

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.

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.⁴

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.

¹ See section 23 of FOISA.

² See section 23(3) of FOISA.

³ See section 24 of FOISA.

⁴ The Scottish Information Commissioner requires to be notified of any changes to the legal status of an authority

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.

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
- Class 9: Open Data

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 Lisa Clark – Assistant Principal - Estates, Corporate Planning and Governance by email at **foi@glasgowkelvin.ac.uk**, or telephone 0141 630 5000 or in writing 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. If you require the published information in an alternative format, this can be requested by emailing **foi@glasgowkelvin.ac.uk**

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 Lisa Clark – Assistant Principal - Estates, Corporate Planning and Governance by email at **foi@glasgowkelvin.ac.uk**, or telephone 0141 630 5000 or in writing 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 **foi@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 Lisa Clark Assistant Principal - Estates, Corporate Planning and Governance 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: Lisa Clark – Assistant Principal - Estates, Corporate Planning and Governance by email at **foi@glasgowkelvin.ac.uk**, or telephone 0141 630 5000 or in writing 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, e.g. 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 wish to comment on any aspect of this Guide, or the Commissioner's MPS, please contact Lisa Clark – Assistant Principal - Estates, Corporate Planning and Governance by email at **foi@glasgowkelvin.ac.uk**, or telephone 0141 630 5000 or in writing 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 Lisa Clark, Assistant Principal - Estates, Corporate Planning and Governance by email at **complaints@glasgowkelvin.ac.uk** or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Any complaint will be acknowledged within three 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 email Lisa Clark – Assistant Principal - Estates, Corporate Planning and Governance by email at **foi@glasgowkelvin.ac.uk**, or telephone 0141 630 5000 or in writing 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, 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

Terms Used Glossary

MPS	Model Publication Scheme
SQA	Scottish Qualifications Authority
SFC	Scottish Funding Council
SIC	Scottish Information Commissioner
FOISA	Freedom of Information (Scotland) Act 2002
EIR	Environment Information Regulations
IT	Information Technology
RIPA	Regulation of Investigatory Powers Act
EU	European Union
GKC	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 Papers available on College intranet. Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 Climate Change Action Plan produced and approved at Board of Management: Board of Management

Class 4: What we spend and how we spend it	Procurement Policy and Budget Holders GKC Policies <table border="1"> <thead> <tr> <th>Budget Holders</th><th>Department</th></tr> </thead> <tbody> <tr><td>Lisa Clark</td><td>Administration and Secretariat</td></tr> <tr><td>Jackie Hendrie</td><td>Bursary</td></tr> <tr><td>Paul Fagan</td><td>Business Development</td></tr> <tr><td>Jeanette Evans</td><td>Central Management Teaching costs</td></tr> <tr><td>Lisa Clark</td><td>Cross College Charges</td></tr> <tr><td>Jason Quinn</td><td>Digital Services</td></tr> <tr><td>Peter Brown</td><td>STEM, Enterprise and Arts</td></tr> <tr><td>Doreen Shiels</td><td>Equalities</td></tr> <tr><td>Claire Reid</td><td>Estates</td></tr> <tr><td>Alan Carr</td><td>Finance</td></tr> <tr><td>Steven Young</td><td>Health and Safety</td></tr> <tr><td>Tracy Leavy</td><td>Wellbeing, Development and Creative Services</td></tr> <tr><td>Doreen Shiels</td><td>Human Resources</td></tr> <tr><td>Liz Breckenridge</td><td>Marketing</td></tr> <tr><td>Lisa Clark</td><td>Principalship</td></tr> <tr><td>John Clarke</td><td>Enhancement and Assurance</td></tr> <tr><td>Gary Sharp</td><td>Student Association</td></tr> <tr><td>Mae Smillie</td><td>Student Information Services</td></tr> <tr><td>Gary Sharp</td><td>Student Support Services</td></tr> </tbody> </table>	Budget Holders	Department	Lisa Clark	Administration and Secretariat	Jackie Hendrie	Bursary	Paul Fagan	Business Development	Jeanette Evans	Central Management Teaching costs	Lisa Clark	Cross College Charges	Jason Quinn	Digital Services	Peter Brown	STEM, Enterprise and Arts	Doreen Shiels	Equalities	Claire Reid	Estates	Alan Carr	Finance	Steven Young	Health and Safety	Tracy Leavy	Wellbeing, Development and Creative Services	Doreen Shiels	Human Resources	Liz Breckenridge	Marketing	Lisa Clark	Principalship	John Clarke	Enhancement and Assurance	Gary Sharp	Student Association	Mae Smillie	Student Information Services	Gary Sharp	Student Support Services
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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 Budget holders listed under Class 4. any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015																																								

	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value Links to procurement information the authority publishes on the Public Contracts Scotland website
Class 7: How we are performing	<i>Performance Indicators - Glasgow Kelvin College</i> Inspections, Statistical Information, Trends Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended. <i>Equality and Diversity</i>
Class 8: Our commercial publications	None
Class 9: Open Data	Data available on College website and SFC website

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.	Glasgow Kelvin College, 123, Flemington Street, Springburn, Glasgow G21 4TD. <i>Glasgow Kelvin College - Website</i>
Names of the principal officers of the college including Principal, Vice Principal(s), Board Secretary, Heads of Department.	Principal and Chief Executive: Joanna Campbell Email – JoannaCampbell@glasgowkelvin.ac.uk Vice Principal – Education, Skills and Student Success/Chief Learning Officer: Robin Ashton Email – rashton@glasgowkelvin.ac.uk Vice Principal – Resources and Corporate Development/Chief Operating Officer: Jeanette Evans Email – jevans@glasgowkelvin.ac.uk Secretary to the Board of Management: Michelle Brand Email – MBrand@glasgowkelvin.ac.uk
A description of the college's major organisational units and how these relate to each other e.g. • 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.	Reception - 0141 630 5000 reception@glasgowkelvin.ac.uk Principal and Chief Executive: Joanna Campbell Email – JoannaCampbell@glasgowkelvin.ac.uk Vice Principal – Education, Skills and Student Success/Chief Learning Officer: Robin Ashton Email – rashton@glasgowkelvin.ac.uk

	Vice Principal – Resources and Corporate Development/Chief Operating Officer: Jeanette Evans Email – jevans@glasgowkelvin.ac.uk Assistant Principal - Estates, Corporate Planning and Governance: Lisa Clark Email – lisaclark@glasgowkelvin.ac.uk Director - Innovation, Engagement and Partnerships: Alastair McGhee Email – amcghee@glasgowkelvin.ac.uk Assistant Principal - People and Culture: Doreen Shiels Email – dshiels@glasgowkelvin.ac.uk Assistant Principal - Digital and Information Services: Jason Quinn Email – jquinn@glasgowkelvin.ac.uk Assistant Principal - Apprenticeship, Skills and Curriculum: Peter Brown Email – pbrown@glasgowkelvin.ac.uk Assistant Principal - Community Engagement and Curriculum: Tracy Leavy Email – tleavy@glasgowkelvin.ac.uk Assistant Principal - Growth and Income Diversification Paul Fagan Email - pfagan@glasgowkelvin.ac.uk Assistant Principal - Performance, Planning and Student Experience: John Clarke Email – johnclarke@glasgowkelvin.ac.uk Head of Human Resources and Organisational Development: Susan Mckenzie
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	Email – susanmckenzie@glasgowkelvin.ac.uk Marketing and Communications Manager: Liz Breckenridge Email – lbreckenridge@glasgowkelvin.ac.uk Health and Safety Manager: Steven Young Email – syoung@glasgowkelvin.ac.uk Head of Facilities and Environmental Sustainability: Claire Reid Email – creid@glasgowkelvin.ac.uk Head of Finance: Alan Carr Email – acarr@glasgowkelvin.ac.uk Student Support Services Manager: Gary Sharp Email – gsharp@glasgowkelvin.ac.uk Head of Student Information Services: Mae Smillie Email – msmillie@glasgowkelvin.ac.uk
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	Reception - 0141 630 5000 GKC Website Head of Student Information Services: Mae Smillie Email – msmillie@glasgowkelvin.ac.uk
Information on the college's principal and other main locations, including campus maps	Principal and Chief Executive: Joanna Campbell Email – JoannaCampbell@glasgowkelvin.ac.uk College Campuses - Campus Maps Glasgow Kelvin College has 3 campuses. The headquarters address is 123 Flemington Street, Springburn, Glasgow G21 4TD. The campus locations are as follows:

	East End Campus John Wheatley Building, 2 Haghill Road, Glasgow G31 3SR. Easterhouse Campus 1200 Westerhouse Road, Glasgow G34 9HZ.
Opening hours of the college's principal office	8.00am to 9.00pm: Mon – Thurs 8.00am to 5.30pm: Friday 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.	Holidays and Key Dates
Dates of closure of the college, college calendar.	Holidays and Key Dates 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: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark 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 – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - jevans@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Customer codes or charters	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or in writing 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	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark

	Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - gdpr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - gdpr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Single Model Publication Scheme 2013 and Glasgow Kelvin College Guide to Information.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Charging schedule for environmental information provided in response to requests under the EIRs	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark

	Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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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.	GKC Website Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Corporate Planning

Description	Links/Where to find the information
Glasgow Kelvin College Mission statement	Glasgow Kelvin College - Website
Glasgow Kelvin College Corporate or Strategic Plan Plans and Strategies	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Corporate strategies e.g. Estate Strategy, People strategy Plans and Strategies	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Corporate policies e.g. sustainability, environmental policies Policies and Procedures	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Internal procedures for planning and resource allocation	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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How Glasgow Kelvin College is run

Description	Links/where to find the information
The college's governance structures and operational procedures, e.g. • 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.	<i>College Executive Information</i> Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The college's conflict of interest's policies e.g. • 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.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. <i>Registers of Interest</i>

Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	Contact: Assistant Principal - People and Culture Doreen Shiels

<i>Equality, Inclusion, Diversity and Belonging</i>	Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
A description of the college's support structures for disability issues	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The college's diversity and equality strategies.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Policies and Reports</i>	

Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	Contact: Health and Safety Manager Steven Young Email - syoun@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Annual reports to governing body on health and safety issues	Contact: Health and Safety Manager Steven Young

	Email – syoung@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Health and Safety Manager Steven Young Email – syoung@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary statistics on accidents and incidents within the college	Contact: Health and Safety Manager Steven Young Email – syoung@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information on the college's support structures for health and safety e.g. • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s).	Contact: Health and Safety Manager Steven Young Email – syoung@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Contact details of how to get information about health and safety issues	Contact: Health and Safety Manager Steven Young Email – syoung@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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.	<u>Staff</u> Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. <u>Students</u> Contact: Student Support Services Manager: Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Facilities and services available to the local community.	Contact: Head of Facilities and Environmental Sustainability

Description	Links/where to find the information
	Claire Reid Email – creid@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. Contact: Assistant Principal - Community Engagement and Curriculum: Tracy Leavy Email – tleavy@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Contact: Marketing and Communications Manager Liz Breckenridge Email – lbreckenridge@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Contact: Marketing and Communications Manager Liz Breckenridge Email – lbreckenridge@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Subsidiary companies (wholly and part owned) and other significant financial interests.</i>	None
<i>Strategic agreements with other bodies.</i>	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk, or telephone 0141 630 5000 or in writing 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 – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - jevans@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Reports on the College by Her Majesty’s Inspectorate of Education (HMIE) - College reviews and follow-up reports. - Subject reviews and follow-up reports.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email – rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk , or telephone 0141 630 5000 or in writing 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. - 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: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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.	GKC - Website College Student Support Services - 0141 630 5000
The college's admissions procedures and policies including: - Information on how to obtain a prospectus, attend an open day, visit the college, and 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	Contact: Head of Student Information Services Mae Smillie Email – msmillie@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Tuition fees and other charges to students. Including information on - 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. Fees Policy 2025/2026	Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

The college's arrangements for registering students including policies and procedures covering student enrolment	Contact: Head of Student Information Services Mae Smillie Email – msmillie@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Arrangements for assessments and examinations Examination periods/timetables. • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures	Contact: Head of Student Information Services Mae Smillie Email – msmillie@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
• Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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.	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Student liaison including • 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	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email – rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

A description of the availability and range of the college's welfare and advice services. Information for Students	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
A description of the medical support services provided by the college for students.	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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.	Contact: Head of Facilities and Environmental Sustainability Claire Reid Email – creid@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. Contact: Head of Student Information Services Mae Smillie Email – msmillie@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

The college's policies on the collection, maintenance and use of personal information about students. • 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 SQA⁵, SFC, and other bodies with statutory rights to data.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – gdpr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The college's policies and procedures for disciplinary proceedings against students • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email – rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
• 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	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. Contact: Marketing and Communications Manager Liz Breckenridge Email – lbreckenridge@glasgowkelvin.ac.uk or telephone 0141 630 – 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information about awards ceremonies • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities	Contact: Marketing and Communications Manager Liz Breckenridge Email – lbreckenridge@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Procedures for dealing with student complaints about the college • 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. <i>Complaints and Commendations</i>	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - complaints@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The legal and structural basis of the college's relationships with the Students Union/Association • 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	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information on the operation and activities of the Students Union and other student clubs including • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Teaching Quality

Description	Links/where to find the information
Programme approval and monitoring arrangements: • 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.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Anonymous summary results of surveys of student satisfaction with Glasgow Kelvin College e.g. Student perceptions of: • Arrangements for academic support and guidance. • Library services and IT⁶ 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.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
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.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Quality assurance assessments of the college's provision e.g. • 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 System (SQMS), Charter Mark, Investors in People etc.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Description	Links/where to find the information
Institutional internal reviews e.g. • 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	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Information Services

Description	Links/where to find the information
Availability and conditions of use of library facilities. Library catalogue if publicly available. Including: • 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.)	Contact: Student Support Services Manager Gary Sharp Email – gsharp@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Availability and conditions of use of computing facilities. Including: • 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. • Use of national/external services.	Contact: Assistant Principal - Digital and Information Services Jason Quinn Email – jquinn@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Description	Links/where to find the information
Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g.RIPA⁷).	
High-level aims and strategies of information services units and definition of the service provided.	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

⁷ *Regulation of Investigatory Powers Act*
 Updated June 2026

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
The activities of major committees with devolved decision-making powers • 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. • Agendas of meetings of Board of Management and other major committees. • 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	Board of Management Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Public consultation and engagement strategies</i>	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email – jevans@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Reports of regulatory inspections, audits and investigations carried out by Glasgow Kelvin College.</i>	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email – jevans@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Environmental impact studies and risk assessments which underpin decisions that Glasgow Kelvin College takes, including the facts and analysis.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email – foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

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
Financial statements approved by the governing body e.g. Glasgow Kelvin College annual accounts	Legal and Fiscal Information Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies and procedures for making budgetary allocations to major budgetary units	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary of budgetary allocations to major budgetary units	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, 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 – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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 – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary information on institutional endowments and investments	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans

	Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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 – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Expenses policies and procedures	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Board member remuneration, other than expenses	Board members are not remunerated other than for expenses
Pay and grading structures (levels of pay, rather than individual salaries)	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Funding awards made by Glasgow Kelvin College, how to apply for them and funding awards made by Glasgow Kelvin College	Contact: Vice Principal – Resources and Corporate Development/Chief Operating Officer Jeanette Evans Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing 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.

People and Culture

Description	Links/where to find the information
Statistical information on staff - at institutional level by grade, sex, etc.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Staffing structure</i>	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies, statements, procedures and guidelines relating to recruitment	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies and guidelines on pension arrangements for staff e.g. • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Description	Links/where to find the information
Disciplinary procedures and policies e.g. • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Grievance procedures and policies	<i>Policies and Procedures</i> Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Race equality policies as required under the Race Relations Amendment Act 2000.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Equality and diversity policies, statements, procedures, and guidelines.	<i>Policies and Procedures</i> Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information required for compliance with the Public Interest Disclosure Act	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Policies and procedures relating to the on-going development of staff • Induction arrangements. • Access to internal and external training opportunities	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Description of the facilities and services available to members of staff.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Description	Links/where to find the information
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Contact: Assistant Principal - People and Culture Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Physical Resources

Class Description	Links/where to find the information
Overview of the college's estate e.g. - Location, size, usage, and condition of major buildings. - Details of listed buildings	College Campuses Estates and Sustainability Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Summary information about buildings under construction	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Class Description	Links/where to find the information
Performance indicators on major estates functions	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
The college's environmental policies, practices and overview of their impact • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under • environmental legislation	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. <i>Estates and Sustainability</i>

Information Resources

Class Description	Links/where to find the information
The college's policy on the collection, maintenance and use of personal information about staff. • 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.	Contact: Assistant Principal - People and Culture: Doreen Shiels Email - dshiels@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Records management policy, including records retention schedule.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - gdpr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Information governance/asset management policies and procedures.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Knowledge management policies and procedures.	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>List of statistical information published by Glasgow Kelvin College.</i>	Contact: Assistant Principal - Estates, Corporate Planning and Governance Lisa Clark Email - foi@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

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
College's policies on major procurement exercises	Procurement Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Procurement procedures: • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers.	Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Procurement contacts: • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing.	Procurement Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

Planned procurements: Summary information about the college's significant planned procurements (i.e. those subject to formal EU⁸ procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.	Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Supplier contracts: • 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	Contact: Head of Finance Alan Carr Email – acarr@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. APUC: Alice Ng Email – ang@apuc-scot.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.

⁸ European Union
Updated June 2026

Class 7: How we are performing

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

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
<i>Actual performance against performance indicators.</i>	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD.
Environmental reports e.g. • 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	Contact: Vice Principal – Education, Skills and Student Success/Chief Learning Officer Robin Ashton Email - rashton@glasgowkelvin.ac.uk or telephone 0141 630 5000 or in writing at Glasgow Kelvin College, 123 Flemington Street, Springburn, Glasgow, G21 4TD. <i>Estates and Sustainability</i>

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

Class 9: Open data

Open Data / Open Data Publication Scheme

Information gathered within Glasgow Kelvin College in relation to student enrolment, performance, achievement, attainment, progression, demographics, courses available, equality, budgets/finance, resources, including staffing and governance matters are all contained within reports which are regularly provided to the College Board of Management and the Board of Management Standing Committees. In the interests of openness and transparency, all disclosable papers to the Board of Management are also published on the Glasgow Kelvin College website. The link to this area is as follows: ***Board Meetings and Documents***

Board of Management Meetings

The publication scheme for these papers is as follows:

Meeting	Meeting Date	Meeting Papers Available on College Website
Academic Board	04 September 2026	11 September 2026
Academic Board	06 November 2026	13 November 2026
Academic Board	05 February 2027	12 February 2027
Academic Board	23 April 2027	30 April 2027
Audit and Risk Committee	15 September 2026	21 September 2026
Audit and Risk Committee	26 November 2026*	03 December 2026
Audit and Risk Committee	09 February 2027	16 February 2027
Audit and Risk Committee	11 May 2027	18 May 2027
Board of Management	07 October 2026	14 October 2026
Board of Management	09 December 2026	16 December 2026
Board of Management	10 March 2027	17 March 2027
Board of Management	09 June 2027	16 June 2027
Finance and Resources Committee	29 September 2026	06 October 2026
Finance and Resources Committee	26 November 2026*	03 December 2026
Finance and Resources Committee	02 March 2027	09 March 2027
Finance and Resources Committee	26 May 2027	02 June 2027
Learning and Teaching Committee	09 September 2026	16 September 2026
Learning and Teaching Committee	18 November 2026	25 November 2026
Learning and Teaching Committee	17 February 2027	24 February 2027
Learning and Teaching Committee	05 May 2027	12 May 2027

* Joint Meeting of the Finance and Resources Committee and Audit and Risk Committee to consider the Annual Report and Accounts

We also produce a number of other documents which provide a rich source of data and a wealth of interesting information. These are available on our website using the following links:

Plans and Strategies

Frameworks

There is also a plethora of information available on the SFC website – link below:

Scottish Funding Council