

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
DATE FOR IMPLEMENTATION	December 2016
APPROVED BY:	Directorate: 31-10-16 JCNC: 09-11-16 RF&HR Committee: 23-11-16
DATE OF APPROVAL:	November 2016
DATE OF NEXT REVIEW:	December 2019
DISTRIBUTION:	All staff via Intranet
VERSION CONTROL	Previous Version Approved December 2013
PERSON RESPONSIBLE	Director of Human Resources

EQUALITY IMPACT ASSESSMENT		
Phase 1 Initial Screening completed	Date:	September 2010
Phase 2 Full impact assessment completed/ not required	<input checked="" type="checkbox"/> Not required	(please tick if appropriate)
	Completed on (if applicable):	
This document is available in alternative formats, please contact reception or, alternatively, e-mail info@eastridingcollege.ac.uk to discuss how we can help you.		

Statement of Intent

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

Responsibilities

The overall responsibility for the FOI Model Publication Scheme lies with the Director of Human Resources who will work with other Directors and the Secretary to the Corporation to ensure that documents are disclosed in accordance with the requirements of the Freedom of Information Act 2000.

Considerations for the Policy

Key legislation is the Freedom of Information Act 2000.

Risk Assessment

The following potential risk has been identified should there be a failure to comply with the policy:

The College could be liable to prosecution if it fails to abide by the requirements of the Freedom of Information Act 2000 and the FOI Code of Practice.

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/Website

Information will normally be provided electronically although hard copies will be provided on request. Indicated details are also available on the website. (Paper/Electronic/Website – P/E/W)

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 	P/E/W
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 	P/E P/E P/E P/E/W P/E
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 site/curriculum or support area 	P/E
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 	P/E P/E/W P/E P/E P/E P/E/W
1.6	Student Associations and Activities	<ul style="list-style-type: none"> • Students' Association Constitution, Code of Practice, List of Officers and any other related documents 	P/E

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 	P/E P/E P/E
2.2	Budgetary & Account Information	<ul style="list-style-type: none"> Annual statement of accounts Budgets – revenue and capital expenditure Goods and services Insurance Pensions Remuneration of senior staff as published in annual accounts Staff salary budget Travel and subsistence 	P/E P/E P/E P/E P/E P/E P/E P/E
2.3	Financial Audit Reports	<ul style="list-style-type: none"> Financial Audit Reports 	P/E
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 Staff allowances and expenses Governors allowances 	P/E P/E P/E P/E P/E P/E P/E P/E
2.5	Procurement and Tender Procedures & Reports	<ul style="list-style-type: none"> Procurement and tender procedures and reports Register of suppliers 	P/E P/E

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 Relevant sections of the FE corporation's corporate plan Statement of the FE corporation's quality assurance policies and procedures 	P/E/W P/E/W P/E P/E
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 	P/E
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 Learning Resource Centre & 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 	P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E

		<p>and learning</p> <ul style="list-style-type: none"> Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes The use of external benchmarking and other comparators 	<p>P/E</p> <p>P/E</p>
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 	<p>P/E/W</p> <p>P/E</p>
3.5	Corporate Relations	<ul style="list-style-type: none"> Partnerships with employers 	P/E
3.6	Government and Regulatory Reports	<ul style="list-style-type: none"> Reports/returns to inspectorates, standards bodies, research councils, professional bodies, government departments etc 	P/E

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 	<ul style="list-style-type: none"> Audit Committee Quality Standards Committee Search, Governance and Development Committee 	<p>*P/E/W</p> <p>P/E</p>
4.2	Teaching & Learning	Minutes from: <ul style="list-style-type: none"> Academic board, Curriculum & Quality Management Planning & Performance Meeting 	<ul style="list-style-type: none"> Standards and Quality Audit Committee ILT Strategy Group ELearning Group Higher Education Committee 	P/E
4.3	Staff and Student Consultation	<ul style="list-style-type: none"> Minutes of previous staff/student liaison committee(s) meetings 		P/E
4.4	Appointment Committees and Procedures	<ul style="list-style-type: none"> Board of Corporation (for senior postholders only) 		P/E

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, Security and Communications Policy 	<p>P/E</p> <p>P/E</p> <p>P/E</p> <p>P/E</p>

		<ul style="list-style-type: none"> Retention Policy Safeguarding Children & Vulnerable Adults Policy Equality Policy Substance Misuse Policy Students Placements with Young Children or Vulnerable People Tutorial Policy Widening Participation Work Experience & Work Related Policies & Procedures 	<p>P/E P/E P/E P/E/W P/E P/E P/E P/E P/E</p>
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/Best Companies Policies on upgrades and promotions 	<p>P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E P/E</p>
5.5	Recruitment	<ul style="list-style-type: none"> Policies, statements, procedures and guidelines relating to recruitment Job vacancies 	<p>P/E P/E</p>
5.6	Code of Conduct for Governing Bodies	<ul style="list-style-type: none"> Code of Conduct Code of Ethics 	<p>P/E/W P/E</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 the protected characteristics Equality Policy 	<p>P/E P/E/W</p>

	CLASS	DESCRIPTION	MANNER
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/E P/E P/E P/E P/E P/E P/E
5.9	Estate Management	<ul style="list-style-type: none"> • Facilities Management policies • Grounds and building maintenance • Recycling policies • Disposal policies • Map of main sites • Collection management • Sustainability strategy 	P/E P/E P/E P/E P/E P/E
5.10	Finance	<ul style="list-style-type: none"> • Tendering policies • Procurement and disposal of equipment and stock 	P/E P/E
5.11	Complaints	<ul style="list-style-type: none"> • Complaints procedure - • Internal student complaint and appeals procedures 	P/E/W P/E
5.12	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 	P/E P/E P/E P/E
5.13	Charging Regimes	<ul style="list-style-type: none"> • Information Request Charges 	P/E

6 Lists and Registers

	Class	Description	Manner
6.1	CCTV	<ul style="list-style-type: none"> • Location of overt CCTV surveillance cameras 	P/E
6.2	Disclosure Logs	<ul style="list-style-type: none"> • Records of specific information requests and provision 	P/E
6.3	Senior Staff's Declaration of Interests	<ul style="list-style-type: none"> • Records of names and job titles of senior staff who have made entries 	P/E
6.4	Register of Gifts & Hospitality Provided to Senior Staff	<ul style="list-style-type: none"> • Records of gifts given or received • Details of hospitality afforded and by which organisation 	P/E P/E

7 The Services We Offer

	Class	Description	Manner
7.1	Academic year dates	<ul style="list-style-type: none"> • Term dates 	P/E/W
7.2	Prospectus & Course Content	<ul style="list-style-type: none"> • Prospectus • Structure of courses • Qualification gained • Work experience • Progression opportunities 	P/E/W P/E P/E P/E P/E
7.3	Information Services – Learning Resource Centres	<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 ○ ICT Acceptable Use Policy ○ data protection • JANET acceptable use rules • Athens registration rules • Access to/use of Archives for information from 1st March 2002 	P/E P/E P/E P/E P/E P/E P/E
7.4	Student Welfare	<ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing • Finance 	P/E P/E P/E P/E P/E P/E
7.5	Tuition Fees	<ul style="list-style-type: none"> • Information for home/EU students • Information for international students 	P/E/W P/E

Monitoring and Evaluation

The Director of Human Resources will:-

- record all FOI requests;
- monitor the College's response in accordance with legislation requirements;
- evaluate any impact of the request on the College.

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