



# **GUIDE TO INFORMATION**

## **Publication Scheme 2015**

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

- Explain how to find information easily;
- Provide contact details for enquires and to get help with accessing the information;
- Explain how to request information we hold that has not been published;
- State what charges may apply.

## **What information is available?**

Classes of information which we publish;

Class 1: About us

Class 2: How we deliver our 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 Where information has been updated or superseded, only the current version will be available.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 City Property (Glasgow) LLP or City Property Glasgow (Investments) LLP 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 either LLP 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](mailto: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 City Property (Glasgow) LLP and City Property Glasgow (Investments) LLP 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	<a href="http://www.citypropertyglasgow.co.uk/about-us/">www.citypropertyglasgow.co.uk/about-us/</a>
Our Vision	“To positively contribute to the city’s economic growth through sustainable property development and management.”
Strategic Plan	Our fundamental goal is to manage our business through the property market’s cycle; adjusting key investment and development activities ahead of changing conditions to maximise return and minimise risk.
Organisational structure	<a href="http://www.citypropertyglasgow.co.uk/about-us/management-team/">www.citypropertyglasgow.co.uk/about-us/management-team/</a>
Customer care and complaints	<a href="http://www.citypropertyglasgow.co.uk/contact-details/make-complaint/">www.citypropertyglasgow.co.uk/contact-details/make-complaint/</a>
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.
<b>Governance &amp; Accountability</b>	
Governance	<p>The LLP’s recognise that good and effective corporate governance should be at the heart of everything we do. This will define how the LLP’s operate to ensure that the working practices of the organisation are open, fair and transparent.</p> <p>A Strategic Board governs City Property (Glasgow) LLP and City Property Glasgow (Investments) LLP with the Audit and Finance &amp; Human Resource sub boards in place to oversee these respective areas. The Strategic Board of both LLPs consist of a Chairperson (an elected member), the Managing Director of the LLP and five further Board Members, four of whom are elected members directly appointed by Glasgow City Council in addition to an appointed officer from Glasgow City Council. The appointed officer for the LLPs is the Assistant Director of Development and Regeneration Services. In addition to the Board, the LLP participates in the Council’s governance arrangements.</p>
Our board	<a href="http://www.citypropertyglasgow.co.uk/about-us/about-us-our-board/">www.citypropertyglasgow.co.uk/about-us/about-us-our-board/</a>

External relationships / working with others	
Glasgow City Council	<a href="http://www.glasgow.gov.uk">www.glasgow.gov.uk</a>
Scottish Government	<a href="http://home.scotland.gov.uk/home">home.scotland.gov.uk/home</a>
Scottish Enterprise	<a href="http://www.scottish-enterprise.com/">www.scottish-enterprise.com/</a>
Graham + Sibbald	<a href="http://www.g-s.co.uk/">www.g-s.co.uk/</a>

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	<a href="http://www.citypropertyglasgow.co.uk/about-us/">www.citypropertyglasgow.co.uk/about-us/</a>
Our strategic objectives	<p>Our strategic objectives are a response to the transitional nature of the property market and the broader financial challenges we face.</p> <ol style="list-style-type: none"> <li>1. To increase the profitability of the LLP, thereby delivering sustainable long-term returns to the Council.</li> <li>2. Maximise the returns from the Investment Portfolio.</li> <li>3. Maximise disposal performance, thereby delivering long-term sustainability.</li> <li>4. Ensure high levels of customer satisfaction.</li> <li>5. Attract, develop, retain and motivate high performance individuals.</li> <li>6. Continually improve performance.</li> </ol>
Customer Involvement	<ol style="list-style-type: none"> <li>1. Surveys for various stakeholder groups</li> <li>2. Focus groups</li> <li>3. Feedback form on website</li> </ol>
Enquiry procedures	<a href="mailto:info@citypropertyglasgow.co.uk">info@citypropertyglasgow.co.uk</a> <a href="http://www.citypropertyglasgow.co.uk">www.citypropertyglasgow.co.uk</a>
Information about our services:	
List of services	<a href="http://www.citypropertyglasgow.co.uk">www.citypropertyglasgow.co.uk</a>
How to access	Visit our website Phone 0141 287 6166 / Email <a href="mailto:info@citypropertyglasgow.co.uk">info@citypropertyglasgow.co.uk</a>
How to make a request under FOISA	<a href="http://www.citypropertyglasgow.co.uk/about-us/publications/">www.citypropertyglasgow.co.uk/about-us/publications/</a>

## Class 3: How City Property (Glasgow) LLP takes decisions and what it has decided

Class description:

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

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 LLP's are funded	<a href="http://www.companieshouse.gov.uk/">www.companieshouse.gov.uk/</a>
Annual Audited Accounts	<a href="http://www.companieshouse.gov.uk/">www.companieshouse.gov.uk/</a>
Expenses policies and procedures	Please contact us for details
Senior Staff / board member expenses	<a href="http://www.glasgow.gov.uk/index.aspx?articleid=3496">www.glasgow.gov.uk/index.aspx?articleid=3496</a>
Pay and Grading structure	<a href="http://www.glasgow.gov.uk/CHttpHandler.ashx?id=15701&amp;p=0">www.glasgow.gov.uk/CHttpHandler.ashx?id=15701&amp;p=0</a>
Pension Fund	<a href="http://www.spfo.org.uk/">www.spfo.org.uk/</a>

## Class 5: How City Property (Glasgow) LLP manages its human, physical and information resources

Class description:

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

Information we publish under this class:	How to access it:
Human Resources Strategy	The HR strategy covers the period 2014 – 2017 and sets out the aims, objectives and actions required in relation to City Property (Glasgow) LLP's human resources. It has been developed to support the achievement of the overall goals and objectives, as set out in the 3 year business plan.  If you would like to know more please contact us using the details provided.
Recruitment Policy	Please contact us for details
Records Retention Policy	Please contact us for details

## Class 6: How City Property (Glasgow) LLP 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 Policy	Please contact us for details
List of contracts	Please contact us for details
Procurement Process	City Property must conduct its procurement exercises in accordance with the principles and procedures contained in detailed UK and European rules. These rules included the Public Contracts (Scotland) Regulations 2006. The rules can be accessed here; <a href="http://www.publiccontractsscotland.gov.uk/">www.publiccontractsscotland.gov.uk/</a>

## Class 7: How City Property (Glasgow) LLP 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
Performance information	Please contact us for details
Customer 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.	