

## Glasgow Prestwick Airport - Publication Scheme

### The Classes of Information

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We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you can make a request to us for that information using the contact details already provided.

Class 1: About the Authority	
<b>Class description</b>	
Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access the information
Company name, address and contact details	Glasgow Prestwick Airport, Aviation House, Prestwick KA9 2PL Telephone (Switchboard) - 0871 223 0700 <a href="http://www.glasgowprestwick.com/contact-us.html">http://www.glasgowprestwick.com/contact-us.html</a>
Company Website	<a href="http://www.glasgowprestwick.com/">http://www.glasgowprestwick.com/</a>

Contact details for media enquiries	<a href="http://www.glasgowprestwick.com/about-the-airport/media/">http://www.glasgowprestwick.com/about-the-airport/media/</a>
Airport Terminal Map	<a href="http://www.glasgowprestwick.com/flight-and-passenger-info/airport-facilities/airport-maps.html">http://www.glasgowprestwick.com/flight-and-passenger-info/airport-facilities/airport-maps.html</a>
Directions to the Airport	<a href="http://www.glasgowprestwick.com/to-and-from-prestwick/map-and-directions/">http://www.glasgowprestwick.com/to-and-from-prestwick/map-and-directions/</a>
Company history	<a href="http://www.glasgowprestwick.com/about-the-airport/corporate-information/airport-history.html">http://www.glasgowprestwick.com/about-the-airport/corporate-information/airport-history.html</a>
History of Airport terminal and site	<p>The Airport terminal building is recorded by the National Monuments Record of Scotland, the Archive of The Royal Commission on the Ancient and Historical Monuments of Scotland <a href="http://www.rcahms.gov.uk/">http://www.rcahms.gov.uk/</a> due to historical interest.</p> <p>National Monuments Record: <a href="http://canmore.org.uk/site/79633/prestwick-airport">http://canmore.org.uk/site/79633/prestwick-airport</a></p>
General information about the Company	<a href="http://www.glasgowprestwick.com/about-the-airport/corporate-information/facts-and-figures.html">http://www.glasgowprestwick.com/about-the-airport/corporate-information/facts-and-figures.html</a>
Technical information about the Company	<a href="http://www.glasgowprestwick.com/about-the-airport/corporate-information/technical-information.html">http://www.glasgowprestwick.com/about-the-airport/corporate-information/technical-information.html</a>
Legal Framework	<p>Glasgow Prestwick Airport is wholly owned by the Scottish Government who purchased the Airport in November 2013.</p> <p>The Scottish Government report of the acquisition of GPA: <a href="http://www.audit-scotland.gov.uk/docs/central/2015/nr_150224_prestwick_airport.pdf">http://www.audit-scotland.gov.uk/docs/central/2015/nr_150224_prestwick_airport.pdf</a></p> <p>GPA is registered with Companies House: <a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a></p>

National Public Bodies Directory	<a href="http://www.gov.scot/Topics/Government/public-bodies/about/Bodies">http://www.gov.scot/Topics/Government/public-bodies/about/Bodies</a>
Business opening hours	Operational: Open daily, 24 hours a day, 7 days a week
Company Publication Scheme and guide to information including charging schedule for published information	<a href="http://www.glasgowprestwick.com/about-the-airport/corporate-information/default.html">http://www.glasgowprestwick.com/about-the-airport/corporate-information/default.html</a>
Charging schedule for environmental information provided in response to requests for EIRs	Charges are calculated on the basis of the actual cost to Glasgow Prestwick Airport of providing the information who will advise of any cost before providing the information.
Company Strategic Vision	<a href="http://www.glasgowprestwick.com/userfiles/files/Strategic-Vision.pdf">http://www.glasgowprestwick.com/userfiles/files/Strategic-Vision.pdf</a>
Airport bid for UK Spaceport	<a href="http://www.prestwickspaceport.com/PrestwickSpaceportInteractivePresentation.pdf">http://www.prestwickspaceport.com/PrestwickSpaceportInteractivePresentation.pdf</a>
Company long term master plan	Currently unavailable
Contact details for customer feedback and complaints	<ul style="list-style-type: none"> <li>• Post: Customer Feedback, Glasgow Prestwick Airport, Prestwick, KA9 2PL</li> <li>• Phone: 0871 223 0700 - Customer Complaints and Feedback Co-ordinator is available during the hours of Monday - Friday 9am - 5pm</li> <li>• Email: <a href="mailto:feedback@glasgowprestwick.com">feedback@glasgowprestwick.com</a></li> <li>• Online contact form: <a href="http://www.glasgowprestwick.com/contact-us.html">http://www.glasgowprestwick.com/contact-us.html</a></li> <li>• Online survey: <a href="http://www.glasgowprestwick.com/about-the-airport/Feedback/">http://www.glasgowprestwick.com/about-the-airport/Feedback/</a></li> </ul>
Organisational structure	Available on request
Management Team	Available on request
Subsidiary companies & other significant financial interests	<a href="http://www.glasgowprestwick.com/userfiles/files/Prestwick-Group-structure---release.pdf">http://www.glasgowprestwick.com/userfiles/files/Prestwick-Group-structure---release.pdf</a>

Contact details for GPA Property	<p><a href="http://www.glasgowprestwick.com/business/property/index.html">http://www.glasgowprestwick.com/business/property/index.html</a></p> <ul style="list-style-type: none"> <li>• Post: Commercial Dept., Glasgow Prestwick Airport, Aviation House, Prestwick, KA9 2PL</li> <li>• Email: <a href="mailto:property@glasgowprestwick.com">property@glasgowprestwick.com</a></li> <li>• Telephone: 01292 511 031</li> <li>• Online: <a href="http://www.glasgowprestwick.com/business/property/contact.html">http://www.glasgowprestwick.com/business/property/contact.html</a></li> </ul>
Board members	<p>Press release for Non- Executive Directors: <a href="http://www.glasgowprestwick.com/news-and-events/non-excdirectors.html">http://www.glasgowprestwick.com/news-and-events/non-excdirectors.html</a></p> <p>For list of Board Members, see Group Structure: <a href="http://www.glasgowprestwick.com/userfiles/files/Prestwick-Group-structure---release.pdf">http://www.glasgowprestwick.com/userfiles/files/Prestwick-Group-structure---release.pdf</a></p> <p>Press release for Chairman Andrew Miller: <a href="http://www.glasgowprestwick.com/news-and-events/andrewmiller.html">http://www.glasgowprestwick.com/news-and-events/andrewmiller.html</a></p>
Board member's code of conduct	<p>Model Code of Conduct for Members of Devolved Public Bodies <a href="http://www.gov.scot/Publications/2014/02/4841">http://www.gov.scot/Publications/2014/02/4841</a></p>
Statistical information about staff	342 employees at June 2015
Regulatory Authorities	CAA (Airport) <a href="http://www.caa.co.uk/">http://www.caa.co.uk/</a>

	<p>DFT (Security) <a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a></p> <p>ORR (Train Station) <a href="http://orr.gov.uk/">http://orr.gov.uk/</a></p>
Internal and external audit arrangements	<p>Internal Audits: Complies with safety management system (SMS)</p> <p>External Audits: Complies with regulatory procedures</p>

<b>Class 2: How we deliver our functions and services</b>	
<b>Class description</b>	
Information about our work, our strategies and policies for delivering functions and services and information for our service users	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Description of functions provided by the Airport	<a href="http://www.glasgowprestwick.com/for-business/">http://www.glasgowprestwick.com/for-business/</a> <ul style="list-style-type: none"> <li>• All aspects of passenger and aircraft handling including freight</li> <li>• Property</li> <li>• Advertising</li> <li>• Maintenance, Repair and Overhaul</li> <li>• Retail leasing</li> </ul> <p>Airport Parking: <a href="http://www.glasgowprestwick.com/to-and-from-prestwick/airport-parking/">http://www.glasgowprestwick.com/to-and-from-prestwick/airport-parking/</a></p> <p>Glasgow Prestwick Airport railway station is owned by GPA: <a href="http://www.glasgowprestwick.com/to-and-from-prestwick/train-connections/default.html">http://www.glasgowprestwick.com/to-and-from-prestwick/train-connections/default.html</a></p>
List of Facilities provided by the Airport	<a href="http://www.glasgowprestwick.com/flight-and-passenger-info/airport-facilities/">http://www.glasgowprestwick.com/flight-and-passenger-info/airport-facilities/</a>
Information for passengers	<a href="http://www.glasgowprestwick.com/flight-and-passenger-info/passenger-information/default.html">http://www.glasgowprestwick.com/flight-and-passenger-info/passenger-information/default.html</a>
Flight information	<a href="http://www.glasgowprestwick.com/flight-and-passenger-info/flight-information/">http://www.glasgowprestwick.com/flight-and-passenger-info/flight-information/</a>

Customer commitment	<a href="http://www.glasgowprestwick.com/flight-and-passenger-info/passenger-information/customercommitment.html">http://www.glasgowprestwick.com/flight-and-passenger-info/passenger-information/customercommitment.html</a>
Complaints and Feedback Handling Procedure	<a href="http://www.glasgowprestwick.com/userfiles/files/AeroManual/General/GPA_Customer-Complaints-and-Feedback-Handling-Procedure_April-2015.pdf">http://www.glasgowprestwick.com/userfiles/files/AeroManual/General/GPA_Customer-Complaints-and-Feedback-Handling-Procedure_April-2015.pdf</a>
Accessibility Information	Glasgow Prestwick Airport is in partnership with 'DisabledGo' to enhance accessibility information across the Prestwick Airport site:  <a href="http://www.disabledgo.com/organisations/glasgow-prestwick-airport/main-2">http://www.disabledgo.com/organisations/glasgow-prestwick-airport/main-2</a>
User Guide for People of Reduced Mobility and Disabled persons at GPA	<a href="http://www.glasgowprestwick.com/userfiles/files/People-of-Reduced-Mobility-and-Disabled-Persons-at-Prestwick-Airport-V2-Jan-2015-docx.pdf">http://www.glasgowprestwick.com/userfiles/files/People-of-Reduced-Mobility-and-Disabled-Persons-at-Prestwick-Airport-V2-Jan-2015-docx.pdf</a>
How to report a concern	<ul style="list-style-type: none"> <li>• Post: Customer Feedback, Glasgow Prestwick Airport, Prestwick, KA9 2PL</li> <li>• Phone: 0871 223 0700 - Customer Complaints and Feedback Co-ordinator is available during the hours of Monday - Friday 9am - 5pm</li> <li>• Email: <a href="mailto:feedback@glasgowprestwick.com">feedback@glasgowprestwick.com</a></li> <li>• Online: <a href="http://www.glasgowprestwick.com/contact-us.html">http://www.glasgowprestwick.com/contact-us.html</a></li> <li>• Online survey: <a href="http://www.glasgowprestwick.com/about-the-airport/Feedback/">http://www.glasgowprestwick.com/about-the-airport/Feedback/</a></li> </ul>
General Public Service fees and charges	Airport Parking: <a href="http://www.glasgowprestwick.com/to-and-from-prestwick/airport-parking/">http://www.glasgowprestwick.com/to-and-from-prestwick/airport-parking/</a>
Noise Preferential Procedures	<a href="http://www.ead.eurocontrol.int/eadbasic/pamslight-1E9C20F60BC96673BF37F66EC1EF83EE/7FE5QZZF3FXUS/EN/AIP/AD/EG_AD_2_EGPK_en_2015-05-28.pdf">http://www.ead.eurocontrol.int/eadbasic/pamslight-1E9C20F60BC96673BF37F66EC1EF83EE/7FE5QZZF3FXUS/EN/AIP/AD/EG_AD_2_EGPK_en_2015-05-28.pdf</a>

NATS Aeronautical Information Publication	Prestwick Airport – Textual Data (2.21 NOISE ABATEMENT PROCEDURES) <a href="http://www.nats-uk.ead-it.com/public/index.php?option=com_content&amp;task=blogcategory&amp;id=122&amp;Itemid=171.html">http://www.nats-uk.ead-it.com/public/index.php?option=com_content&amp;task=blogcategory&amp;id=122&amp;Itemid=171.html</a>
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<b>Class 3: How we take decisions and what we have decided</b>	
<b>Class description</b>	
Information about the decisions we take, how we make decisions and how we involve others	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Decision making process	Available on request
Minutes of Board Meetings	Available on request
Press releases, news and events	<a href="http://www.glasgowprestwick.com/news-and-events/">http://www.glasgowprestwick.com/news-and-events/</a>
Consultation Committee	<a href="http://www.ukaccs.info/prestwick/index.html">http://www.ukaccs.info/prestwick/index.html</a>
Statutory Authorities governing GPA	<p>The Scottish Government: <a href="http://www.gov.scot/">http://www.gov.scot/</a></p> <p>Civil Aviation Authority: <a href="http://www.caa.co.uk/">http://www.caa.co.uk/</a></p> <p>European Union Authority in aviation safety: <a href="https://easa.europa.eu/">https://easa.europa.eu/</a></p> <p>Department for Transport: <a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a></p> <p>Office of Rail and Road: <a href="http://orr.gov.uk/">http://orr.gov.uk/</a></p> <p>Health and Safety Executive: <a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a></p> <p>Scottish Environment Protection Agency: <a href="http://www.sepa.org.uk/">http://www.sepa.org.uk/</a></p>

<p>Reports of regulatory inspections, audits and investigations carried out</p>	<p>Reports from all statutory bodies are managed in accordance with licensing requirements.</p>
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<b>Class 4: What we spend and how we spend it</b>	
<b>Class description</b>	
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)	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Financial statements including annual accounts	<p>The annual report and consolidated financial statements of Prestwick Aviation Holdings (31 March 2014):</p> <p><a href="http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf">http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf</a></p> <p>Accounts for all legal entities are filed and available from Companies House:</p> <p><a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a></p>
Expenses policy and procedures	Available on request
Director's remuneration	<p>For total remuneration, see Financial statement:</p> <p><a href="http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf">http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf</a></p>
Director's expenses	Available on request
Board Member's remuneration	Available on request
Board Member's expenses	Available on request
Senior staff expenses	Available on request

Pay and grading structure levels	Available on request
Investments and pension fund	The group operates a defined contribution pension scheme.

<b>Class 5: How we manage our human, physical and information resources</b>	
<b>Class description</b>	
Information about how we manage the human, physical and information resources of the authority	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Data Protection Policy	Available on request
Environmental Policy Statement	Available on request
Health & Safety Policy Statement	Available on request
Safety Management policy Statement	Available on request
Quality Assurance policy statement	Available on request
Staffing structure	Available on request
Equal opportunity and diversity policy	Available on request  Equal Opportunity Form: <a href="http://www.glasgowprestwick.com/userfiles/files/Recruitment/PIK-Equal-opp-Form.pdf">http://www.glasgowprestwick.com/userfiles/files/Recruitment/PIK-Equal-opp-Form.pdf</a>
Records Retention Schedules & Archiving policy	Complies with statutory and recommended document retention periods
Description of our land and property holdings	<a href="http://www.glasgowprestwick.com/business/property/">http://www.glasgowprestwick.com/business/property/</a>

Estate development plans	Draft master plan from 2008: <a href="http://www.glasgowprestwick.com/userfiles/files/MasterPlan.pdf">http://www.glasgowprestwick.com/userfiles/files/MasterPlan.pdf</a>
Maintenance arrangements	Maintenance is carried out in-house or by external contractors following the procurement process as outlined in Class 6.
Asset management register	Available on request

<b>Class 6: How we procure goods and services from external providers</b>	
<b>Class description</b>	
Information about how we procure goods and services and our contracts with external providers	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Procurement policy and procedures	The Airport is currently transitioning to the Scottish model of procurement: <a href="http://www.gov.scot/Topics/Government/Procurement">http://www.gov.scot/Topics/Government/Procurement</a>  Current policies and procedures are available on request.
List of contracts	Available on request
Invitations to tender	Suppliers require to be registered the Public Contracts Scotland website: <a href="http://www.publiccontractsscotland.gov.uk/register/register_start.aspx">http://www.publiccontractsscotland.gov.uk/register/register_start.aspx</a>
Email contact details for procurement queries	The Airport is currently transitioning to the Scottish model of procurement:  For further details or specific queries please contact <a href="mailto:blawson@glasgowprestwick.com">blawson@glasgowprestwick.com</a>

<b>Class 7: How we are performing</b>	
<b>Class description</b>	
Information about how we perform as an organisation and how well we deliver our functions and services	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Annual reports and accounts	<p>The annual report and consolidated financial statements of Prestwick Aviation Holdings (31 March 2014)</p> <p><a href="http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf">http://www.glasgowprestwick.com/userfiles/files/Annual-Report-31-Mar-14.pdf</a></p> <p>Accounts for all legal entities are filed and available from Companies House:</p> <p><a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a></p>
Reports from Statutory bodies	UK Civil Aviation Authority: <a href="http://www.caa.co.uk/">http://www.caa.co.uk/</a>
Business performance indicators and outcomes	Available on request
Civil Aviation Authority - Carrying statistics and UK Airport Statistics	<a href="http://www.caa.co.uk/default.aspx?catid=80&amp;pagetype=88&amp;pageid=3&amp;sqlid=3">http://www.caa.co.uk/default.aspx?catid=80&amp;pagetype=88&amp;pageid=3&amp;sqlid=3</a>



<b>Class 8: Our commercial publications</b>	
<b>Class description</b>	
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	
<b>The information we publish under this class</b>	<b>How to access the information</b>
Non applicable	