



POLICY

TITLE:	Freedom of Information Publication Scheme
AIM:	To provide details of the information held and on the availability and charges for such information
RELATED POLICIES & PROCEDURES:	Data Handling (Data Protection) Policy
APPROVED BY:	Directorate: JCNC: Audit Committee: Board of the Corporation:
DATE OF APPROVAL:	November 2008
DATE OF NEXT REVIEW:	September 2010
DISTRIBUTION:	All staff via Intranet



This policy has been reviewed to ensure that it has no unintentional potential adverse impact on an individual or group of individuals because of their gender, ethnicity or disability and that all opportunities to promote gender, race and disability equality have been identified and maximised.

Aim of the Publication Scheme

The aim of the scheme is to ensure that certain kinds of information are routinely available to the public. The information should be easy for the College and any individual to find. Routinely published information should be available as part of the College's normal business and should be easy to access through a website or easily and quickly sent out by the College

Information Requests

Requests for information under the Publication Scheme should be made in writing or by email to the Director of Human Resources.

Electronic/ Hard Copies

Information will normally be provided electronically although hard copies will be provided on request.

Timescales

Information that is routinely available will be provided electronically when requested. Hard copies will be sent within five working days as a minimum. If the information needs to be viewed at the College premises, the College will contact the individual within five working days to arrange an appointment convenient to both parties.

Fees Policy

There will be a £10 minimum charge for the photocopying/printing and postage of requested hard copies. This charge may increase for large volumes of copying/printing.

Complaints Procedures

Complaints about the provision of information under the Publication Scheme should be made in writing or by email to the Director of Human Resources.

1. Who We Are and What We Do (Governance)

	Class	Description	Manner
1.1	Legal Framework	<ul style="list-style-type: none"> • Instruments and Articles of Government 	Paper/Elec
1.2	How the Institution is Organised	<ul style="list-style-type: none"> • Corporation – (Statutory Body) • Organisational structure charts • Description of work/responsibilities of units • Key/senior personnel • Terms of Reference <ul style="list-style-type: none"> ○ Membership Boards & Committees ○ Staff/Student Liaison Committees 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
1.3	Location and Contact Details	<ul style="list-style-type: none"> • The names, telephone numbers and email addresses of named contacts Contact details for each school/department 	Paper/Elec
1.4	Public Relations	<ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student • Open Days 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
1.6	Student Associations and Activities	<ul style="list-style-type: none"> • Students' Union Constitution, Code of Practice, List of Officers and any other related documents 	Paper/Elec

2. What We Spend and How We Spend It - Financial Resources

	Class	Description	Manner
2.1	Funding Income	<ul style="list-style-type: none"> Income and funding sources- e.g. funding grants/tuition fees Endowment and investment income Investment strategy 	Paper/Elec Paper/Elec Paper/Elec
2.2	Budgetary & Account Information	<ul style="list-style-type: none"> Annual statement of accounts Budgets – revenue and capital expenditure Contracting delete Goods and services Insurance Pensions Remuneration of senior staff as published in annual accounts Staff salary budget Travel and subsistence 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
2.3	Financial Audit Reports	<ul style="list-style-type: none"> Financial Audit Reports 	Paper/Elec
2.4	Financial Regulations & Procedures Staff Pay and Grading Structures	<ul style="list-style-type: none"> Financial regulations, including procurement policy Annual accounts Annual budget (as appears in the final accounts) Planning and budgeting procedures Annual report Staff pay and grading structures 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
2.5	Procurement and Tender Procedures & Reports	<ul style="list-style-type: none"> Procurement and tender procedures and reports 	Paper/Elec

3 What Are Our Priorities and How We Are Doing

	Class	Description	Manner
3.1	Annual Report Corporate & Business Plans	<ul style="list-style-type: none"> • The FE corporation's mission statement • College Priorities 2008-2011 • Relevant sections of the FE corporation's corporate plan • Statement of the FE corporation's quality assurance policies and procedures 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec
3.2	Teaching and Learning Strategy	<ul style="list-style-type: none"> • The FE corporation's learning and teaching strategy and periodic reviews of progress 	Paper/Elec
3.3	Academic Quality and Standards	<p>a) <u>Information on programme approval, monitoring and review:</u></p> <ul style="list-style-type: none"> • Programme specifications/Programme Approval Process • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies <p>b) <u>Information on assessment procedures and outcomes:</u></p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures • The range and nature of student work <p>c) <u>Information on student satisfaction with their college experience, covering the views of students on:</u></p> <ul style="list-style-type: none"> • Arrangements for academic and tutorial guidance, support and supervision • Library services and IT support • Suitability of accommodation, equipment and facilities for teaching and learning • Perceptions of the quality of teaching and the range of teaching and learning methods • Assessment arrangements • Quality of pastoral support <p>d) <u>Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</u></p> <ul style="list-style-type: none"> • Roles, responsibilities and authority of committees involved in programme approval and review • The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time • The range of teaching methods used • The availability and use of specialist equipment and other resources and materials to support teaching and learning • Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes • The use of external benchmarking and other comparators 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec

	Class	Description	Manner
3.4	External Review Information	<ul style="list-style-type: none"> • OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise • Annual monitoring and review processes 	Paper/Elec Paper/Elec
3.5	Government and Regulatory Reports	<ul style="list-style-type: none"> • Reports/returns to inspectorates, standards bodies, research councils, professional bodies, government departments etc 	Paper/Elec

4 How We Make Decisions

	Class	Description	Manner	
4.1	Corporation	Minutes from <ul style="list-style-type: none"> • Board of Corporation • Governance • RF&HR Committee • Property Projects Committee 	<ul style="list-style-type: none"> • Audit Committee • Quality Standards Committee • Search, Governance and Development Committee 	Paper/Elec
4.2	Teaching & Learning	Minutes from: <ul style="list-style-type: none"> • Academic board, • Curriculum & Quality Management • Planning & Strategy Development • College Management Team 	<ul style="list-style-type: none"> • Standards and Quality Audit Committee • ELearning & ILT Strategy Group • Higher Education Committee 	Paper/Elec
4.3	Staff and Student Consultation	<ul style="list-style-type: none"> • Minutes of previous staff/student liaison committee(s) meetings 		Paper/Elec
4.4	Appointment Committees and Procedures	<ul style="list-style-type: none"> • Board of Corporation (for senior postholders only) 		Paper/Elec

5 Our Policies and Procedures

	Class	Description	Manner
5.1	Conducting College Business	<ul style="list-style-type: none"> • Standing Orders • Code of Conduct • Code of Ethics • Data Handling, Data Security and Communications Policy 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec
5.2	Academic Services	d) <u>Student Assessment</u> <ul style="list-style-type: none"> • Examination periods • Examination regulations • Appeal procedures • Policy on plagiarism • External examination bodies 	Paper Paper Paper/Elec Paper/Elec Paper

	CLASS	DESCRIPTION	MANNER
5.4	Human Resources	<p>a) <u>Employment and employee relations</u></p> <ul style="list-style-type: none"> • Generic terms and conditions of employment • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached • Grievance procedures and policies • Disciplinary procedures and policies • Harassment and bullying policy • Public interest disclosure (for compliance with the Public Interest Disclosure Act) <p>b) <u>Staff development</u></p> <ul style="list-style-type: none"> • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People • Policies on upgrades and promotions 	<p>Paper/Elec Paper/Elec Paper/Elec</p> <p>Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec</p> <p>Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec</p> <p>Paper/Elec</p>
5.5	Recruitment	<ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Job vacancies 	<p>Paper/Elec</p> <p>Paper/Elec</p>
5.6	Code of Conduct for Governing Bodies	<ul style="list-style-type: none"> • Code of Conduct • Code of Ethics 	<p>Paper/Elec</p> <p>Paper/Elec</p>
5.7	Equality and Diversity	<ul style="list-style-type: none"> • 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 • Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000 • Single Equality Policy 	<p>Paper/Elec</p> <p>Paper/Elec</p> <p>Paper/Elec</p>
5.8	Health & Safety	<ul style="list-style-type: none"> • Safety, Health & Environment Policy • Food Safety Policy • Community Visit Procedures • Induction Procedures • Risk Assessment • Off Site Visit Procedures, Review & Evaluation • Fire Safety Procedures • Accident Investigation & Report 	<p>Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec</p>
5.9	Estate Management	<ul style="list-style-type: none"> • Facilities Management policies • Grounds and building maintenance • Tendering policies • Recycling policies 	<p>Paper/Elec Paper/Elec Paper/Elec Paper/Elec</p>

	CLASS	DESCRIPTION	MANNER
5.9	Estate Management (continued)	<ul style="list-style-type: none"> • Disposal policies • Map of main sites • Procurement and disposal of equipment and stock • Collection management • Preservation strategy 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
5.10	Complaints	<ul style="list-style-type: none"> • Complaints procedure - • Internal student complaint and appeals procedures 	Paper/Elec Paper/Elec
5.11	Records Management & Personal Data	<ul style="list-style-type: none"> • Security policies (i.e. how the data is protected). • Data retention and archive policies • Data protection statements/policies • Policies on CCTV monitoring, RIPA 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec
5.12	Charging Regimes	<ul style="list-style-type: none"> • Information Request Charges 	Paper/Elec

6 Lists and Registers

	Class	Description	Manner
6.1	Disclosure Logs	<ul style="list-style-type: none"> • Records of specific information requests and provision 	Paper/Elec

7 The Services We Offer

	Class	Description	Manner
7.1	Academic year dates	<ul style="list-style-type: none"> • Term dates 	Paper/Elec
7.2	Prospectus & Course Content	<ul style="list-style-type: none"> • Prospectus • Structure of courses • Qualification gained • Work experience • Progression opportunities 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
7.3	Information Services – College Libraries & Helpdesks	<ul style="list-style-type: none"> • Opening hours • Scheduled maintenance times of systems • Authorised users & rights/levels of access <ul style="list-style-type: none"> ○ temporary staff ○ short course or conference use ○ taster sessions • Rules and conditions of use:- <ul style="list-style-type: none"> ○ copyright ○ computing code of practice ○ data protection • JANET acceptable use rules • Athens registration rules • Access to/use of Archives for information from 1st March 2002 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec

	CLASS	DESCRIPTION	MANNER
7.4	Student Welfare	<ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing • Finance 	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec
7.5	Tuition Fees	<ul style="list-style-type: none"> • Information for home/EU students • Information for international students 	Paper/Elec Paper/Elec

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