



## **Freedom of Information Act 2000**

### **Publication Scheme**

#### **Fees.**

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## 1. Governance

### Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<ul style="list-style-type: none"> <li>Statutory Instrument- The Instruments and Articles of Governance</li> </ul>	<ul style="list-style-type: none"> <li>Published document. Copy available from Clerk to the Corporation, and College Library</li> </ul>	Paper/disc	* SEE NOTE ON COVER PAGE
1.2	How the institution is organised	<ul style="list-style-type: none"> <li>Organisational structure charts</li> <li>Description of work/responsibilities of units</li> </ul>	<ul style="list-style-type: none"> <li>Staff structure Chart</li> </ul>	Paper/disc	
1.3	Information on the institutional context	<ul style="list-style-type: none"> <li>The FE corporation's mission statement</li> <li>Relevant sections of the FE corporation's corporate plan</li> <li>Statement of the FE corporation's quality assurance policies and procedures</li> <li>The FE corporation's learning and teaching strategy and,</li> <li>periodic reviews of progress</li> </ul>	<ul style="list-style-type: none"> <li>} The College Strategic Plan, 3 Year Development plan and annual Self-Assessment report.</li> <li>} Minutes of meetings of Academic Planning and Quality Committee.</li> </ul> <p>All available from the Clerk to the Corporation and College Library</p>	Paper/disc	
1.4		<ul style="list-style-type: none"> <li>Description of Statutory Bodies (e.g. Governing Body, Corporation). In many cases it will be appropriate to list names of people who are members of the above, as they are matters of public interest</li> <li>Codes of Conduct for members of governing</li> </ul>	<ul style="list-style-type: none"> <li>Corporation Standing Orders. Instruments and Articles. Available from Clerk to the Corporation</li> <li>Individual Governor</li> </ul>	Paper/disc	

		<p>bodies</p> <ul style="list-style-type: none"> <li>• Description of the sub-structures and committees supporting them. This may include Academic Boards, Boards of Governors and Steering Groups. These may have 'Standing Orders' that indicate the mode of operation</li>   <li>• Objectives on which the structure is based</li>   <li>• Terms of reference, membership and mode of operation of all boards and committees in the formal structure</li>   <li>• Code of practice for college elections and committee procedures</li>   <li>• Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc.</li>   <li>• Appointment committees and procedures</li> </ul>	<p>records/ handbook</p> <ul style="list-style-type: none"> <li>• Corporation standing Orders and Committee terms of reference.</li>   <li>• Instruments and Articles, Strategic Plan</li>   <li>• Terms of reference for Committees. Available from Clerk to the Corporation and in Governor Handbook and intranet.</li>   <li>• Standing Orders, Instruments and Articles</li>   <li>• Available from Clerk to the Corporation, Library and Intranet except in case of papers deemed Confidential under the terms of the College Openness policy</li>   <li>• Search Committee Terms of Reference and minutes,</li> </ul>		
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			Instruments and Articles		
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## 2. Financial Resources

### Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	<ul style="list-style-type: none"> <li>• Budgets and accounts</li> <li>• Contracting</li> <li>• Goods and services</li> <li>• Insurance</li> <li>• Pensions</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and Subsistence</li> </ul>	<ul style="list-style-type: none"> <li>• Financial forecasts/financial software</li> <li>• Contracts</li> <li>• Prime Documents/Finance Software</li> <li>• Insurance Portfolio/Register</li> <li>• Personnel Records/Payroll</li>   <li>• Travel Claims/Financial Software</li> </ul>	Paper/disc	
2.2	Resource planning	<ul style="list-style-type: none"> <li>• Financial regulations, including procurement policy</li> <li>• Annual accounts</li> <li>• Annual budget (as appears in the final accounts)</li> <li>• Planning and budgeting procedures</li> <li>• Corporate plan/Mission statement</li> <li>• Annual report</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Records/Handbook</li> <li>• Statutory Accounts/Financial Software</li> <li>• Financial Forecast/Financial Software</li> <li>• Financial Procedures and Policies/Finance Handbook</li>   <li>• Statutory Accounts</li> </ul>	Paper/disc	

### 3. Human Resources

#### Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class)

	Class	Description	Source	Manner	Fee
3.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached</li> <li>• Grievance procedures and policies</li> <li>• Disciplinary procedures and policies</li> <li>• Harassment and bullying policy</li> <li>• Health and safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Job vacancies</li> <li>• Any other policies relating to staff not included elsewhere in the PS</li> </ul>	Staff Handbook, Personnel Procedures Personnel Procedures Personnel Records  JCC Constitution and minutes  } Staff Handbook } }  Staff Handbook  None Personnel files/website Staff Handbook	All paper Paper/disc	
3.2	Equal opportunities/Diversity	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> <li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	Equal Opportunities and Inclusion Policy  Corporation and F&GP minutes	Paper/disc	
3.3	Human Resources strategy ( <b>Optional</b> )	<ul style="list-style-type: none"> <li>•</li> </ul>	H.R. Strategy	Paper/disc	
3.4	Staff Development	<ul style="list-style-type: none"> <li>• Induction – details of areas covered and procedures</li> </ul>	Staff Development Files  Staff Handbook	Paper/disc	

		<ul style="list-style-type: none"><li>• Policies and procedures relation to probation</li><li>• Policies and procedures pertaining to appraisal</li><li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li><li>• Policies on upgrades and promotions</li></ul>	Personnel Files and staff handbook Staff Development Files Staff handbook		
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## 4. Physical Resources

### Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institutions commercial interests.<sup>2</sup>

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<ul style="list-style-type: none"> <li>• Estates strategy and plan</li> <li>• Tendering policies</li> <li>• Catering policies</li> <li>• Cleaning policies</li> <li>• Grounds maintenance and upkeep</li> <li>• Building maintenance and upkeep</li> <li>• Recycling policies</li> <li>• Disposal policies</li> <li>• Map of main site</li> <li>• Address of main site and other locations</li> </ul>	Accommodation Strategy Financial Regulations } } Finance Office Records } Planned Maintenance Prog. } Finance Office Records Financial Regulations and Procedures } Reception }	Paper/disc  Contract Contract Contract	

## 5. Student Administration and Support

### Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student progression, retention and completion data</li> <li>• Data on qualifications awarded to students</li> <li>• Data on employment/training outcomes for graduates/students</li> </ul>	Course Discussion Guide 3 Year Development Plan and Strategic Planning Records, Progress Reviews, 4CD records  Destinations report, 3 year Dev. Plan Destinations report, MIS records N/A	Paper/disc	
5.2	Student accommodation	<ul style="list-style-type: none"> <li>• Accommodation services</li> </ul>	N/A	Paper/disc	
5.3	Student administration	<ul style="list-style-type: none"> <li>• Registry students records policies and procedures documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	Student Handbook  Data Protection Procedures, Freedom of Information log	Paper/disc	
	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
5.4	Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents</li> </ul>	Prospectus, Course Discussion Guide, Student Handbook	Paper/disc	
5.5	Student discipline	<ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents</li> <li>• Internal student complaint and appeals procedures</li> </ul>	Student Handbook, Bullying Procedure Complaints and Concerns Procedure Induction guides for staff and students	Paper/disc	
5.6	Student learning support services	<ul style="list-style-type: none"> <li>• Learning development and support - Personal Development Advice</li> <li>• Services for students with special needs</li> </ul>	} 1 CD Records kept by JJ/Anne H } Nigel – Information held on student file }	Paper/disc	
5.7	Student Liaison	<ul style="list-style-type: none"> <li>• Terms of reference of staff/student liaison committee(s)</li> <li>• Minutes of previous staff/student liaison</li> </ul>	Quickson records Student Forum Minutes Support and Guidance Records	Paper/disc	

		committee(s) meetings			
5.8	Student policies	<ul style="list-style-type: none"> <li>• Policies relating to students <b>not</b> included elsewhere in the PS</li> <li>• Reference to student policies included elsewhere in the PS</li> </ul>	<b>THERE ARE NONE!</b>	Paper/disc	
5.9	Student Welfare	<ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li>   <li>• Housing</li> <li>• Finance</li> </ul>	} Student Handbook } LRC Helpdesk Reception/Student Handbook Enrolment Booklet Personnel Advisor (Inclusion) LRC Finance Office/Student Handbook	Paper/disc	
5.10	Student Associations and Activities <b>(Optional but strongly recommended)</b>	<ul style="list-style-type: none"> <li>• Students' Union Constitution, Code of Practice, list of Officers and any other related documents</li> </ul>	Student Forum Constitution and Minutes of Meeting  Student Membership of College Committees	Paper/disc	

## 6. Information Services

### Introduction

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
6.1		<ul style="list-style-type: none"> <li>Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems</li> <li>Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access)</li> <li>The general rules and conditions of use (e.g. no smoking/drinking/eating, the existence of policies with regard to law such as copyright, computing code of practice, data protection). For other student policies, see reference to other relevant students policies in PS</li> <li>Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are accepted as users, e.g. temporary staff, short course or conference use, 'taster sessions' etc.</li> <li>There should be a pointer to other codes of conduct or rules external to the institution which may apply to the use (e.g. JANET acceptable use rules, Athens registration rules)</li> </ul>	LRC Helpdesk Weekly News Bulletin Reception, Student Handbook  LRC Helpdesk Student Handbook Computer Usage Policy (Staff and Students) Notices around college  Personnel Records  Seek guidance from Deputy Principal/Director of Student Support and Guidance	Paper/disc	
	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
		<ul style="list-style-type: none"> <li>Access to/use of Archives, including how far back in time information exists and if so to what extent it is available<sup>4</sup></li> <li>Details of logging, monitoring and procedures</li> </ul>	[Note – FEFC guide]  N/A	Paper/disc	

		followed in case of breach of conditions of use should also be included here			
6.2	Mission statements and related documents	<ul style="list-style-type: none"> <li>•</li> </ul>		Paper/disc	
6.3	Policies with regard to data and information	<ul style="list-style-type: none"> <li>• Security policies (ie how the data is protected). It could be argued that provision of information on this could risk a crime being committed, so it might be exempt or certain parts would not be published. (This is only really an issue where the security policy is explicit enough to include detailed description of implementation. Clearly disclosure of this sort of information could potentially lead to a crime under the Computer Misuse Act)</li> <li>• Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics)</li> <li>• Data protection statements/policies</li> <li>• Policies on CCTV monitoring, RIPA etc.</li> </ul>	<p>Risk Assessment Policy and Disaster Contingency Policy.</p> <p>[Note – FEFC guide)</p> <p>Ref. AoC guide (Steve Murfin)</p>	Paper/disc	
6.4	Procurement and disposal policies	<ul style="list-style-type: none"> <li>• Policies relating to the procurement and disposal of equipment</li> <li>• Collection management/preservation strategy (including policy on disposal of stock)</li> </ul>	<p>Finance Office Records</p> <p>Finance Office Records</p>	Paper/disc	
6.5	Scope of collections held	<ul style="list-style-type: none"> <li>• Guides to collections</li> <li>• Scope and availability of catalogues</li> </ul>	To be classified	Paper/disc	

## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates				
7.2	Further course information	<ul style="list-style-type: none"> <li>• Term dates</li> <li>• Structure of courses</li> <li>• Qualification gained</li> <li>• Changing courses</li> <li>• Work experience</li> </ul>	College Calendar Prospectus/subject leaflets Prospectus/subject leaflets Curriculum Committee mins LRC Helpdesk Course/Subject Handbook	Paper/disc	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• Programme Specifications</li> <li>• Annual monitoring and review processes</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Assessment strategies, processes and procedures</li> <li>• The range and nature of student work</li> <li>• Arrangements for academic and tutorial guidance, support and supervision</li> <li>• Library services and IT support</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning</li> <li>• Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>• Assessment arrangements</li> <li>• Quality of pastoral support</li> <li>• The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time</li> <li>• The range of teaching methods used</li> <li>• The availability and use of specialist equipment</li> </ul>	Curriculum Handbook/Scheme of work Self Assessment Report Verification /Moderator reports: Curriculum Handbook, Curriculum Managers and Assistant principal meeting minutes Assessment Policy: Departmental Handbook SAR Departmental Handbook/AP& Q minutes T.B.D. Accommodation strategy/ILT strategy SAR Curriculum Monitoring Documents Assessment Policy: Departmental Handbook T.B.D S.A.R S.A.R	Paper/disc	

		<p>and other resources and materials to support teaching and learning</p> <ul style="list-style-type: none"> <li>• Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes</li> <li>• The use of external benchmarking and other comparators</li> </ul>	<p>Appraisal Documentation</p> <p>Staff Development Records</p> <p>S.A.R</p>		
7.4	Staffing structure of schools/departments	<ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each school/department</li> </ul>	<p>Structure chart</p> <p>Reception</p>	Paper/disc	
7.5	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examination periods</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• Policy on plagiarism</li> <li>• External examination bodies</li> </ul>	<p>}</p> <p>} Exams Office - handbook</p> <p>}</p> <p>T.B.D</p>	Paper/disc	
7.6	Tuition fees	<ul style="list-style-type: none"> <li>• Information for home/EU students</li> <li>• Information for international students</li> <li>• Information on other charges</li> </ul>	<p>Prospectus</p> <p>N/A</p> <p>Student Handbook</p>	Paper/disc	

## 8. External Relations

### Introduction

This section covers information relating to the institutions relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies <sup>5</sup>, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

	<b>Class</b>	<b>Description</b>	<b>Source</b>	<b>Manner</b>	<b>Fee</b>
8.1	Community Liaison	<ul style="list-style-type: none"> <li>• Policies relating to the institution's community relations</li> </ul>	<ul style="list-style-type: none"> <li>• Equal Opportunities and Inclusivity</li> <li>• Strategic plan</li> </ul>	Paper/disc	
8.2	Fundraising	<ul style="list-style-type: none"> <li>• Promotional material relating to institutional fundraising, objectives including plans, prospectus etc. where their release would not damage the commercial interests of the institution</li> </ul>	N/A	Paper/disc	
8.3	Government and Regulator relations	<ul style="list-style-type: none"> <li>• Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc. OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• 3 Year Development Plan</li> <li>• Self Assessment Report</li> </ul>	Paper/disc	
8.4	Marketing and recruitment	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Open days</li> <li>• Entry requirements</li> <li>• Widening participation</li> </ul>	<ul style="list-style-type: none"> <li>• 16 – 19 Prospectus</li> <li>• Adult Prospectus</li> <li>• Student Handbook</li> <li>• College Web site</li> </ul>	Paper/disc	
8.5	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course brochures</li> <li>• Newsletters and Magazines</li> <li>• Current information provided to an enrolled student (ie contents of the 'welcome pack')</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing file</li> <li>• All available from college marketing and liaison office</li> </ul>	Paper/disc	