

**Publication Scheme**

[**www.jbg.org.uk**](http://www.jbg.org.uk) **March 2019**

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# 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.

# 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 below. 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 Jobs & Business Glasgow holds the copyright in it’s 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 contact
* The source of the material is identified

Where Jobs & Business Glasgow do not hold the copyright in information we publish, we will make this clear.

# Charges

This section explains when we may make a charge for our publications and how any charges will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing information to you.

Our photocopying charges are detailed below:

**A4 Paper**

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

Postage costs will be charges at the rate we paid 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.

# JBG Contact Details

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

Jobs & Business Glasgow

Freedom of Information Request

Ladywell Business Centre

94 Duke Street,

Glasgow

G4 0UW

Tel: 0141 274 3333

Email: [foi@jbg.org.uk](mailto:foi@jbg.org.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.

# Classes of information we publish

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

Where information has been updated or superseded, only the current version will be available.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

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| --- | --- | --- | --- | --- |
| Who we are and what we do | | | | |
| Organisational information, locations and contacts, constitutional and legal governance. | | | | |
| The information we publish under this class: | | How to access it: | | |
| **About us:** | | | | |
| What we do | JBG is registered in Scotland (No SC108565 with its head office at Ladywell Business Centre, 94 Duke Street, Glasgow, G4 0UW. JBG is a company limited by guarantee and is registered as a charity (No SC023930) with the Office of the Charity Regulator.  JBG offers a range of services from its own premises, partner organisation and community based venues across Glasgow. Some of the organisations that the company delivers contracts and projects for include Glasgow City Council and Skills Development Scotland.  **Strategic Goals**   * To improve the competitiveness of residents and help to increase Glasgow’s employment rate; reducing the gap with Scotland and better performing UK cities. * To improve business resilience and increase the number of sustainable small businesses in Glasgow; moving towards the levels achieved by better performing UK cities.   We continually strengthen and develop the internal capacity and performance of our organisation in order to be recognised as a company that delivers best value and continuous improvement to services that are valued by funders, clients and partner agencies  [www.jbg.org.uk](http://www.jbg.org.uk) | | | |
| Locations |  | | | |
| Employability Support | <http://www.jbg.org.uk/findoursupport/> | | | |
| Childcare | <https://risingstarsbyjbg.org.uk/> | | | |
| Commercial Properties | <https://www.propertybyjbg.co.uk/> | | | |
| **Governance & Accountability** | | | | |
| Governance | | | <https://beta.companieshouse.gov.uk/company/SC108565/officers> | |
| Articles of Association | | | Please contact us on the details above | |
| Managing the organisation | | | <https://beta.companieshouse.gov.uk/company/SC108565/officers> | |
| Mission | | | <http://www.jbg.org.uk/about-us/> | |
| **External Relationships / working with others** | | | | |
| Glasgow City Council | | | | [www.glasgow.gov.uk](http://www.glasgow.gov.uk) |
| Skills Development Scotland | | | | [www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk) |
| Scottish Government | | | | <http://home.scotland.gov.uk/home> |
| Scottish Enterprise | | | | <http://www.scottish-enterprise.com/> |
| Job Centre Plus | | | | <http://www.direct.gov.uk/en/Employment/Jobseekers/index.htm> |
| Department of Work & Pension (DWP) | | | | <http://www.dwp.gov.uk/> |
| **Keeping others informed** | | | | |
| News releases | | | <http://www.jbg.org.uk/> | |
| Our annual review | | | Contact us on the details above | |
| Forthcoming events | | | <http://www.jbg.org.uk/> | |
| What’s on | | | Contact us on the details above | |

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| What we spend and how we spend it. | |
| Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. | |
| Information we publish under this class: | How to access it: |
| Annual Audited Accounts | <http://www.companieshouse.gov.uk/> |
| Financial statements, budgets and variance reports | <http://www.companieshouse.gov.uk/> |
| Expenses policies and procedures | Contact us on the details above |
| Senior Staff / board member expenses | Contact us on the details above |
| Pay and Grading structure | Contact us on the details above |
| Pension Fund | Contact us on the details above |
| Procurement Policy | Contact us on the details above |
| Contract Opportunities | [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) |
| List of contracts | [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) |
| Procurement Process | <https://www.procurementjourney.scot/> |

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| What our priorities are and how we are doing | |
| Strategies and plans, performance indicators, audits, inspections and review. | |
| Information we publish under this class: | How to access it: |
| Annual Report | Contact us on the details above |
| Sickness Absence Statistics | Contact us on the details above |
| Performance Information | Contact us on the details above |
| Customer Surveys | Contact us on the details above |

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| How we make decisions | |
| Decisions making processes and records of decisions. | |
| Information we publish under this class: | How to access it: |
| Minutes of Board Meetings | Contact us on the details above |
| Agendas of Board Meetings | Contact us on the details above |

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| Our Policies and Procedures | |
| Current policies and procedures for delivering our services and responsibilities. | |
| Information we publish under this class: | How to access it: |
| Equalities Policy | Contact us on the details above |
| Recruitment Policy | Contact us on the details above |
| Our publications scheme | <http://www.jbg.org.uk/freedom-of-information/> |
| Retention policies | <http://www.jbg.org.uk/rrs/> |
| Subject Access Requests | <http://www.jbg.org.uk/accessdata/> |
| Customer Care Policy | <http://www.jbg.org.uk/customer-care/> |
| Whistleblowing Policy | <http://www.jbg.org.uk/whistleblowing/> |
| Freedom of Information | <http://www.jbg.org.uk/freedom-of-information/> |
| Privacy Statements | [www.jbg.org.uk/privacy](http://www.jbg.org.uk/privacy) |

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| Lists and Registers | |
| Information about what we hold in registers. | |
| Information we publish under this class: | How to access it: |
| CCTV | We operate CCTV at all our commercial properties: <https://www.propertybyjbg.co.uk/properties/>  We operate CCTV at the following nurseries:   * Rising Stars Commerical Road, 12 Commercial Rd, Glasgow G5 0PQ * Rising Stars Cowlgen Road, Civic Realm, 27 Cowglen Rd, Glasgow G53 6EN * Rising Stars Academy Street, 22 Academy St, Glasgow G32 9AA * Rising Stars Crownpoint Road, Healthy Living Centre, 183 Crownpoint Rd, Glasgow G40 2AL |

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| The services we offer | | |
| Information about the services we offer. | | |
| Information we publish under this class: | How to access it: | |
| Employability | <http://www.jbg.org.uk/employment/> | |
| Enterprise | Business Start-Up: <http://www.jbg.org.uk/start-a-business/>  Support for Third Sector: <http://www.jbg.org.uk/thirdsector/> | |
| Childcare | <https://risingstarsbyjbg.org.uk/> | |
| Property | <https://www.propertybyjbg.co.uk/> | |
| **Information on rights, how to make a request:** | | |
| Overview of your rights | | <http://www.jbg.org.uk/freedom-of-information> |
| How to make a request under FOISA | | <http://www.jbg.org.uk/freedom-of-information> |