

Jobs & Business Glasgow

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2021

Date Updated: April 2021

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
- tell the public how to access the information and what it might cost.

Jobs & Business Glasgow has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner.

You can see information about the latest scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting us at the address below:

Compliance & Quality Team
Jobs & Business Glasgow
Ladywell Business Centre
94 Duke Street
Glasgow
G4 0UW
Email: customercare@jbg.org.uk

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and 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). Please contact us for more information.

Exempt information

We will publish the information we hold that 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 may remove or redact the information before publication but we will explain why.

Copyright

Where Jobs & Business Glasgow 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

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

Charges

This section explains when we may make a charge for our publications listed in the Guide to Information and how any charge will be calculated.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., 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 table below: Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p

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

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We will also be pleased to advise you 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.

The classes of information that 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 are welcome to make a request to us for that information.

Class 1 : About the Authority	
Class Description:	
Information about the authority, 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	How to access it
About us	
Jobs & Business Glasgow: About Us	http://www.jbg.org.uk/about-us/
Corporate Ethos	http://www.jbg.org.uk/corporate-ethos/
Services to the public	http://www.jbg.org.uk/about-us/
Our Locations	http://www.jbg.org.uk/findoursupport/
Contact Us	http://www.jbg.org.uk/contact-us/
Governance and Accountability	
Board Members	https://find-and-update.company-information.service.gov.uk/company/SC108565/officers
Local Code of Corporate Governance	http://www.jbg.org.uk/local-code-corporate-governance/
Mission statement	http://www.jbg.org.uk/corporate-ethos/
Corporate and Service policies	Privacy: http://www.jbg.org.uk/privacy/ Freedom of Information: http://www.jbg.org.uk/freedom-of-information/ Complaints Handling Procedure: https://www.jbg.org.uk/complaints-handling-procedure/ Whistleblowing: http://www.jbg.org.uk/whistleblowing/
Strategic goals	http://www.jbg.org.uk/corporate-ethos/
External Relationships/working with others	
Glasgow City Council	https://glasgow.gov.uk/aleos
Companies House	https://www.gov.uk/government/organisations/companies-house

Class 2 : How We Deliver Our Functions And Services	
Class Description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
The information we publish under this class	How to access it
Functions	
What we do	http://www.jbg.org.uk/about-us/
Our strategic objectives	http://www.jbg.org.uk/corporate-ethos/
Our values	http://www.jbg.org.uk/corporate-ethos/
Customer involvement	http://www.jbg.org.uk/contact-us/
Enquiry procedures	Enquiries: http://www.jbg.org.uk/contact-us/ Comments/Complaints: http://www.jbg.org.uk/customer-care/ Media Enquiries: communications@glasgow.gov.uk
Information on rights, how to make a request	
Overview of your rights and how to make a request	Freedom of Information: http://www.jbg.org.uk/freedom-of-information/ Environmental Information: http://www.jbg.org.uk/freedom-of-information/ Data Protection Act subject access rights: http://www.jbg.org.uk/accessdata/
Information about our services to the public	
List of Services	http://www.jbg.org.uk/about-us/
How to access	http://www.jbg.org.uk/findoursupport/

Class 4 : What The Authority Spends And How It Spends 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).	
The information we publish under this class	How to access it
Annual audited accounts	https://find-and-update.company-information.service.gov.uk/company/SC108565/filing-history

Class 5 : How the Authority Manages Its Human, Physical And Information Resources**Class Description:**

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

The information we publish under this class	How to access it
Human Resources	
Recruitment information	http://www.jbg.org.uk/work-for-us/
Records retention schedules	http://www.jbg.org.uk/rrs/
Information Resources	
Our publication scheme	http://www.jbg.org.uk/publicationscheme
Records retention schedules	http://www.jbg.org.uk/rrs/

Class 6 : How The Authority Procures Goods and Services From External Providers**Class Description:**

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

The information we publish under this class	How to access it
Procurement information	https://www.jbg.org.uk/procurement/