

20 October 2017

Ms Jennifer Kelly

request-411948-ff6c3df8@whatdotheyknow.com

Dear Ms Kelly

**FREEDOM OF INFORMATION INTERNAL REVIEW REQUEST – LIBRARY RECEPTION
DESK/OFFICE FURNITURE INFORMATION**

I refer to your Request for an Internal Review (dated 28/8/17) under the Freedom of Information (Scotland) Act 2001, of the College's response to your initial Freedom of Information (FOI) request relating to the Langside Library Reception Desk/Office Furniture Information. Please find below my response to your request:

Q4) Your FOI request asked the College to provide any reports from any consultation with staff that were considered before purchasing this item. Our response was that no reports were collated after the consultation meetings with senior library staff members and therefore the college does not hold any such reports.

In your review request you refer to recorded information (rather than reports) within the College collated after the consultation with senior library staff members.

Within the review process I have been made aware that there were a number of emails between library staff following the consultation on the new library layout including the desk and these are attached below.



Q4 - FOI 48 Review.zip

Jon Vincent - Principal and Chief Executive

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Q5) Your FOI request asked the College to provide evidence of staff consultation being considered before the purchase of this item. Our response was that there was 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.

In your review request you have asked for ANY recorded information such as emails that provides evidence that discussions took place between staff and estates.

The emails attached in response to question 4 above indicate that meetings took place. In addition, I have included copies of emails below which include the dates of the meetings held and email correspondence regarding the setting up of the meetings.



Q5 - FOI 48 Review.zip

Q8) Your FOI review request makes a statement that no DSE assessment has been carried out.

The structure of the desk was such that it would not be suitable for a DSE report. However a Health and Safety review was conducted by the College Health and Safety Officer and a report prepared which has already been sent to you in response to another FOI internal review request is attached again below.



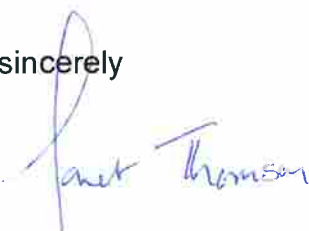
Litehouse Library
Report HS 20175347

Q9) Your FOI review request asked the College to provide any written record of any complaint whether formal or not.

We have not been able to source any written record of complaint from staff regarding the library desk. Health and Safety were contacted by HR to assess the reception desk and they undertook the review as referred to in answer to Q8 above.

I trust the above response is sufficient for your enquiry.

Yours sincerely



Janet Thomson

Vice-Principal: Resources and College Development
Glasgow Clyde College

Email: jthomson@glasgowclyde.ac.uk

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.

