



PUBLICATION SCHEME
Glasgow Cultural Enterprises (Trading) Ltd
PART ONE

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for **Glasgow Cultural Enterprises (Trading) Ltd**

This is a guide to the information routinely made available by the company as required under section 23 of the Freedom of Information (Scotland) Act 2002 (the Act).

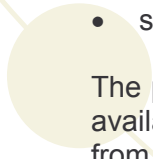
1.2 The Act gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions.

1.3 Under Section 23 of the Act, **Glasgow Cultural Enterprises (Trading) Ltd** must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- The publication of reasons for the decisions we make.

1.4 Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.



The purpose of our publication scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.

2. ABOUT THIS SCHEME

2.1 This publication scheme is based on the Model Publication Scheme for Publicly Owned (Active) Companies and has been developed by the Scottish Information Commissioner. The Scottish Information Commissioner is responsible for the promotion and enforcement of the Act.

2.2 Section 23 of the Act states that in adopting or reviewing its publication scheme the authority must have regard to the public interest in allowing public access to information about:

- the services provided by the authority
- the costs of those services;
- the standard attained by those services;

- the facts which form the basis of decisions taken by the authority which are of importance to the public; and
- the publication of reasons for decisions made by it.

We have therefore included, as far as possible, information about these matters in this scheme.

3. ABOUT OUR PUBLIC AUTHORITY

- 3.1 **Glasgow Cultural Enterprises Trading Ltd** is a wholly owned subsidiary of Glasgow Cultural Enterprises Ltd. The Company's objects are to carry out business and trading activities including but not limited to the operations of bars and catering activities at Glasgow Royal Concert Hall and elsewhere. GCE (Trading) Ltd has a wide remit to undertake various business and trading activities of a profitable nature.
- 3.2 The company covenants all of the profits it earns each year to Glasgow Cultural Enterprises Ltd.

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

- 4.1 The following person has overall responsibility for this scheme:

Name: Ms Louise Mitchell
Job title: Director/ CEO of GCE (Trading) Ltd.
Address: Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY
Telephone number: 0141 353 8080
Email address: louisemitchell@grch.com

- 4.2 The following person is responsible for maintaining the scheme on a daily basis:

Name: Peter Muir
Job title: Web Developer
Address: Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY
Telephone number: 0141 353 8080
Email address: petermuir@grch.com

5. EXEMPTIONS

- 5.1 (a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed below).
- (b) From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme.

Glasgow Cultural Enterprises (Trading) Ltd's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

If you wish to complain about information which is being withheld from you, please read the “complaints” section below at paragraph 10.

6. ARCHIVING POLICY

The record keeping policies of Glasgow Cultural Enterprises (Trading) Ltd are as follows

- 6.1 Much of the company’s written and electronic records will concern the day to day running of the organisation and will be retained for as long as they are required for that purpose or may be required for subsequent reference.
- 6.2 Records of financial transactions which may be subsequently required for tax or legal reasons will be retained for at least 6 years.
- 6.3 Documents required to support legal contracts will be retained for not less than five years after the end of the contract period or the end of the period of any residual obligations under the contract whichever is the latest.
- 6.4 Archival records which include title deeds, documents of incorporation, statutory annual accounts and minutes of the Board of Directors will be retained in perpetuity.

7. COPYRIGHT

7.1 Unless otherwise stated, Glasgow Cultural Enterprises (Trading) Ltd reserves copyright in all information available under this publication scheme, whether that information is in electronic or hard-copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright, and consent of the copyright holder should always be sought.

8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

- 8.1 People can access information under the publication scheme in a number of ways. The information can be accessed as follows:

On the internet: our website can be found at www.grch.com.

By email: if the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. When requesting information, please include a telephone number, so that we can telephone to clarify any details, if necessary.

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

By post: All information is also available in a paper copy form. Please address your request Peter Muir Web Developer Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY Email address: petermuir@grch.com

When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number, so that we can telephone to clarify any details, if necessary.

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact Name: The Director Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY
Telephone number: 0141 53 8080
Email address: louisemitchell@grch.com

If you have difficulty determining the information you want to see, please contact Name: Peter Muir web developer
Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY
Telephone number: 0141 53 8080
Email address: petermuir@grch.com

9. CHARGING POLICY

- 9.1 A charge may be levied to cover the cost of photocopying and postage costs of copying printed documents. Where a charge is levied this will be 10 pence per A4 sheet subject to a minimum charge of £5.

10. COMPLAINTS

- 10.1 If you are unhappy with any aspect of this publication scheme, you can complain to The Director Glasgow Royal Concert Hall 2 Sauchiehall Street Glasgow G2 3NY.
- 10.2 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1st January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

The contact details for the Commissioner are:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Tel: 01334 464610

Fax: 01334 464611


e-mail address: enquiries@itspublicknowledge.info



11. FEEDBACK

11.1 As part of our statutory duty we are required to review our publication scheme periodically. Glasgow Cultural Enterprises (Trading) Ltd welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication scheme or if you require any assistance please contact:

For example: -

- What did you like and dislike about this Publication Scheme?
 - What else would you like to see in this Publication Scheme?
 - Did you find the information you wanted easily and were the members of staff helpful?
 - Do you have any suggestions on how to make Glasgow Cultural Enterprise (Trading) Ltd more open and transparent in the provision of information?
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PUBLICATION SCHEME
Glasgow Cultural Enterprises (Trading) Ltd
PART TWO

The following classes set out the information which Glasgow Cultural Enterprises (Trading) Ltd are making available under this publication scheme.

Class 1: Legal Framework

The company's certificate of incorporation, memorandum of association, articles of association, and address of the registered office.


Format(s):

Photocopies available on request.

Timescale of availability

By return of post.

Fee:

- *Electronically, fee (by email)*
 - *Information requested in print is available at the standard rate.*
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Class 2: Financial Resources

The annual accounts and auditors' report.

Format(s):

- As paper documents
- Recent years' (2001 onwards) accounts are available as Word documents by Email

Timescale of availability

Annual accounts and audit reports for each year are available following their approval at the company's annual general meeting. Previous years accounts are available on request.

Fee:

- *Information provided by email is available free of charge*
- *Copies of each years accounts and auditors' reports requested in print is available at*
- *£5 each.*

Class 3: Board Meetings

Minutes, agendas and papers of Board meetings.

Format(s):

Photo copies are available on request.

Timescale of availability

Minutes are available four weeks after they have been approved.

Fee:

- *Information requested in print is available at 10 pence per A4 page subject to a minimum charge of £5.*



Class 4: Directors (as at August 2004)

Councillor Alex Mosson (chair)
Councillor Ronald Quinn
Councillor Stephen Purcell
Councillor James Mutter
Councillor Mohammed Razaq
Mr JLL Forbes McPherson
Mr William Haughey.

Format(s):

By Email or by letter.

Timescale of availability

By return on request.

Fee:

- *Information in this class is made available free of charge*
 - *Information accessed online is available free of charge*
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