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THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND

gtc
SCOTLAND

The General Teaching Council for Scotland
Guide to Information

Last updated: 06 December 2021

1   Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires The General Teaching Council for Scotland (GTC Scotland) as a Scottish public authority to produce and maintain a publication scheme. GTC Scotland has adopted the [Scottish Information Commissioners Model Publication Scheme (updated November 2018)](#)

The purpose of this Guide to Information is to:

- ❖ help you see what information we make available about who we are, what we do and how we do it;
- ❖ state what charges may be applied when we provide a publication to you;
- ❖ explain how to find the information we publish easily;
- ❖ provide contact details for enquiries and to get help with accessing the information; and
- ❖ explain how to request information we hold that has not been published.

2   Availability and Formats

The information we publish through the model publication scheme is, where possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online. For example, we can usually arrange to send information out in paper copy (although there may be a charge for this).

3   Exempt information

We will publish the information we hold that falls within the classes of information detailed below. If a document contains information that is exempt under the Act and any related laws (for example, personal information), we will remove or redact the information before publication and explain why.

4   Copyright

Where GTC Scotland owns the copyright in its published information, the information may be reproduced by you provided that this is done fairly, non-commercially and GTC Scotland is acknowledged as the source where it is supplied to others. Where GTC Scotland does not own the copyright in any published information, this will be highlighted.

5   Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website.

We may charge for providing a publication to you to cover, for example, photocopying costs, the costs of any CD-Rom supplied and postage costs. We will charge you no more than it actually costs us to supply the information and will always tell you what the cost is before providing the information to you.

Our photocopying charge is shown below.

Black and white photocopying:

A4 size of paper   10 pence per sheet

Colour photocopying:

A4 size of paper   20 pence per sheet

Information provided on CD-Rom will be charged at 50 pence per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

Please note that this charging schedule does not apply to any commercial publications that we may publish from time to time.

6   Contact us

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

Suzanne Valente
Information Compliance Officer
General Teaching Council for Scotland

Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

Tel: 0131 314 6053
Fax: 0131 314 6001

E-mail: foi@gtcs.org.uk

7   The classes of information that we publish

We publish information that we hold within the following classes:

- ❖   Class 1: About us
- ❖   Class 2: How we deliver our functions and services
- ❖   Class 3: How we take decisions and what we have decided
- ❖   Class 4: What we spend and how we spend it
- ❖   Class 5: How we manage our human, physical and information resources
- ❖   Class 6: How we procure goods and services from external providers
- ❖   Class 7: How we are performing
- ❖   Class 8: Our commercial publications
- ❖   Class 9: Our Open Data

Details of what information we publish under each class are set out in the table below.

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

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Class 1: About Us

Class description:

Information about us, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish	How to access it
Our governing legislation	
The Public Services reform (General Teaching Council for Scotland) Order 2011	http://www.legislation.gov.uk/ssi/2011/215/contents/made
Requirement for teachers working in Scotland's Local Authorities to register	https://www.legislation.gov.uk/ssi/2005/355/made
Requirement for teachers in Independent and Grant Aided Schools to register	https://www.legislation.gov.uk/ssi/2017/259/made
Agreement for College Lecturers to register	https://njncscotlandscolleges.ac.uk/njnc/communications/654-njnc-circular-0318-unpromoted-lecturing-staff-salary-placement-and-progression-280618/file.html
About Us	
GTC Scotland's Statutory Functions	https://www.gtcs.org.uk/about-us/
GTC Scotland's Council (including the Standing Orders)	https://www.gtcs.org.uk/about-us/the-council/
GTC Scotland's Council Elections (including the governing Election Scheme)	https://www.gtcs.org.uk/about-us/council-elections/
GTC Scotland Council members and their role	https://www.gtcs.org.uk/about-us/council-members/
GTC Scotland's Chief Executive and senior leadership team	https://www.gtcs.org.uk/about-us/leadership-team/
GTC Scotland Council Committees and Panels (including the relevant Committee Standing Orders, Appointments Committee)	https://www.gtcs.org.uk/about-us/committees-and-panels/
External Relations/working with others	

Who we work with and Memorandums of Understanding with other bodies	https://www.gtcs.org.uk/about-us/who-we-work-with/
Give feedback or complain about us	https://www.gtcs.org.uk/about-us/feedback-or-complain-about-our-services/
Keeping others informed	
News releases and events	https://www.gtcs.org.uk/news/
Business Opening hours	https://www.gtcs.org.uk/about-us/contact-us/
Teaching Scotland Magazine	https://www.gtcs.org.uk/teaching-scotland-magazine/
Inspiring Lecturers Ezine	https://www.gtcs.org.uk/college/about-gtc-scotland-for-college-lecturers/

Class 2: How we deliver functions and services

Class description:

Information about our work, our strategy and policies for delivering functions, services and information for our service users

The information we publish	How to access it
Our strategic plan	https://www.gtcs.org.uk/wp-content/uploads/2021/12/refreshed-strategic-plan-2021-23-english.pdf
Our Annual Report and Accounts	https://www.gtcs.org.uk/about-us/corporate-publications/
Our Equality, Diversity and Inclusion Policy	https://www.gtcs.org.uk/wp-content/uploads/2021/09/equality-diversity-and-inclusion-policy.pdf
Legal information about using our website and our use of cookies on our website	https://www.gtcs.org.uk/legal/ https://www.gtcs.org.uk/cookies/
Accessibility statement	https://www.gtcs.org.uk/accessibility/
Professional Standards for Teachers	https://www.gtcs.org.uk/professional-standards/professional-standards-for-teachers/
Professional Standards for College Lecturers	https://www.gtcs.org.uk/professional-standards/professional-standards-for-lecturers-in-scotlands-colleges/
Headship Qualifications	https://www.gtcs.org.uk/professional-standards/headship-qualifications/
Code of Professionalism and Conduct	https://www.gtcs.org.uk/fitness-to-teach/code-of-professionalism-and-conduct/
Information on our fitness to teach	

processes	
Making a conduct referral about a teacher (as a member of the public or employer) or a competence referral (employer)	https://www.gtcs.org.uk/fitness-to-teach/making-a-referral-or-recommendation/
The investigations process	https://www.gtcs.org.uk/fitness-to-teach/the-investigations-process/
Hearing types	https://www.gtcs.org.uk/fitness-to-teach/about-hearings/
Rules and policies	https://www.gtcs.org.uk/fitness-to-teach/rules-and-policies/

Information for the professional development of teachers	
Professional recognition and how to apply	https://www.gtcs.org.uk/professional-update/professional-recognition/
Framework for professional registration for teachers who wish to add an additional subject or sector to their full registration	https://www.gtcs.org.uk/registration/registration-in-an-additional-subject-sector/
Headship Qualifications	https://www.gtcs.org.uk/professional-standards/headship-qualifications/
Professional Learning	https://www.gtcs.org.uk/professional-update/professional-learning/
Professional Update	https://www.gtcs.org.uk/professional-update/
Information on our regulation of the teacher probationary service period	www.in2teaching.org.uk/home/home.aspx
Information on our teacher registration processes	https://www.gtcs.org.uk/registration/
How to re-apply for registration for teachers qualified in Scotland	https://www.gtcs.org.uk/registration/return-to-the-register/
Information for teachers qualified outside Scotland (including the applicable Statement of	https://www.gtcs.org.uk/registration/qualified-outside-scotland/

Principles and Practice)	
Information for teachers who wish to register, qualified in the UK and registerd with UK teaching body	https://www.gtcs.org.uk/registration/qualified-in-the-uk-and-registered-with-uk-teaching-body/
Information for College Lecturers on work being done to register the profession	https://www.gtcs.org.uk/college/
Registration in Additional Support Needs category	https://www.gtcs.org.uk/registration/registration-in-additional-support-needs/
Registration and Standards Rules	https://www.gtcs.org.uk/wp-content/uploads/2021/10/registration-and-standards-rules.pdf
Protecting Vulnerable Groups Scheme	https://www.gtcs.org.uk/registration/protection-of-vulnerable-groups/
Criminal record checks required for reqistration	https://www.gtcs.org.uk/registration/criminal-record-check/
The Registration Fee	https://www.gtcs.org.uk/registration/registration-fee/
Cancelling registration	https://www.gtcs.org.uk/registration/cancel-your-registration/
How to update your details with us	How do I change my details? - The General Teaching Council for Scotland (gtcs.org.uk)
Secondary teaching	https://www.gtcs.org.uk/registration/secondary-teaching/

Class 3: How we take decisions and what we have decided

Class Description:

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

The information we publish	How to access it
Council meetings and Minutes	https://www.gtcs.org.uk/about-us/council-meetings-and-minutes/
Council meetings and minutes	Council meetings Agenda papers are available on request. Please contact us on gtcs@gtcs.org.uk (please bear in mind the information noted within minutes may require to be redacted appropriately before release)
Our consultations	https://www.gtcs.org.uk/about-us/consultations/
Fitness to Teach	
Fitness to Teach referral hearings schedule	https://www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions/

and decisions	Decisions are issued in accordance with the Fitness to Teach Publication policy https://www.gtcs.org.uk/wp-content/uploads/2021/09/fitness-to-teach-publication-policy.pdf
Indicative Outcomes Guidance. Practice Statements and the Threshold Policy used by GTC Scotland Officers when determining whether a referral required investigation by Fitness to Teach Panels when adjudicating cases	https://www.gtcs.org.uk/fitness-to-teach/rules-and-policies/

Class 4: What we spend and how we spend it

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend and what has actually been spent).

Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Financial statements	Annual Report and Accounts	https://www.gtcs.org.uk/wp-content/uploads/2021/12/annual-report-and-financial-statements-2021.pdf
Investments, summary information about endowments, investments and authority pension fund		
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation	Senior staff salary details	https://www.gtcs.org.uk/about-us/leadership-team/
Pay and grading structure (levels of pay rather than individual salaries)	Pay Scales	https://www.gtcs.org.uk/wp-content/uploads/2021/11/Standard-Terms-Conditions-Employment.odt

Financial statements required by statute e.g. PSRA	Public Services Reform (Scotland) Act 2010 (PSRA) Reporting	https://www.gtcs.org.uk/about-us/corporate-publications/ https://www.gtcs.org.uk/wp-content/uploads/2021/11/PSRA-financial-reporting-public-information-2020-2021.pdf
Financial policies and procedures for budget allocation	Not currently available	
Purchasing plans and capital funding plans	GTCS budget includes capital spend plans	Please contact us for further details
Financial administration manual/internal financial regulations/Expenses policies and procedures	Travel and Expenses Policy Scheme of Delegation Procurement Policy & Contracts Register	Policy is available on request Under review Under review

Class 5: How we manage our human, physical and information resources

Class description:

Information about how we manage our human, physical and information resources.

The information we publish	How to access it
Office policies (including, for example, on fire procedures and health & safety etc)	These are available on request (contact details above).
Employment policies (including, for example, on staff development, disciplinary/grievance procedures, redundancy, attendance etc)	These are available on request (contact details above).
Standard terms and conditions of employment	These are available on request (contact details above).
Current vacancies	https://www.gtcs.org.uk/about-us/work-with-us/

Our equality and diversity policy and action plans	https://www.gtcs.org.uk/professional-standards/key-cross-cutting-themes/equality-and-diversity
Records management policy	This is available on request (contact details above).
Records retention policy	This is available on request (contact details above).
Our publication scheme	https://www.gtcs.org.uk/about-us/freedom-of-information/
Our privacy (or data protection) policy	https://www.gtcs.org.uk/privacy-notice/

Class 6: How we procure goods and services from external providers

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish	How to access it
Our procurement strategy and tendering Procedure	https://www.gtcs.org.uk/wp-content/uploads/2021/12/gtc-scotland-procurement-policy.pdf
Value of contracts currently in place	This is available on request (contact details above).

Class 7: How we are performing

Class description:

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

The information we publish	How to access it
Our annual reports and audited accounts	https://www.gtcs.org.uk/about-us/corporate-publications/
Annual reviews and mid-year reviews on	https://www.gtcs.org.uk/about-us/corporate-publications/

performance against annual plans	
Sickness and absence statistics	These are available on request (contact details above)

Class 8: Our commercial publications

Class description:

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.

The information we publish	How to access it
We do not hold or publish information	

Class 9: Our open data

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack[18] and available under an open licence.

The information we publish	How to access it
Teachers Register	https://www.gtcs.org.uk/search-the-register/

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