

HAVANT COLLEGE FREEDOM OF INFORMATION PUBLICATION SCHEME

This document comprises Havant Colleges Publication Scheme; it is made up of the following:

- The Publication Scheme
- The Definition Document
- A Guide to information which can be readily accessed

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Approved by Corporation: 4/12/08

Model Publication Scheme

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

This publication scheme commits the College 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 College. Additional assistance is provided to the definition of these classes in sector specific guidance manual issued by the Information Commissioner.

The scheme commits the College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the College 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 College 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.

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 College.

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 College 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 the College, 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, the College 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 the College 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.

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 College 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 the College 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.

ICO Definition Document for the Model Publication Scheme for Colleges of Further Education

This guidance gives examples of the kinds of information it would be good practice to provide. It is not meant to be a definitive list. It is, however, more than a mere guideline as it gives a strong indication of what we would expect to be available as a minimum unless the information is not held. Additionally, colleges should provide as much information as they hold within each class.

1. Who we are and what we do

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **Legal framework**

Information relating to the legal and corporate status of the institution.

- **How the institution is organised**

Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.

- **Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it**

On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.

- **Location and contact details**

If possible, named contacts should be given in addition to contact phone numbers and email addresses.

- **Student activities**

Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.

2. What we spend and how we spend it

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

We would expect as a minimum that financial information for the current and previous two financial years should be available.

- **Funding / income**

Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).

- **Budgetary and account information**

Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included.

- **Financial audit reports**

- **Capital programme**

Information on major plans for capital expenditure including any public private partnership contracts.

- **Financial regulations and procedures**

- **Staff pay and grading structures**

This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.

- **Register of suppliers**

- **Procurement and tender procedures and reports**

Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.

- **Contracts**

We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous three years.

Below is a list of the type of information that we would expect colleges of further education to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

- **Annual report**
- **Corporate and business plans**
- **Teaching and learning strategy**
- **Academic quality and standards**

Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.

- **External review information**

This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

- **Corporate relations**

Information relating to the college's links with employers and the development of learning programmes.

- **Government and regulatory reports**

For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.

4. How we make decisions

Decision making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous three years.

- **Minutes from governing body, council, academic boards and steering groups**

We would expect minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public.

- **Teaching and learning committee minutes**
- **Minutes of staff / student consultation meetings**
- **Appointment committees and procedures**

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

We would expect information in this class to be current information only.

• Policies and procedures for conducting college business

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included. In Wales it will include the Welsh Language Scheme in accordance with the Welsh Language Act 1993 and in Northern Ireland the equality scheme/statement produced in accordance with section 75 of the Northern Ireland Act 1998.

• Procedures and policies relating to academic services

Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.

• Procedures and policies relating to student services

This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

• Procedures and policies relating to human resources

This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).

• Procedures and policies relating to recruitment

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

• Code of Conduct for members of governing bodies

• Equality and Diversity

This will also include policies, statements, procedures and guidelines relating to equal opportunities.

- **Health and Safety**

- **Estate management**

This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.

- **Complaints policies and procedures**

Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**

This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.

6. Lists and registers

We expect this to be information contained only in currently maintained lists and registers.

- **Any information we are currently legally required to hold in publicly available registers**

- **Asset registers**

We would not expect colleges to publish all details from all asset registers. We would expect some information from capital asset registers to be available.

- **Disclosure logs**

Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are:

- **Prospectus and course content**
- **Health advice**
- **Careers advice**
- **Chaplaincy services**

- **Services for which the college is entitled to recover a fee together with those fees**

- **Sports and recreational facilities**

- **Museums, libraries, special collections and archives**

It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.)

- **Conference facilities**
- **Advice and guidance**
- **Local campaigns**
- **Media releases**

HAVANT COLLEGE GUIDE TO INFORMATION WHICH CAN BE READILY ACCESSED

The following table details some of the information the College routinely makes available, however the list is not exhaustive.

The types of information described in the Publication Scheme may be available without the need to submit a specific request, for example from the College Library, Reception, on the College Website or Intranet. Alternatively, a request should be made to the Clerk to the Corporation or in her absence to the Principal at:

Havant College
New Road
Havant
Hants PO9 1QL

Tel: 023 9248 3856

Website: www.havant.ac.uk

Single copies of the information detailed in the Publication Scheme will be provided free of charge unless otherwise indicated.

Please note that a publication scheme relates to ‘published’ information. Therefore, material covered has already been prepared in a format ready for distribution.

Nature of information	How information provided	Cost to obtain (if applicable)
1. WHO WE ARE AND WHAT WE DO		
Instrument & Articles of Government	College Website	

Corporation Constitution and Membership	College Website	
College Standing Orders	College Website	
Corporation Committee Memberships	Paper copy	
College Management Structure	Paper copy	
College Location & Contact Details	College Website	
Student Union Constitution	Paper copy	
College Mission Statement	Paper	
College opening times and calendar	College Website	
2. WHAT WE SPEND AND HOW WE SPEND IT		
College Financial Regulations	Paper copy/Moodle (Intranet)	
College Financial Procedures	Paper copy/Moodle (Intranet)	
College Financial Guidance to Staff	Paper copy/Moodle (Intranet)	
College YE Financial Statements	Paper copy College Library	£25.00
Annual Internal Audit Report	Paper copy	£15.00

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
College Development Plan	Paper copy	
Summary of most recent College Inspection Report	Paper copy	
Information on examination results	Paper copy	
Student progression, retention and completion data	Paper copy	
Student Satisfaction Surveys	Paper copy	
College SAR	Paper copy	
4. HOW WE MAKE DECISIONS		
Non-confidential Corporation minutes	College Website	
Non-confidential Corporation Committee minutes	College Website	
5. OUR POLICIES AND PROCEDURES		

Corporation Standing Orders (including Committee terms of reference)	College Website	
Corporation Members Code of Conduct	Paper	
Policy on appointing Corporation Members	College Website	
Policy on Access to College Information and Corporation Business	Paper	
College Publication Scheme	Paper	
Policies on teaching and learning, including: <ul style="list-style-type: none"> • Academic referral • Coursework and Internal Assessment • Initial Teacher Training • Marking 	Moodle (Intranet) Paper	
HR Policies including: <ul style="list-style-type: none"> • Attendance and Absence Procedures (Staff) • Appraisal • Bullying & Harassment • Capability and Performance • Child protection • Code of Conduct for Staff • CRB Disclosure • Disciplinary • Employee Friendly 	Moodle (Intranet)/Paper	

<ul style="list-style-type: none"> • Fixed Term Contracts • Grievance • Information & Consultation • Induction of new Staff • Ill Health & Disability • Job Descriptions • Leave • Leaving • No Smoking • Off-site Visits • Pay • Performance Management Standards • Probationary Period • Professional Development & Personal Review Procedures • Professional Duties • Public Interest Disclosure (Whistleblowing) • Recruitment & Selection • Redundancy • Room Bookings • Security • Staff Development • Substance Misuse 		
<p>Equality and Diversity Policies, including:</p> <ul style="list-style-type: none"> • Disability Statement • Disability Equality Scheme • Equality & Diversity 	Moodle (Intranet)/Paper	

<ul style="list-style-type: none"> • Equal Opportunities • Gender Equality Scheme • Racial Equality 		
<p>Health and Safety Policies, including:</p> <ul style="list-style-type: none"> • Health and Safety Management • Emergency Evacuation Procedures • Risk Assessment Policy and Procedures • First Aid Procedure • Personal Protection Equipment • Display Screen Equipment Policy and Notes for Employees • Guidance on Manual Handling • COSHH regulations • Violence at Work • Building Work by Contractors on Site • Policy on Lone Workers • Stress at Work (Statement) • Off-Site Working Policy • Outreach Working Policy • Health Promotion Strategy • Use of Electrical Appliances (on College Site) • Electrical Resting Policy • Science & Technology within Physical Science & Life Science Programme Areas Policy • Hazardous Waste Disposal Policy 	Moodle (Intranet)/Paper	

Data Protection Policy	Moodle (Intranet)/Paper	
Student Policies, including: <ul style="list-style-type: none"> • Admissions and Enrolment • Disciplinary • Fees • Procedures for dealing with student absence, change of course and leavers • Sexual Health • Student Handbook • Code of Conduct • Entitlement 	Moodle (Intranet)/Paper	
ICT policies, including: <ul style="list-style-type: none"> • JANET Acceptable Use • Network Security • Archive Policies for Student Records 	Moodle (Intranet)/Paper	
Quality policies, including: <ul style="list-style-type: none"> • Self-Assessment Procedures • Quality Assurance Procedures 	Moodle (Intranet)/Paper	
Disposal of Equipment	Moodle (Intranet)/Paper	
Information and Guidance Policies, including:	Moodle (Intranet)/Paper	

<ul style="list-style-type: none"> • Client Records Storage • Confidentiality • Complaints • Equipment • Information • Network • Referral • Third Party Contract • Statement of Service 		
<p>Examination Information, including:</p> <ul style="list-style-type: none"> • Examination Timetables • Examination Regulations • Appeal Procedures • External Examination Bodies • Examination Re-sit Policy 	Paper	
<p>6. LISTS AND REGISTERS</p>		
<p>Corporation Members Register of Interests</p>	<p>Available for inspection via the Clerk to the Corporation</p>	
<p>7. THE SERVICES WE OFFER</p>		

The College Charter (including complaints procedure)	Paper copy	
The College prospectuses (16 + and Adult Education)	College Website Paper Copy	
College newsletters, press releases, marketing brochures, adverts	College Website Paper Copy	