Freedom of Information Publication Scheme

Guide to Information available through the Model Publication Scheme 2017

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- **Introduction**

  The Freedom of Information (Scotland) Act 2002 (FOISA) requires Glasgow School of Art (GSA), as a Scottish public authority to adopt and maintain a publication scheme. GSA is under a legal obligation to:

  - publish the classes of information that we routinely make available
  - tell the public how to access the information we publish and whether information is available free of charge or on payment.

- **Definition of published information**

For the purposes of this Model Publication Scheme (MPS), to be "published", information must be:

  - already produced and prepared, and

  - available to anyone to access easily without having to make a request for it.

  - Research and information services which involve the commissioning of new information are not considered as "publications".

- **Adopting the MPS**

  In 2013, GSA made a corporate decision to adopt the Model Publication Scheme [MPS][1] and also notified the ICO of the decision.

  As a public authority covered by the Freedom of Information (Scotland) Act 2002 (FOISA) which has adopted the MPS, we are required to ensure that our own Guide to Information complies with the new version of the MPS, (which came into effect in May 2017) in order to ensure that GSA continues to meet its legal obligations under FOISA.

- **MPS Principles**

  The following principles apply to all information published through the MPS.

  Availability
  This Guide can be found on our website at http://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/

  Exempt information
  If a document contains information that is exempt under the legislation (for example, sensitive personal or commercial information), the Act allows for the redaction of such information before publication. In accordance with best practice we will explain where and why we have done this.

  Copyright and re-use
  Where GSA holds the copyright in its published information, the information may be copied or reproduced under the fair dealings provisions of the Copyright, Designs and Patents Act 1988, provided that:

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[1] The Freedom of Information (Scotland) Act 2002 (FOISA) places a duty on Scottish public authorities to publish information proactively through a Publication Scheme.

- it is copied or reproduced accurately

- it is not used in a misleading context

- the material is credited to 'GSA'

The Glasgow School of Art holds the following copyright licences:

- Copyright Licensing Agency (CLA)
- Newspaper Licensing Agency (NLA)
- Educational Recording Agency (ERA)
- Ordinance Survey (OS)

Information on the copyright licenses can be found at: https://lib.gsa.ac.uk/printing-photocopying/copyright-guidelines/

Charges
The information we publish through the Model Publication Scheme is, wherever practicable, available free via our website at http://www.gsa.ac.uk.

We may charge for providing information directly to you (by post, for example), but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing information to you. Our current charging schedule is contained below.

Charging Schedule for published information

We may charge for providing information directly to you (by post, for example), but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing information to you. Our current charging schedule is:

A3 B&W Photocopy	£0.09 per sheet
A3 Colour Photocopy	£0.50 per sheet
A4 B&W Photocopy	£0.05 per sheet
A4 Colour Photocopy	£0.30 per sheet
CD-ROM	£0.50 per disc
Postage	Cost incurred at time of posting
Pre-Printed Publications	Cost-per-copy of total print run

This charging schedule does not apply to our commercial publications. These items are offered for sale through retail outlets such as shops or websites, and their price reflects a market value of production.

The information we publish through the Model Publication Scheme is, wherever practicable, available free via our website at http://www.gsa.ac.uk. If you have a disability that prevents you accessing our information online, we can usually arrange to send information to you in paper copy through the post. We will not charge you for this service.

For information not routinely published as part of our Model Publication Scheme, the Act permits us to charge for some of the costs we incur in providing such information. This may include staff time to collate information.

If your request costs us between £100 and £600 to provide the information, we can charge you 10% of the cost after the first £100 up to a maximum of £600. We are not permitted to charge you for costs up to the first £100. If your request costs us more that £600, we are permitted to refuse your request under the terms of the Act, though we would normally seek to discuss with you ways in which this cost can be reduced. If we intend to charge you a fee for our information, we will send you a Fees Notice – you have 3 months in which you respond to this notice.

We are legally required to provide the information you request within 20 working days from receipt of the request.

When writing to us, please include your full name and address, full details of the information you require, and a telephone number so we can contact you if necessary.

Contact details
For assistance with any aspect of our Model Publication Scheme, or to request information not published as part of this Scheme, please contact:

Virginia Toyi I Policy and Governance Officer
Glasgow School of Art | 167 Renfrew Street | Glasgow G3 6RQ
T: +44 (0)141 353 4462 E: v.Toyi@gsa.ac.uk

If you are dissatisfied with any aspect of our service and wish to request a review, please contact:

Janet Allison I Deputy Registrar
Glasgow School of Art, 167 Renfrew St, Glasgow, G3 6RQ
T: +44 (0) 141 353 4462 E: j.allison@gsa.ac.uk

Duration
Information will be available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available (previous versions may be requested from GSA under section 1(1) of FOISA).

Codes of Practice
This Guide to Information is consistent with the following codes of practice:
Scottish Information Commissioner (2017) Model publication scheme 2017 guidance available from the Information Commissioners Website.

Scottish Ministers (2012) Code of practice on the discharge of functions by public authorities under the Freedom of Information (Scotland) Act 2002 available from: The Scottish Minister's Code of Practice on the Discharge of Functions by Public Authorities Under FOI.

- **Classes of Information**

CLASS 1: ABOUT THE GLASGOW SCHOOL OF ART
Class description: Information about us, who we are, where to find us, how to contact us, how we are managed, and our external relations.
General Information about GSA
About us Information on GSA can be accessed via the GSA website at About Us Contact and registered address The Glasgow School of Art, 167 Renfrew Street, Glasgow G3 6RQ, T: +44 (0)141 353 4500 E: info@gsa.ac.uk Contact us http://www.gsa.ac.uk/about-gsa/contact-us/ Organisational Structure Responsible to the Director, the Executive Group ensures the effective leadership, direction and management of the activities of GSA. The remits, membership and procedures for the Executive Group are available on the GSA Website under Our People/Executive Group. Core business hours Our core business hours are 09.00-17.00 Monday-Friday, excluding public and local holidays. For access outside these hours, please contact Reception at the number above. Complaints Anyone can make a complain to GSA via: GSA complaints procedure Freedom of Information Anyone can request for information not published via: FOI Requests Reporting Concerns The procedure on reporting a concern can be found under GSA Public Disclosure (Whistleblowing Policy)
How GSA is Run
Board of Governance Governance structures, details and roles of the Board of Governors including governing policies of GSA are contained in the GSA Statement of Corporate Governance which is available on the GSA Website under Governance. Executive Group The remits, membership and procedures for the Executive Group are available on the GSA Website under Our People/Executive Group. Academic Committees Other decision making structures related to academic decisions can be found within: The Academic Council Remit and Membership under Committee Structures and Workflow on the GSA website.
Strategic Planning
Mission Statement GSA Mission Statement, ambition and values are contained within GSA Strategic Plans

Policies that include Health and Safety, IT, Equality and Sustainability can be found under Key Information at GSA.

Strategic Planning
Strategic planning process can be found at GSA website under Strategic Plans

External Relations
GSA External Relations and interests with other bodies include: GSA Enterprise Limited which can accessed from the GSA Website GSofA Singapore which can be accessed at GSofA Singapore University of Glasgow which can be accessed at University of Glasgow Scottish Funding Council which can be accessed at : Scottish Funding Council outcome agreement (external resource)

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES
Class description: Information about our work, our strategy and policies for delivering functions and policies and information for our service users.
Functions
Institutional Policies GSA Institutional Policies can be found under Key Information The Learning Resources Department at the Glasgow School is subject to internal regulatory processes and to applicable external legislation including the Re-use of Public Sector Information Regulations 2015. GSA statement of Public Trust can be found at https://lib.gsa.ac.uk/library-policies/statement-of-public-task/
Services
List of Services GSA services Include: Study Programmes, including Undergraduate, Graduate degrees, etc under Study Information for students which includes; international students; support services,; fees, funding and finance can be accessed at the GSA Website under: Life Information related to Research can be accede at : Research

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED
Class description: Information about the decisions we take, how we make decisions, and how we involve others
Decisions Taken by the Organisation How we make decisions and what we have decided can be found under the following: Board of Governors Committee Minutes Academic Services- Committees Undergraduate and Postgraduate Committee: Remit and Membership Academic Policies Code of Assessment

CLASS 4: WHAT WE 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 about our strategy for, and management of, financial resources including how we spend public money can be found in the following links:

- GSA's Financial statements including annual accounts, remuneration, expense, of board members and senior staff can be found in GSA's Annual Accounts
- Pay and Grading Structures can be found under Equal Pay at GSA
- Information on supporting GSA can be found under Gifts and Hospitality Policy
- Information on Legacies and bequests
- Staff Policies which include Maternity Leave Policy can be found under HR Policies
- Information on scholarships can be found at GSA Scholarships
- Social Investment Policy can be found at GSA's Statement of Socially Responsible Investment
- Information on SFC funding and GSA Outcome Agreement can be found from the SFC Website

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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

Human Resources

Management of GSA human resources can be found under:
HR Policies
Working at GSA
Relationship with Trade Unions

Physical Resources

Management of GSA physical resources can be found at:
GSA Estates and Development Strategy
Sustainability
Maintenance of GSA Resources

Information Resources

Management of GSA information resources can be found at:
Records Management
Statistical Information published by GSA
Freedom of Information Procedures and procedures
Data Protection
General Data Protection

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

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

Procurement
Procurement policies and procedures can be found under : Procurement at the GSA

Invitations to tender
Invitations to tender are made in accordance with: Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015. Links can be found under:
http://www.apuc-scot.ac.uk
http://www.apuc-scot.ac.uk/#!/contracts

Register of contracts awards
Register of contracts awarded which have been through formal tendering can be found at Public Contracts Scotland

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CLASS 7: HOW WE ARE PERFORMING

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

Information on how we are performing can be found under:

Complaints Performance

Equality Reports produced under the Equality Act 2010

Enhancement-Led Institutional Reviews (external resource)

Staff and Student Equality statistic s and Monitoring Reports

Higher Education Statistics Agency headline statistics (external resource)

Key Information Sets (external resource)
- National Student Survey
- Destination of Leavers from Higher Education

Postgraduate Taught Experience Survey aggregated results (external resource)

Programme Monitoring and Annual Reporting Policy

Quality assurance

Research Excellence Framework 2014 (external resource)

CLASS 8: OUR COMMERCIAL PUBLICATIONS
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through retail outlets.
GSA Commercial Publications can be found at: GSA Enterprises Ltd GSA Shop Research outputs

CLASS 9: OUR OPEN DATA
Class description: Description Open data made available by GSA as described by the Scottish Government's Open Data Resource Pack and available under an open licence.
GSA Policy on Open Data The reprographic guide which covers images from the GSA Collections (Library, Archives and Collections) can be found at: Guide to Reprographic Services for Library Special Collections, Archives and Museum Collections GSA research repository **RADAR** (http://radar.gsa.ac.uk/) includes material that is available under Creative Commons licences