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| Freedom of Information Publication Scheme plus Guidance | Mike Pilling | Latest Review: SMT | 2 nd Feb 2015 | Jan 2018 |
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To be reviewed at least every 3 years

FREEDOM OF INFORMATION PUBLICATION SCHEME PLUS GUIDANCE

1.0 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.

| | Class | Description | Manner | Fee |
|-----|--|--|---------------------------|--|
| 1.1 | Legal framework | <ul style="list-style-type: none"> ▪ Conferred by the Further & Higher Education Act 1992 and publicly available on the HMSO website (www.legislation.hmsso.gov.uk/acts.htm). ▪ Instruments and Articles of Government set out the law of the land in respect of Governors' responsibilities. ▪ Charitable status – the college is an exempt charity. | Paper format | Free to staff/ enrolled students £10 fee for copy to be provided |
| 1.2 | How the institution is organised | <ul style="list-style-type: none"> ▪ Organisation charts are available for all sections of the college. ▪ Job descriptions are available for every employee of the college. | Paper/ electronic format | Free to staff / enrolled students £10 fee for copy to be provided |
| 1.3 | Information on the institutional context | <ul style="list-style-type: none"> ▪ Mission Statement ▪ Corporate Values ▪ Strategic Objectives ▪ College Strategic Plan ▪ Quality Assurance Policy & Procedure ▪ Examination Results | Paper / electronic format | Free Free Free £10 fee Free Free |
| 1.4 | Management Structure | <ul style="list-style-type: none"> ▪ List of Corporation Board Members including category of membership and term of office ▪ Code of Conduct for Board Members ▪ List of Board Sub-Committees, including membership ▪ Committee Remits ▪ Corporation Board Standing Orders ▪ Minutes and papers of Board Meetings (apart from those marked "Private Business") ▪ Board appointment procedures | Paper format | Free |

2.0 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.

| | Class | Description | Manner | Fee |
|-----|-------------------|--|---|---|
| 2.1 | Finance | <p>Information is available on the College's Policies and Procedures relating to:</p> <ul style="list-style-type: none"> • Budgets and accounts • Contracting • Goods and services • Insurance • Pensions • Remuneration of senior staff as published in annual accounts • Travel and subsistence | <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> | <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> |
| 2.2 | Resource planning | <p>Information in respect of resource planning procedures includes:</p> <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 • Corporate plan | <p>Paper format /coll. Intranet</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> <p>Paper format</p> | <p>Free to staff/£10 for paper format</p> <p>£10</p> <p>£10</p> <p>Free to staff/£10 others</p> <p>Free to staff/£10 others</p> |

3.0 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 | Manner | Fee |
|-----|--|--|---------------|--------------------|
| 3.1 | Employment and Employee Relations Note: this section does not include Management Guidelines for Teaching and Support staff. | Information available: <ul style="list-style-type: none"> ▪ Recruitment & Selection Policy & Procedure ▪ Terms & Conditions of Employment [Contracts] ▪ Pay Scales ▪ TU Recognition & Procedure agreement ▪ Grievance Procedure ▪ Disciplinary Procedure ▪ Personal Harassment Policy & Procedure ▪ Parental Leave Policy ▪ Redundancy Policy ▪ Staff Recognition Award Procedure ▪ Long Service Award Policy ▪ Capability Procedure ▪ Maternity Policy ▪ Alcohol & Drugs Guidance Policy ▪ Standards of Conduct ▪ Sickness Policy & Procedure | Paper | £10, free to staff |
| 3.1 | Employment and Employee Relations | Information available: <ul style="list-style-type: none"> ▪ Health & Safety Policy Statement ▪ Legionella Policy Statement ▪ Display Screen Equipment Policy ▪ Smoking Policy ▪ Fire Safety Policy ▪ First Aid Provision Policy ▪ Fire Evacuation Procedure ▪ PAT Testing Procedure ▪ Disposal of Sharps & Needles Procedure ▪ Use and Disposal of Contaminated Waste Sacks procedure ▪ Educational Trips & Visits Policy | Paper | £10, free to staff |
| 3.2 | Equal Opportunities | Information available: <ul style="list-style-type: none"> ▪ Equal Opportunities Policy ▪ Disability Statement | Paper | £10, free to staff |
| 3.3 | Human Resources Strategy | To ensure that staff are recruited, supported and continually developed to meet the changing needs of the College [Strategic Plan 2003-2006] | Paper | £10, free to staff |
| 3.4 | Staff Development | Information available: <ul style="list-style-type: none"> ▪ Induction of New Staff (Guidelines) ▪ Appraisal Statement ▪ Training & Development Policy ▪ Staff Training Evaluation Procedure ▪ Employee Development Scheme ▪ Investors in People [refer to Strategic Plan] | Paper | £10, free to staff |

4.0 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 (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

| | Class | Description | Manner | Fee |
|-----|--------------|---|--|------------------------|
| 4.1 | Estates | Information is available on: <ul style="list-style-type: none"> • Estates strategy and plan • Tendering policies • Disposal policies • Map of main site • Address of main site and any other locations | Paper format Paper format Paper format Paper format Internet | £10 £10 free |

5.0 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.

| | Class | Description | Manner | Fee |
|-----|---|--|--------------------------------|---|
| 5.1 | Information on student admission, progress and completion | <ul style="list-style-type: none"> ▪ Student qualifications on entry ▪ Range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC ▪ Student progression data ▪ Student retention and completion data ▪ Data on qualifications awarded to students | Paper/ electronic format | £10 per item |
| 5.2 | Student accommodation | No student accommodation available | | |
| 5.3 | Student administration | Data Protection Policy | Paper/ electronic format | Free |
| 5.4 | Student Admission & Enrolment | <ul style="list-style-type: none"> ▪ Central Admissions Policy ▪ Careers Education and Guidance Policy ▪ Work Experience Policy ▪ Induction Policy ▪ Enrolment and Learning Agreement Policy ▪ Additional Support Policy ▪ Basic Skills Policy ▪ Attendance Policy ▪ Student Services Enquiry Policy ▪ Information contained in Prospectus ▪ College Charter ▪ Equal Opportunities Policy & Operating Statements | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |

| | Class | Description | Manner | Fee |
|------|-------------------------------------|--|--------------------------------|---|
| 5.5 | Student discipline | <ul style="list-style-type: none"> ▪ Student Behaviour Policy ▪ Student Disciplinary Procedure ▪ Appeals Procedure ▪ College Charter ▪ Complaints Procedure ▪ Customer Service Policy, Procedures & Service Standards ▪ Student Diary/Handbook ▪ Part-time Student Handbook | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |
| 5.6 | Student learning support services | <ul style="list-style-type: none"> ▪ Disability Statement ▪ Prospectus ▪ Equal Opportunities Policy & Operating Statements ▪ College Charter ▪ Additional Support Policy ▪ Basic Skills Policy ▪ Skills Policy ▪ Child Protection Policy ▪ Tutorial Policy ▪ Harassment Policy | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |
| 5.7 | Student Liaison | <ul style="list-style-type: none"> ▪ Student Liaison Committee Membership & Remit ▪ Student Liaison Committee Minutes | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |
| 5.8 | Student Policies | <ul style="list-style-type: none"> ▪ Learner Support Fund Policy ▪ Attendance Policy ▪ Counselling Policy ▪ Drugs and Alcohol Policy ▪ Student Services Reception Policy ▪ Transport Policy ▪ Tuition Fees Policy | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |
| 5.9 | Student Welfare | <ul style="list-style-type: none"> ▪ College Prospectus ▪ Student Diary/Handbook ▪ Part-time Student Handbook | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |
| 5.10 | Student Associations and Activities | Students' Union Constitution & Policy | Paper/ electronic format | Free to enrolled & prospective students/ parents £10 to others |

6.0 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.

| | Class | Description | Manner | Fee |
|-----|--|---|---------------|--|
| 6.1 | Availability and conditions of use of facilities | Information is available on <ul style="list-style-type: none"> ▪ Opening hours of our libraries, reception and student services ▪ Who may use the facilities, and their access rights ▪ College policies covering general rules and conditions for use of facilities such as libraries, learning centres, college computing systems, reprographics, fitness centre and gymnasium ▪ Rules concerning smoking/drinking/eating within college premises | Paper format | Free to staff/enrolled students £10 to others |
| 6.2 | Mission statements and related documents | The whole college Mission Statement and, for each of the following departments, a set of service standards are available: <ul style="list-style-type: none"> - Student Services - Finance - Personnel - Library/Learning Centres - Refectory - Marketing - IT network - MIS | Paper format | £10 |
| 6.3 | Policies regarding data and information | The College data protection policy, CCTV monitoring policy, data retention/archiving policy are available | Paper format | £10 |
| 6.4 | Procurement and disposal policies | College policy on the procurement and disposal of equipment | Paper format | £10 |
| 6.5 | Scope of collections held | The College currently holds no collections | - | - |

7.0 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. (Institutions may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education* ('Cooke Report') see above.)

| | Class | Description | Manner | Fee |
|-----|------------------------------------|---|---|---|
| 7.1 | Academic Year dates | Dates for current academic year and subsequent academic year [when known] | Information to prospective students, parents, student handbooks in paper format | Free |
| 7.2 | Course information | <ul style="list-style-type: none"> ▪ Qualifications offered ▪ Course structure ▪ Work experience ▪ Materials required ▪ Assessment methods | Course materials, course leaflets, college prospectus in paper format | Free to enrolled and prospective students, parents and other interested parties |
| 7.3 | Information on internal procedures | A. Programme approval, monitoring and review: | Paper format and | £10 |

| | | | | |
|-----|---|--|--|--|
| | for assuring academic quality and standards | <ul style="list-style-type: none"> ▪ Quality Policy ▪ Assessment and Verification Policy ▪ Awarding body procedures ▪ Quality cycles ▪ Minutes of meetings of: <ul style="list-style-type: none"> Academic Board Standards Committee Course Approval Sub-committee Quality Improvement Group ▪ Ofsted/ALI Inspection Report <p>B. Assessment procedures and outcomes</p> <ul style="list-style-type: none"> ▪ Internal assessment outcomes ▪ Individual student accredited outcomes <p>C. Student satisfaction arrangements</p> <p>Student perception survey results, including:</p> <ul style="list-style-type: none"> ▪ Student satisfaction with course ▪ Student satisfaction with college ▪ Access to library services ▪ Access to IT support ▪ Access to specialist facilities ▪ Overall satisfaction with teaching and feedback on assessment ▪ Quality of pastoral support <p>D. Information available to those undertaking quality review</p> <ul style="list-style-type: none"> ▪ Performance measure <ul style="list-style-type: none"> - Achievements - Retention - Attendance data ▪ Lesson observation data – lesson grades assessing: <ul style="list-style-type: none"> - Teaching and learning methods - Equipment and resources - Assessment and feedback ▪ Staff development records | <p>electronically on college intranet. Awarding body procedures accessed electronically from their websites</p> <p>Via Ofsted website</p> <p>Paper or electronic format</p> <p>Paper, published on notice boards</p> <p>Paper format, of documentation used, eg Course Reviews, Lesson Observation Procedures, Appraisal process</p> | <p>Free electronically</p> <p>Free to students regarding their own information</p> <p>Free on noticeboards/£10 paper copy</p> <p>£10</p> <p>£10</p> <p>£10</p> |
| 7.4 | Staffing structure | Organisation charts | Paper or electronic format | Free electronically £10 paper version |
| 7.5 | Student assessment strategy | <ul style="list-style-type: none"> ▪ Awarding Body information For each course the Awarding Body information is available. ▪ Assessment regulations ▪ Appeals procedure <ul style="list-style-type: none"> - Awarding Body appeals procedures - Internal course appeals procedures [where applicable] ▪ Plagiarism Policy | <p>Paper format</p> <p>Paper/ electronically from Awarding Body websites</p> <p>Paper/ electronically from Awarding Body websites</p> <p>Paper (in course handbooks)</p> <p>Paper format</p> | <p>Free to enrolled students</p> <p>Free electronically £10 paper version</p> <p>Free to enrolled students</p> <p>Free to enrolled students</p> <p>Free to enrolled students</p> |

| | | | | |
|-----|--------------|--|--|--|
| 7.6 | Tuition Fees | <ul style="list-style-type: none"> ▪ Fees Policy ▪ Fee information for Home/EU Students [including fee remission] ▪ Fee eligibility | Paper or electronic format Paper format Electronically from Funding Body websites [LSC, HEFCE] | £10 fee Free Free electronically |
|-----|--------------|--|--|--|

8.0 External Relations

Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies¹, 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.

| | Class | Description | Manner | Fee |
|-----|------------------------------------|---|---------------|------------|
| 8.1 | Community liaison [Optional] | Not Provided | | |
| 8.2 | Fundraising [Optional] | Not Provided | | |
| 8.3 | Government and Regulator Relations | Returns are made by the College to the Learning and Skills Council and other government funding and regulatory bodies on a regular basis, covering its performance against contract targets for: <ul style="list-style-type: none"> - £ income and expenditure - Learner volumes - Learner success rates - Staff qualifications and training The said bodies publish summative, aggregated (usually after audit) versions of this information. Teaching Quality assessments are made by Ofsted/ALI periodically (usually ~4 yearly intervals) These also are published by Ofsted/ALI and are publicly available electronically. | | |

| | Class | Description | Manner | Fee |
|-----|---------------------------|---|---------------|------------|
| 8.4 | Marketing and recruitment | College publishes <ul style="list-style-type: none"> ▪ Full time, part time and business course prospectuses (incl. Any entrance | Paper | Free |

| | | | | |
|-----|------------------|---|--|------------------------------|
| | | <ul style="list-style-type: none"> requirements) ▪ Information about open days ▪ Course leaflets | Paper (newspapers + posters) Paper | Free Free |
| 8.5 | Public relations | In addition to those publications in 8.4, and section 5, the College regularly issues press releases and publishes, periodically, a College Magazine. Enrolling students are issued with a College diary, giving information such as term dates and College Charter details. | Paper Paper | Free Free to students |

¹ Where these are already in the public domain web links should be provided or details of how they can be obtained.

9. Equality and Diversity Statement

Selby College welcomes and celebrates equality and diversity. We believe that everyone should be treated equally and fairly regardless of their age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background. We seek to ensure that no member of the College community receives less favourable treatment on any of these grounds which cannot be shown to be justified.

This document is written with the above commitment, to ensure equality and diversity is at the centre of working life at Selby College.

10. Safeguarding Policy

Selby College recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. Selby College expects Governors, staff and volunteers working on behalf of the college to share this commitment.

This document is designed for viewing through the College Intranet. Printed copies, although permitted, are deemed uncontrolled. Please refer to the College Intranet for the latest version.

GUIDANCE – INFORMATION COMMISSIONER

Generic Model Publication Scheme

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person.

Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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