uk

Head of Information and Community Services:
Craig Green.
Email – craig@glasgowkelvin.ac.uk

Head of Faculty Creative Industries:
Iain Abercrombie.
Email – iabercrombie@glasgowkelvin.ac.uk

Head of Faculty Business and Service Industries:
Eddie Docherty.
Email – edocherty@glasgowkelvin.ac.uk

Head of Faculty Science & Technology:
Carlyn McNab.
Email – cmcnab@glasgowkelvin.ac.uk

Head of Faculty Care, Humanities and Sport:
Raymond McDonald.
Email – rmcdonald@glasgowkelvin.ac.uk

Head of Faculty Construction and Building Services:
Stephen Smith.
Email – ssmith@glasgowkelvin.ac.uk

Head of Centre Trade Union Education:
Brian Corrigan.
Email – bcorrigan@glasgowkelvin.ac.uk

ICT Technical Manager: Andy Laszlo.
Email – alaszlo@glasgowkelvin.ac.uk

Communications and Planning Manager:
Lesley Lang.
Email – llang@glasgowkelvin.ac.uk

Quality Enhancement Manager: Sarah-Jane Linton
Email – sjlinton@glasgowkelvin.ac.uk

Health and Safety Manager:
Email – geofflawson@glasgowkelvin.ac.uk

Estates Manager: Cathie McGrory.
Email – cmcgrory@glasgowkelvin.ac.uk

Head of Finance: Stuart Double.
Email – sdouble@glasgowkelvin.ac.uk

Organisational Development Manager:
John Gallagher.
Email – jgallagher@glasgowkelvin.ac.uk

Admissions and Guidance Co-ordinator: Chris
Greenshields
Email – cgreenshields@glasgowkelvin.ac.uk

Senior Student Funding Officer: Michael Buchanan
Email – mbuchanan@glasgowkelvin.ac.uk

	<p>Head of Advice and Guidance : Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk</p> <p>Marketing Manager: David Robertson Email – davidrobertson@glasgowkelvin.ac.uk</p> <p>MIS Manager: Mae Smillie. Email – msmillie@glasgowkelvin.ac.uk</p> <p>Senior Curriculum Manager – Equality, Diversity and Inclusion: Patricia Currie. Email – pcurrie@glasgowkelvin.ac.uk</p> <p>Administration and Secretariat Manager: Lisa Clark. Email – lisaclark@glasgowkelvin.ac.uk</p>
<p>Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.</p>	<p>Reception - 0141 630 5000 www.glasgowkelvin.ac.uk</p> <p>Admissions and Guidance Co-ordinator: Chris Greenshields Email – cgreenshields@glasgowkelvin.ac.uk</p> <p>Senior Student Funding Officer: Michael Buchanan Email - mbuchanan@glasgowkelvin.ac.uk</p> <p>Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk</p> <p>or telephone 0141 630 5000.</p>
<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Principal: Alan Sherry. Email – asherry@glasgowkelvin.ac.uk</p> <p>Glasgow Kelvin College has 5 campuses. The headquarters address is 123 Flemington Street, Springburn, Glasgow G21 4TD.</p> <p>http://www.glasgowkelvin.ac.uk/campuses/</p> <p>The campus locations are as follows:</p>

	<p>City Campus Stow Building, 43 Shamrock Street, Glasgow G4 9LD http://www.glasgowkelvin.ac.uk/campuses/city-campus/</p> <p>West End Campus 75 Hotspur Street, Glasgow G20 8LJ http://www.glasgowkelvin.ac.uk/campuses/west-end-campus/</p> <p>East End Campus John Wheatley Building, 2 Haghill Road, Glasgow G31 3SR http://www.glasgowkelvin.ac.uk/campuses/east-end-campus/</p> <p>Easterhouse Campus 1200 Westerhouse Road, Glasgow G34 9HZ http://www.glasgowkelvin.ac.uk/campuses/easterhouse-campus/</p>
Opening hours of the college's principal office	8.00am to 9.00pm: Mon – Fri 9.00am to 2.00pm: Saturday
Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known.	http://www.glasgowkelvin.ac.uk/academic-calendar/
Dates of closure of the college, college calendar.	http://www.glasgowkelvin.ac.uk/calendar/ The college is normally open for business as follows: 8.00am to 9.00pm: Mon – Fri 9.00am to 2.00pm: Saturday
Procedures on how to complain about the college	Contact: Quality Enhancement Manager: Sarah-Jane Linton Email - complaints@glasgowkelvin.ac.uk or by telephone 0141 630 5000 or by post to Glasgow Kelvin College 123, Flemington Street, Glasgow G21 4TD.

Arrangements for serving official documents on the college	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Customer codes or charters</i>	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Access to Information

Description	Links/where to find the information
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	http://www.glasgowkelvin.ac.uk//wordpress/wp-content/uploads/2014/10/Management-and-Faculty-Structure.pdf Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Details of how to make subject access requests under the DPA - Name, address and contact information of the College's main contact point for requests	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

<p>Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Single Model Publication Scheme 2013 and Glasgow Kelvin College Guide to Information.</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Charging schedule for environmental information provided in response to requests under the EIRs</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

Our constitution

Description	Links/where to find the 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.	<p>www.glasgowkelvin.ac.uk</p> <p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

Corporate Planning

Description	Links/Where to find the information
Glasgow Kelvin College Mission statement	To follow*
Glasgow Kelvin College Corporate or Strategic Plan	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
Corporate strategies e.g. Estate Strategy, Human Resources strategy	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<i>Corporate policies e.g. sustainability, environmental policies</i>	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
Internal procedures for planning and resource allocation	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

How Glasgow Kelvin College is run

Description	Links/where to find the information
<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> • Description of Statutory Bodies (e.g. Board of Management). • Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest. • Standing orders (or similar) that describe operational procedures. 	<p>http://www.glasgowkelvin.ac.uk/board-management/</p> <p>http://www.glasgowkelvin.ac.uk/governance/</p> <p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>The college's conflict of interests policies e.g.</p> <ul style="list-style-type: none"> • Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest. • Codes of conduct governing conflict of interest issues. 	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>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.</p>	<p>http://www.glasgowkelvin.ac.uk/?p=2254</p> <p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
A description of the college's support structures for disability issues	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Details of how to get information about support for disabled people (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided.)	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	The college is fully accessible to all. For further information Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The college's diversity and equality strategies.	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email – amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Annual reports to governing body on health and safety issues	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary statistics on accidents and incidents within the college	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s). 	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Contact details of how to get information about health and safety issues	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

External and community relations

Description	Links/where to find the information
Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	<p>Staff: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Students: Director of Curriculum: Robin Ashton. Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Admissions and Guidance Co-ordinator: Chris Greenshields Email - cgreenshields@glasgowkelvin.ac.uk</p> <p>Senior Student Funding Officer: Michael Buchanan Email - mbuchanan@glasgowkelvin.ac.uk</p> <p>Head of Advice and Guidance: Monica McKerlie Email - mmckerlie@glasgowkelvin.ac.uk</p>
Facilities and services available to the local community.	<p>Facilities: Estates Manager: Cathie McGrory. Email - cmcgrory@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Community and Information Services: Head of Community and Information Services: Craig Green. Email - craig@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Contact: Marketing Manager: David Robertson. Email - davidrobertson@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Contact: Marketing Manager: David Robertson. Email - davidrobertson@glasgowkelvin.ac.uk or telephone 0141 630 5000.
<i>Subsidiary companies (wholly and part owned) and other significant financial interests.</i>	None

Description	Links/where to find the information
<i>Strategic agreements with other bodies.</i>	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Government and Regulator Relations

Description	Links/where to find the information
Funding body statistical reports and returns Information that the college is legally obliged to make available to its funding body e.g. Scottish Funding Council statistical returns.	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Reports on College by Her Majesty's Inspectorate of Education (HMIE) <ul style="list-style-type: none"> • College reviews and follow-up reports. • Subject reviews and follow-up reports. 	Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email - cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. <ul style="list-style-type: none"> • Student qualifications on entry; • The range of student entrants classified by age, sex, ethnicity, disability and geographical origin; • Student progress and retention data for each year of each course/programme; • Data on student completion; • Data on qualifications awarded; • Data on employment/training outcomes for students. 	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

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.

Student Administration & Support

This section contains information on how the college manages the administration and progression of their students from admission to course completion, including student support services.

Description	Links/where to find the information
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	www.glasgowkelvin.ac.uk College Advice and Guidance - 0141 630 5000
The college's admissions procedures and policies including: <ul style="list-style-type: none"> • Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission. • General/course-specific entry requirements. • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. • The colleges widening participation policies 	Admissions and Guidance Co-ordinator: Chris Greenshields Email – cgreenshields@glasgowkelvin.ac.uk or telephone 0141 630 5000. Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000. Head of Learner Support: Marlyn Barr Email – mbarr@glasgowkelvin.ac.uk or telephone 0141 630 5000
Tuition fees and other charges to students. Including information on <ul style="list-style-type: none"> • 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. 	Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.
The college's arrangements for registering students including policies and procedures covering student enrolment	Admissions and Guidance Co-ordinator: Chris Greenshields Email – cgreenshields@glasgowkelvin.ac.uk or telephone 0141 630 5000. Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000.

<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures 	<p>Contact: MIS Manager: Mae Smillie. Email – msmillie@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<ul style="list-style-type: none"> • Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme 	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.</p>	<p>Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Head of Learner Support: Marlyn Barr Email – mbarr@glasgowkelvin.ac.uk or telephone 0141 630 5000</p>
<p>Student liaison including</p> <ul style="list-style-type: none"> • The structure and functioning meetings of staff/student consultative committees or other liaison groups. • Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings 	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>A description of the availability and range of the college's welfare and advice services.</p>	<p>Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Head of Learner Support: Marlyn Barr Email – mbarr@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Head of Learner Support: Marlyn Barr Email – mbarr@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>

<p>A description of the medical support services provided by the college for students.</p>	<p>Head of Learner Support: Marlyn Barr Email – mbarr@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p>Availability, conditions of use and range of services offered by the college’s careers service, including opening hours and location.</p>	<p>Head of Advice and Guidance: Monica McKerlie Email – mmckerlie@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p>Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.</p>	<p>Facilities: Estates Manager: Cathie McGrory. Email - cmcgrory@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p>The college’s policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> • Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff. • Arrangements for the provision of data to SQA⁴, SFC, and other bodies with statutory rights to data. 	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>The college’s policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures 	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<ul style="list-style-type: none"> • Availability, conditions of use and range of accommodation services offered by the college • Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations 	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities 	<p>Contact: Marketing Manager: David Robertson. Email – davidrobertson@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>

⁴ Scottish Qualifications Authority

<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> • Information on how to register a complaint. • Procedural information on how complaints will be dealt with. • Procedural information on any internal and external appeals mechanisms. • Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these. 	<p>Contact: Quality Enhancement Manager: Sarah-Jane Linton Email - complaints@glasgowkelvin.ac.uk</p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> • Agreements, protocols, etc governing the college's relationship with the Union. • Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees. • Funding provided to the Union 	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none"> • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs 	<p>Contact: Director of Curriculum: Robin Ashton. Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Admissions and Guidance Co-ordinator: Chris Greenshields Email - cgreenshields@glasgowkelvin.ac.uk</p> <p>Senior Student Funding Officer: Michael Buchanan Email - mbuchanan@glasgowkelvin.ac.uk</p> <p>Head of Advice and Guidance: Monica McKerlie Email - mmckerlie@glasgowkelvin.ac.uk</p>

Teaching Quality

Description	Links/where to find the information
<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> • Programme specifications. • Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. • Key outcomes of programme approval, and annual monitoring and review processes. • Periodic reports of departmental major programme reviews. 	<p>Contact: Vice Principal Learning and Corporate Services: Alan Inglis. Email - ainglis@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of:</p> <ul style="list-style-type: none"> • Arrangements for academic support and guidance. • Library services and IT⁵ support, • suitability of accommodation, equipment and facilities for teaching and learning. • Quality of teaching and the range of teaching and learning methods. • Assessment arrangements. • Quality of pastoral support. 	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Quality assurance assessments of the college's provision e.g.</p> <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, Scottish Quality Management 	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn,</p>

⁵ Information Technology

Description	Links/where to find the information
System (SQMS), Charter Mark, Investors in People etc.	Glasgow, G21 4TD.
<p>Institutional internal reviews e.g.</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. • Involvement of external peers in the review method, their observations, and the action taken in response 	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

Information Services

Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services.) 	<p>Head of Community and Information Services: Craig Green. Email - craig@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) • Computing code of practice. 	<p>ICT Technical Manager: Andy Laszlo. Email – alaszlo@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Head of Community and Information Services: Craig Green. Email - craig@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>

Description	Links/where to find the information
<ul style="list-style-type: none"> • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g.RIPA⁶). 	
High-level aims and strategies of information services units and definition of the service provided.	Contact: Vice Principal Learning and Corporate Services: Alan Inglis. Email - ainglis@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

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
<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> • Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health & Safety Committee.) • Committee appointments procedures. • Standing orders, codes of conduct and other papers describing operations of major committees. • <i>Agendas of meetings of Board of Management and other major committees.</i> • Minutes and papers of meetings of Board of Management and other major committees. • Calendar of meeting dates for Board of Management and other major committees 	<p>http://www.glasgowkelvin.ac.uk/board-management/</p> <p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<i>Public consultation and engagement strategies</i>	Contact: Vice Principal Human Resources and Organisational Development: Audrey Miller. Email - amiller@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

⁶ Regulation of Investigatory Powers Act

<p><i>Reports of regulatory inspections, audits and investigations carried out by Glasgow Kelvin College.</i></p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Environmental impact studies and risk assessments which underpin decisions that Glasgow Kelvin College takes, including the facts and analysis.</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

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).

Class Description	Links/where to find the information
<p>Financial statements approved by the governing body e.g. Glasgow Kelvin College annual accounts</p>	<p>http://www.glasgowkelvin.ac.uk/financial-legal-fiscal-information/</p> <p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Policies and procedures for making budgetary allocations to major budgetary units</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Summary of budgetary allocations to major budgetary units</p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn,</p>

	Glasgow, G21 4TD.
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary information on the college's major insurance policies - names and addresses of the COLLEGE's insurers and broad information on the range of risks covered.	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary information on institutional endowments and investments	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Expenses policies and procedures</i>	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation</i>	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Board member remuneration, other than expenses</i>	Board members are not remunerated other than for expenses
<i>Pay and grading structures (levels of pay, rather than individual salaries)</i>	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or

	telephone 0141 630 5000.
<i>Funding awards made by Glasgow Kelvin College, how to apply for them and funding awards made by Glasgow Kelvin College</i>	Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Class 5: How we manage our human, physical and information resources

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

Human Resources

Description	Links/where to find the information
Statistical information on staff - at institutional level by grade, sex, etc.	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
<i>Staffing structure</i>	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Policies, statements, procedures and guidelines relating to recruitment	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Policies and guidelines on pension arrangements for staff e.g. <ul style="list-style-type: none"> • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes 	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.

Description	Links/where to find the information
Disciplinary procedures and policies e.g. <ul style="list-style-type: none"> • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. 	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Grievance procedures and policies	http://www.glasgowkelvin.ac.uk/governance/charters-accreditations/policies-procedures/ Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Race equality policies as required under the Race Relations Amendment Act 2000.	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Equality and diversity policies, statements, procedures, and guidelines.	http://www.glasgowkelvin.ac.uk/governance/charters-accreditations/policies-procedures/ Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Information required for compliance with the Public Interest Disclosure Act	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Policies and procedures relating to the on-going development of staff <ul style="list-style-type: none"> • Induction arrangements. • Access to internal and external training opportunities 	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
Description of the facilities and services available to members of staff.	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.
<i>Employee relations structures and agreement reached with recognised trade unions and professional organisations.</i>	Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.

Physical Resources

Class Description	Links/where to find the information
<p>Overview of the college's estate e.g.</p> <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Details of listed buildings 	<p>http://www.glasgowkelvin.ac.uk/campuses/</p> <p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>
<p>Plans for major changes to the estate e.g. additions to/disposals of major components of estate.</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>
<p>Summary information about buildings under construction</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>
<p>Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>
<p>Performance indicators on major estates functions</p>	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>

Class Description	Links/where to find the information
<p>The college's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation 	<p>Contact: Vice Principal Strategy, Planning and Quality: Christine Stronach. Email - cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD</p>

Information Resources

Class Description	Links/where to find the information
<p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> • Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff. • Arrangements for making subject access requests. 	<p>Contact: Director of Human Resources: Doreen Shiels. Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p>
<p><i>Records management policy, including records retention schedule.</i></p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p><i>Information governance/asset management policies and procedures.</i></p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p><i>Knowledge management policies and procedures.</i></p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

<p><i>List of statistical information published by Glasgow Kelvin College.</i></p>	<p>Contact: Vice Principal Finance and Corporate Services: James Gow. Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to him at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
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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
<p>College's policies on major procurement exercises</p>	<p>Insert Link** Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>
<p>Procurement procedures:</p> <ul style="list-style-type: none"> • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers. 	<p>Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>
<p>Procurement contacts:</p> <ul style="list-style-type: none"> • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing. 	<p>Insert Link** Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>

<p>Planned procurements:</p> <p>Summary information about the college's significant planned procurements (i.e. those subject to formal EU⁷ procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.</p>	<p>Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>
<p>Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal</p>	<p>Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>
<p>Supplier contracts:</p> <ul style="list-style-type: none"> • EU-prescribed award notices of major contracts over EU thresholds • Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract 	<p>Contact: Head of Finance: Stuart Double. Email – sdouble@glasgowkelvin.ac.uk or telephone 0141 630 5000.</p> <p>Procurement Manager: Kirsten Adams-Mackenzie Email – kadamsmackenzie@glasgowkelvin.ac.uk</p>

Class 7: How we are performing

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

<p>Description</p> <p>Indicators used by the governing body and senior management to measure overall institutional performance</p>	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
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⁷ European Union

<p><i>Actual performance against performance indicators.</i></p>	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>
<p>Environmental reports e.g.</p> <ul style="list-style-type: none"> • Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form • Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment 	<p>Contact: Vice Principal Quality, Strategy and Planning: Christine Stronach. Email – cstronach@glasgowkelvin.ac.uk or telephone 0141 630 5000 or write to her at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.</p>

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	
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.	None