

GLASGOW CITY COUNCIL MEDIA BRIEF

Introduction

Most local and national media offices will be aware that placing a press enquiry with Glasgow City Council requires you to go via the Media Office of the Council's Corporate Communication Unit.

In order to avoid confusion when the new Freedom of Information (Scotland) Act 2002, (FOI), comes into force, this information is designed to ensure that any requests being made by the press to the Council go through a new system specially set up to deal with FOI. This will ensure accurate logging and a timely response where possible.

How a formal FOI request will be handled by Glasgow City Council

A special phone number, request form and email have been set up to deal with FOI enquiries related to Glasgow City Council. You must make your request in writing or in a form that can be recorded:

Phone 0845 270 1555
(Outside UK ++44 141 418 1792)

**Request form available at www.glasgow.gov.uk/foi,
Council libraries and email foi@glasgow.gov.uk**

You will be aware that the Scottish Information Commissioner makes no distinction between the public and the press so any calls from the media as formal requests under FOI will be dealt with as public enquiries.

You can, of course, continue to direct calls to the press office for follow-up FOI calls on any information you are sent but your initial calls should be directed to the above contacts.

Publications Scheme & Web Information

Before you decide to place formal request, check the extensive list of documents on the Council's Publications Scheme. You can access this at local City Council libraries and at www.glasgow.gov.uk/foi. On screen navigation facilities or the 'A to Z' search facility can save time as if you don't check there first and the information you seek is on the listings, you will be referred eventually back to that source.

(NB It is your responsibility to check the listings. The Council's Media Office will not check the listings for you.)

As the City Council meeting agendas and minutes are all on the web, there is a huge amount of information also available at www.glasgow.gov.uk/committees with a search facility.

General

The Information Commissioner's web site - www.itspublicknowledge.info gives details of other issues which you should take into account when placing requests with the Council - public holidays, timescales - 20 working days, data protection, etc.

The Council will be as open as possible but when we consider that disclosure may seriously prejudice law enforcement, legal proceedings or regulatory or enforcement activities or where the disclosure is otherwise prohibited by law, we will withhold information. We may also withhold information that might seriously prejudice the commercial interests of any person or organisation, including ourselves.

Details of the Act, FAQs and other information can be obtained from the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS - 01334 464 610 www.itspublicknowledge.info

It has always been the Council's policy to be open and accountable in respect of its approach to policy formulation and delivery of Council services. This is reflected in the Council Key Objective to:

Provide accessible, accountable Council services that are effective and offer value for money.

In this respect, operation of the FOI regime reinforces our current approach through the introduction of a formal process for providing information which is not routinely made available.

Freedom of Information [Scotland] Act

