

BH/AMA/48 – KELLY1108

11 August 2017

Ms Jennifer Kelly

request-411948-ff6c3df8@whatdotheyknow.com

Dear Ms Kelly,

**ADDITIONAL FREEDOM OF INFORMATION REQUEST – LIBRARY DESK,
LANGSIDE CAMPUS**

Thank you for your email of 7 July 2017, in which you requested an internal review to the response you received from Glasgow Clyde College in relation to your original FOI request (ref. 41-KELLY). The review is being dealt with and you will receive a response within the 40 working days timescale.

As mentioned in a response sent to you by Anne Green on 7 July, you included several additional questions within your request for a review which were not part of your initial FOI request and therefore could not be part of the College's review response. It was subsequently explained to you that these additional questions would be classed as a new FOI request.

Please see below the college's response to these additional questions. Please note the additional FOI questions below are numbered in sequence to the format they were received within your review request:

Q4) Please provide any reports from any consultation with staff that were considered before purchasing this item.

A series of meetings with senior library staff members was held in order to consult on the requirements of library staff in relation to the new library desk design. These meetings took place 3 March – 31 August 2016.

However, I can confirm that no reports were collated after the consultation meetings with senior library staff members. Therefore the college does not hold any such reports.

Brian Hughes - Acting Principal

Anniesland Campus
19 Hatfield Drive
Glasgow G12 0YE

Cardonald Campus
690 Mosspark Drive
Glasgow G52 3AY

Langside Campus
50 Prospecthill Road
Glasgow G42 9LB

Tel: +44 (0) 141 272 9000
Email: info@glasgowclyde.ac.uk
Web: glasgowclyde.ac.uk



Q5) Please also provide evidence of the staff consultation being considered before the purchase of this item.

There is no formal note of the discussions that took place between the Estates manager and senior library staff members in relation to the design requirements for library staff.

We have attached a scanned copy of a slide that simply identifies the location and orientation of the desk, as outlined in a presentation relating to the refurbishment of the library.

Q8) Please advise if there has been any DSE risk assessments since the installation was carried out and supply copies of such.

I can confirm that there has been no DSE risk assessment carried out since installation.

Q9) Please provide copies of all complaints from staff regarding this item.

We have not been able to source any formal complaints from staff regarding the library desk.

I trust the above response is sufficient for your enquiry; however, please do not hesitate to contact me if you require any further information.

Yours sincerely

A handwritten signature in blue ink that reads "B Hughes". The signature is written in a cursive style with a large, stylized 'B'.

Brian Hughes
Acting Principal
Glasgow Clyde College
Email: bhughes@glasgowclyde.ac.uk

Right to request a review under FOISA

You have a right under FOISA to request a review of this decision. If you wish to exercise this right, you must write to us to request a review within forty working days of receipt of this decision. Your request for a review must be in writing and you must specify your name and address for correspondence. You must also specify your reasons for requesting a review. Should you wish to request a review, please address your request to The Principal, Glasgow Clyde College, 690 Mossbank Drive, Glasgow G52 3AY.

Right to apply to the Scottish Information Commissioner under FOISA

If you are dissatisfied with the outcome of a review, you have a right under section 47 of FOISA to apply to the Scottish Information Commissioner for a decision. If you wish to do so, you must apply to the Commissioner within six months following the date of receipt of the review notice. The Commissioner's contact details are:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
Email: enquiries@itspublicknowledge.info
Tel: 01334 464610

It is now also possible to make Freedom of Information appeals online using the Commissioner's online appeal service. The link is listed below:

www.itspublicknowledge.info/Appeal

Complaints

Should you have any complaints about the college's procedure in handling your request please contact Eric Brownlie, Assistant Principal, Quality and Performance, Glasgow Clyde College, Anniesland Campus, 90 Hatfield Drive, Glasgow.