Prestwick Aviation Holdings Limited

PUBLICATION SCHEME

Updated August 2026

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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 and 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 on 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 on 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.

There will be no charge for information requests which cost us £100 or less to process. Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. At present however GPA normally waives this fee. We are not obliged to respond to requests which will cost us over £600 to process.

For EIR requests, where it would cost more than £600 to provide the information to you, we may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

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 and 30p (colour). We will charge postage costs at the rate we paid to send the information to you. Staff time will be charged at a maximum of £15 per hour. 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
Business Support 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 9 classes of information:

1 About PAHL
2 How PAHL delivers its functions and services
3 How PAHL makes decisions and what we decide
4 What PAHL spends and how we spend it
5 How PAHL manages its human, physical and information resources
6 How PAHL procures goods and services from external suppliers
7 How PAHL is performing
8 PAHL's commercial publications
9 PAHL's Open data and a statement on Copyright and Re-use

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	Available on Request
Governance structure and Board Members.	The Group structure can be found at Board and its Members can be found at http://www.glasgowprestwick.com/corporate/about-us/who-we-are/our-board/
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. Information is also available in hard copy on request.

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	**How to access it**
Public consultations	Any public consultations run by PAHL will be made available through all possible media.
Minutes from Board Meetings	Minutes from Prestwick Airport Holding Ltd (PAHL) can be found at Performance and reporting - Glasgow Prestwick Airport Glasgow Prestwick Airport

2.4. Class 4: What PAHL spends and how we spend it	
Description Information about our strategy for, and the management of, financial resources (Glasgow Prestwick Airport is owned by the Scottish Government as a strategic asset and operates at an arm's length from the Government).	
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)	https://www.glasgowprestwick.com/wp-content/uploads/2020/08/GPA-Salary-Spine-April-2020-to-March-2021.pdf

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	This is available at https://www.glasgowprestwick.com/wp-content/uploads/2020/08/GPA-Salary-Spine-April-2020-to-March-2021.pdf
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: • 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.	Our Records Management Plan is published by Records for Scotland here: https://www.nrscotland.gov.uk/files//record-keeping/public-records-act/keepers-assessment-report-prestwick-aviation-holdings-ltd-ts-prestwick-holdco.pdf
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	Available on Request
Privacy Notices	PAHL processes personal information for a number of different purposes, our privacy notices can be found at Privacy Policy - Glasgow Prestwick Airport Glasgow Prestwick Airport

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	**How to access it**
Performance indicators	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.
Performance indicators	Key measures of Performance can also be found in our annual report Performance and reporting - Glasgow Prestwick Airport Glasgow Prestwick Airport

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

2.9. Class 9: PAHL's Open data and a statement on copyright and Re-use

Description
Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack are available under an open licence.

The Commissioner expects authorities to publish the following information (if held), **as a minimum:**

- The authority's open data publication plan
- Open data sets and their metadata, or links to where they are accessible

At present PAHL does not produce data of this nature.

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