

1 September 2017

Ms Jennifer Kelly

request-411948-ff6c3df8@whatdotheyknow.com

Dear Ms Kelly

FREEDOM OF INFORMATION: REQUEST FOR REVIEW

I refer to your Request for a Review (dated 7/7/17) under the Freedom of Information (Scotland) Act 2001, of the College's response to your initial request relating to Langside Library Desk Specifications. Please find below my response to your request:

Q1) Request:

Please provide a copy of the full procurement exercise for the purchase of this item via JCT SBCC Contract. Information not relevant to overall design specification for other items can and should be redacted.

Response:

The Library reception desk was one element of a larger project which was the overall refurbishment of the Langside Library in the Litehouse building. The procurement exercise for this project was carried out in conjunction with the College procurement advisors, Advanced Procurement in Universities and Colleges (APUC) with a full tendering process undertaken using a JCT SBCC Contract. The College appointed Mott MacDonald as the project manager and the tender document issued by them is attached along with the specification for the fittings and furnishings including the reception desk.

Q2) Request:

Please provide a copy of any contract with JCT SBCC. Information not relevant to procurement and/or overall design specification for other items can and should be redacted.

Response:

JCT SBCC is a type of contract, which is a standard building contract, and this is the contract as included in response to Q1 above.

Brian Hughes - Acting Principal

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Scotland



Q3) Request:

Please include all: to support the claim that all works were carried out with the technical standards Scotland; relevant documentation on consultation with staff members, as to the product and design of the reception desk that ensures it was procured as fit for purpose and would cause no health and safety detriment to any member of staff or service user. Personal information should be redacted.

Response:

Please find attached the relevant certification from Building Standards regarding this project which confirms acceptance of the completion certificate by Glasgow City Council. In terms of consultation, there were meetings held with staff to consult on the layout of the planned refurbishment to the library, and there was some discussion on the floor plan layout around the reception desk. These meetings were led by the project manager Mott Macdonald.

Q6) Request:

Please also advise the roles of the College management team who authorised this purchase.

Response:

The lead contact on this project for the College was Alan McGhee Head of Estates, Facilities and Energy who had the main day-to-day involvement with the Project Manager throughout the project.

Q7) Request:

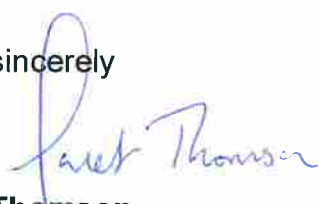
Please advise why there is not a recorded health and safety report/DSE report.

Response:

The structure of the desk is such that it would not be suitable for a DSE report. There was a health and safety report completed by the College Health and Safety Officer, which was not known by the responder to your initial FOI at the time of his writing to you on 6 July 2017. A copy of that report is attached. The points within this report have been or are being progressed.

As you are aware, responses to questions 4,5,8 and 9 contained within FOI Request 48 were provided in the letter dated 11 August 2017. Should you require any further information, please do not hesitate to contact me.

Yours sincerely



Janet Thomson

Acting Depute Principal

Glasgow Clyde College

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Encs

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.