



Prestwick Aviation Holdings Limited

Guide to information available through the model publications scheme 2016

March 2017

Contents

Section	Page
1.0 Introduction to publication scheme	3
1.1. Availability of formats	3
1.2. Exempt information	3
1.3. Copyright	4
1.4. Charges	4
1.5. Contact details	4
1.6. Duration	5
2.0. Classes of information that we publish	6
2.1. Class 1: About PAHL	7
2.2. Class 2: How PAHL delivers its functions and services	9
2.3. Class 3: How PAHL takes decisions and what we decided	10
2.4. Class 4: What PAHL spends and how we spend it	11
2.5. Class 5: How PAHL manages its human, physical and information resources	12
2.6. Class 6: How PAHL procures goods and services from external providers	13
2.7. Class 7: How PAHL is performing	14
2.8. Class 8: PAHL's commercial publications	15

1.0 The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- (i) publish the classes of information they make available;
- (ii) tell the public how to access the information and what it might cost.

Prestwick Aviation Holdings Limited (PAHL) and all subsidiaries of PAHL (www.glasgowprestwick.com/corporate/about-us/corporate-information) have adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner.

You can see this scheme on our website at <http://www.glasgowprestwick.com/corporate/about-us/publication-scheme-and-freedom-of-information> or by contacting us at the address provided in section 1.5. Contact Details.

The purpose of this Guide to Information is to:

- (i) allow you to see that information is available (and what is not available) in relation to each class;
- (ii) state what charges may be applied;
- (iii) explain how you can find the information easily;
- (iv) provide contact details for enquiries and to get help with accessing the information;
- (v) explain how to request information we hold that has not been published.

The information below explains how PAHL will meet each of the six principles that govern the way in which authorities must make information available.

1.1. Availability of formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection in person at our premises. For example, we can usually arrange to send information to you in paper copy although there may be a charge for the copying and postage.

If you wish to request information in another format than that available, then please contact us at the address provided in section 1.5. Contact Details.

1.2. Exempt information

We will publish the information we hold that falls within the classes of information as detailed in section 2.0. If a document contains information that is exempt under the Act (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

1.3. *Copyright*

Where PAHL holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- (i) it is copied or reproduced accurately;
- (ii) it is not used in a misleading context, and
- (iii) the source of the material is identified.

Where PAHL does not hold the copyright in information we publish, we will make this clear.

1.4. *Charges*

This section explains when we may make a charge for our publications and how any charge will be calculated.

We aim to provide all information requested free of charge. Information on our website and copies of any corporate publications that are already printed and available are free of charge although we may charge for postage.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you in particular formats, for example, providing photocopies and posting them to you, however we will charge you no more than it actually costs us to do so (including employee time). We will always tell you what the cost will be before providing the information to you.

Our photocopying charge per sheet of A4 paper (black and white) is 10p. Information provided on a CD-ROM will be charged at £1 per disc.

We will charge postage costs at the rate we paid to send the information to you.

This charging schedule does not apply to our commercial publications.

1.5. *Contact details*

You can contact us for assistance with any aspect of this publication scheme:

Glasgow Prestwick Airport Limited
HR Office, Executive Corridor
Aviation House
Prestwick
KA9 2PL

E-mail: foi@glasgowprestwick.com

We can also advise you how to ask for information that we do not publish or how to

complain if you are dissatisfied with any aspect of this publication scheme.

1.6. *Duration*

PAHL aims to ensure at least all information relevant to the current financial year, in addition to the two previous financial years, is available through the website. Information is held consistent with legal obligations.

Where this information is not available on the website, it can be provided by request

2.0. The classes of information that we publish

There are 8 classes of information:

- (i) About PAHL
- (ii) How PAHL delivers its functions and services
- (iii) How PAHL makes decisions and what we decide
- (iv) What PAHL spends and how we spend it
- (v) How PAHL manages its human, physical and information resources
- (vi) How PAHL procures goods and services from external suppliers
- (vii) How PAHL is performing
- (viii) PAHL's commercial publications

All information created by PAHL and made available through the PAHL website (www.glasgowprestwick.com) can be provided in hard copy by request where not already available. There may be a charge associated with this (see *Charges*). Obtaining information from other websites that are referenced in the publication scheme may incur other costs.

2.1. Class 1: About PAHL	
Description	
Information about PAHL, who we are, where to find us, how to contact us, how we are managed and our external relations.	
Information we publish	How to access it
PAHL contact details	http://www.glasgowprestwick.com/contact-us/
Organisational structure	Key members of staff can be found at http://www.glasgowprestwick.com/corporate/about-us/who-we-are/
Business opening hours	The airport is open 24 hours a day, 7 days a week. Business support functions are available Monday to Friday 9am to 5pm.
Customer codes, charters, and contact details for complaints	http://www.glasgowprestwick.com/passengers/customer-service/
PAHL publication scheme and information about charging for information	http://www.glasgowprestwick.com/corporate/about-us/publication-scheme-and-freedom-of-information/
PAHL is a public corporation that is wholly owned by Scottish Ministers. Information relating to the company can be found at Companies House.	https://www.gov.uk/government/organisations/companies-house
Promotional leaflets on airport facilities	http://www.glasgowprestwick.com/passengers/airport-facilities/
Governance structure and Board Members.	The Group structure can be found at http://www.glasgowprestwick.com/wp-content/uploads/2016/07/Group-Structure.pdf
Board Code of Conduct	Available by request.
Board Register of Interests	Available by request.
Mission statement	The corporate mission statement, vision, aims, and values can be found at http://www.glasgowprestwick.com/corporate/about-us/our-strategy-2/
Corporate plans and strategies	The corporate plan and the corporate strategy can be found at http://www.glasgowprestwick.com/corporate/about-us/our-strategy-2/

Corporate policies	Available by request.
Corporate responsibility	Information on our work relating to corporate responsibility, including work with local communities and the environment, can be found at http://www.glasgowprestwick.com/corporate/community-engagement/
Press releases	PAHL press releases are available from the website at http://www.glasgowprestwick.com/corporate/media-centre/latest-news-2/
Subsidiary companies	PAHL is a public corporation that is wholly owned by Scottish Ministers. PAHL wholly owns Glasgow Prestwick Airport Limited and Prestwick Airport Limited. Information about these subsidiary companies can be found at Companies House https://www.gov.uk/government/organisations/companies-house
Audit arrangements	Audit information that can be published will be made available by request.

2.2. Class 2: How PAHL delivers its functions and services	
Description Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
Information we publish	How to access it
Description of functions	An overview of PAHL's functions can be found at http://www.glasgowprestwick.com/business/
Procedures for applications and relevant fees	Conditions of use and schedule of standard charges and terms can be found at http://www.glasgowprestwick.com/business/passenger-aviation/conditions-of-use/
Reports of the authority's exercise of its statutory functions	PAHL's functions are audited by a number of regulatory bodies including the Civil Aviation Authority (CAA), Department for Transport (DFT) and the Office of Rail Regulation (ORR). Where information from these audit reports can be made available, it is available by request. Some information contained in these reports may be exempt.
Information for services users	Information for service users is available through the airport website. An overview of flight information can be found through the homepage.

2.3. Class 3: How PAHL takes decisions and what we decided

Description

Information about the decisions we take, how we make decisions and how we involve others.

Information we publish

Public consultations

How to access it

Any public consultations run by PAHL will be made available through all possible media.

2.4. Class 4: What PAHL spends and how we spend it	
Description Information about our strategy for, and the management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).	
Information we publish	How to access it
Financial statements, including annual accounts	http://www.glasgowprestwick.com/corporate/about-us/performance-and-reporting/
Expenses policies and procedures	Made available by request.
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Made available by request.
Board member remuneration other than expenses	Made available by request.
Pay and grading structure (levels of pay rather than individual salaries)	The airport is in the process of developing a pay and grading structure for publication on our website. Once this has been finalised, this will be available at http://www.glasgowprestwick.com/corporate/work-with-us/work-with-us/

2.5. Class 5: How PAHL manages its human, physical and information resources	
Description Information about how we manage the human, physical and information resources of the authority.	
Information we publish	How to access it
Pay grades	For posts that are graded within PAHL, this information is being developed for publication. Once this has been finalised, this will be available at http://www.glasgowprestwick.com/corporate/work-with-us/work-with-us/
Human resources policies, procedures and guidelines	Made available by request.
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Information that can be published relating to agreements is available by request. PAHL works with two recognised trade unions: <ul style="list-style-type: none"> • Prospect • Unite the Union
Land and property management	http://www.glasgowprestwick.com/business/commercial-and-property/
Information relating to the Records Management Plan and information governance within PAHL.	Resources that fall within this class are currently being developed and will be available from the website as and when they are completed. In the meantime, please contact us if you wish to confirm which documents are currently held.
List of statistical information published by the authority	Information published by the authority can be found in Class 7, How PAHL is Performing.
Freedom of information policies and procedures	http://www.glasgowprestwick.com/corporate/about-us/publication-scheme-and-freedom-of-information/
Data protection policy	This policy is currently being updated and will be made available through the website when it is finalised.

2.6. Class 6: How PAHL procures goods and services from external providers	
Description Information about how we procure goods and services, and our contracts with external providers.	
Information we publish	How to access it
Procurement policies, procedures, and invitations to tender	http://www.glasgowprestwick.com/corporate/procurement/
Contracts awarded	http://www.glasgowprestwick.com/corporate/procurement/

2.7. Class 7: How PAHL is performing

Description

Information about how we perform as an organisation, and how well we deliver our functions and services.

Information we publish

Performance indicators

How to access it

<http://www.glasgowprestwick.com/corporate/about-us/performance-and-reporting/>

Statistics relating to number of flights and passengers can also be found on the Civil Aviation Airport website at <https://www.caa.co.uk/default.aspx?catid=80&pagetype=90>.

2.8. Class 8: PAHL's commercial publications

Description

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, for example, bookshop, museum or research journal.

PAHL does not produce any publications that are sold on a commercial basis.

Information we publish	How to access it
N/A	N/A