

Guide to information available through the City of Glasgow Publication Scheme

1. 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
- tell the public how to access the information and what it might cost.

The City of Glasgow Licensing Board has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/mps or by contacting us at the address below in section 3 (Contact Us).

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 the Licensing Board using the contact detailed provided below in the 'Contact Us' section.

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 the City of Glasgow Licensing Board holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context;
- the source of the material is identified; and
- the information is not used for commercial or marketing purposes.

Whereby the City of Glasgow Licensing Board does not hold the copyright in information we publish, we will make this clear.

2. 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 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 tables below:

Reproduction Costs	
A4 Black and White Copy	10p per A4 sheet
A4 Colour Copy	30p per A4 sheet

Postage costs may be recharged at the rate we pay to send the information to you.

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). Their price reflects a 'market value' which may include the cost of production.

3. CONTACT US

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

City of Glasgow Licensing Board
City Chambers
George Square
Glasgow G2 1DU

Email: LicensingBoard@glasgow.gov.uk

Phone: 0141 287 5354

Fax: 0141 287 5357

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.

4. THE CLASSES OF INFORMATION THAT WE PUBLISH

We publish information that we hold within the following classes.

- Class 1: About the City of Glasgow Licensing Board
- 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

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.

CLASS 1: About the City of Glasgow Licensing Board

Class Description:

Information about the City of Glasgow Licensing Board, who we are, where to find us, how to contact us, how we are manager and out external relations.

Information about the City of Glasgow Licensing Board including its membership, structure, policy statements, contact details and remit can be viewed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17624>

The Licensing Board is a separate legal entity from Glasgow City Council however the Council has a statutory responsibility to provide such staff, property and services the Licensing Board requires for its purposes.

The Licensing Board does not own any assets or employ any staff. The Council provides accommodation for the meetings of the Licensing Board and all necessary resources, including staff, to deliver the remit of the Licensing Board. All revenue received by the Licensing Board from licence application fees must be transferred to the Council and the Licensing Board's budget is held by the Council.

The Council has a statutory requirement to provide a solicitor to act as Clerk to the Licensing Board. The Clerk to the City of Glasgow Licensing Board is Mairi Millar who is Legal Manager with the Council's Litigation and Licensing section. Ms Millar can be contacted using the details provided in section 3. (Contact Us) above

As the Licensing Board is an independent body, separate from Glasgow City Council, requests concerning information held by the Licensing Board are processed by the Licensing Board and not via the Council's Freedom of Information Office. However any calculations or charges for providing information under FOI or EIR are calculated in accordance with Council's published framework for those requests.

The Council's Publication Scheme and Guide to Information can be viewed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17543>

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 Licensing Board is responsible for administering the alcohol and gambling licensing schemes of the Licensing (Scotland) Act 2005 and the Gambling Act 2005 within the Glasgow City boundary.

In delivering the alcohol licensing scheme the Licensing Board is required to publish a policy statement setting out how it intends to exercise its functions under the Licensing (Scotland) Act 2005. The policy statement is published at:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=17578&p=0>

In delivering the gambling licensing scheme the Licensing Board is required to publish a policy statement setting out how it intends to exercise its functions under the Gambling Act 2005. The policy statement is published at:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=33598&p=0>

These policy statements establish Schemes of Delegation which provide that some decisions are delegated to the Clerk to the Licensing Board.

Information about the types of alcohol licence applications we deal with including application forms, guidance and fees are published at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17552>

Information about the types of gambling licence applications we deal with including application forms, guidance and fees are published at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17701>

The Licensing Board is also required to comply with the equality duty established under the Equalities Act 2010. The Licensing Board has adopted the Equality Outcomes set by Glasgow City Council. Further information is published at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17530>

CLASS 3: How we take decisions and what we have decided

Class Description:

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

The Licensing Board takes decisions in accordance with the primary and secondary legislations of the Licensing (Scotland) Act 2005 and the Gambling Act 2005 & the policy statements published under those Acts.

Agendas, reports and minutes (including minutes of decisions) of Licensing Board meetings are published online at:

<http://www.glasgow.gov.uk/councillorsandcommittees/>

Alternatively, copies of papers and minutes can be provided in hard copy or electronically on request.

Transcripts of Licensing Board meetings are also available on request. These cannot be published online due to data protection restrictions.

In determining applications the Licensing Board has a statutory requirement to advertise some types of applications on the Council's website in order to enable the public to comment. These public notices are published at:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=3366&p=0>

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=10879&p=0>

The Licensing Board will also, for time to time, carry out public consultations on the development of policies. These consultations and there outcomes are published on the Council's website at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17317>

CLASS 4: What we spend and how we spend it

Class Description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The Licensing Board is a separate legal entity from Glasgow City Council however the Council has a statutory responsibility to provide such staff, property and services the Licensing Board requires for its purposes.

The Licensing Board does not own any assets or employ any staff. The Council provides accommodation for the meetings of the Licensing Board and all necessary resources to deliver the remit of the Licensing Board. All revenue received by the Licensing Board from licence application fees must be transferred to the Council and the Licensing Board's budget is held by the Council.

The Council's Publication Scheme and Guide to Information can be viewed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17543>

CLASS 5: How we manage our human, physical and information resources

Class Description:

Information about how we manage the human, physical and information resources of the City of Glasgow Licensing Board

The Licensing Board is a separate legal entity from Glasgow City Council however the Council has a statutory responsibility to provide such staff, property and services the Licensing Board requires for its purposes.

The Licensing Board comprises eight elected members of Glasgow City Council.

The Licensing Board does not own any assets or employ any staff. The Council provides accommodation for the meetings of the Licensing Board and all necessary resources to deliver the remit of the Licensing Board.

The Council's Publication Scheme and Guide to Information can be viewed at:
<https://www.glasgow.gov.uk/index.aspx?articleid=17543>

CLASS 6: How we procure goods and Services for External Providers

Class Description:

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

The Licensing Board does not hold information within this class. Good and Services are procured by Glasgow City Council rather than the Licensing Board.

The Council's Publication Scheme and Guide to Information can be viewed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17543>

CLASS 7: How we are performing

Class Description:

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

The Licensing Board processes applications in accordance with the procedures and timescales provided under alcohol and gambling licensing legislation.

The Licensing Board produces policy statements in accordance with the provisions and timescales provided under alcohol and gambling licensing legislation.

The procedures and timescales contained with the primary and secondary legislation can be viewed at:

<http://www.legislation.gov.uk>

A summary of the main legislation pertaining to alcohol licensing can be viewed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17560>

We will be pleased to advise you how to locate specific information.

CLASS 8: Our Commercial Publications

Class Description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The Licensing Board does not hold information within this class.