Freedom of Information

A GUIDE TO THE PUBLICATION SCHEME

A. Introduction

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and replaces the Publication Scheme adopted by the College in 2003.

The new Model Publication scheme and definition document provided by the ICO for Colleges of Further Education has been formally adopted by Stanmore College in order to make information available to the public as part of its normal business activities.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information.

- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;

- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

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 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.

Accessing information covered by the publication scheme
The classes of information the College publishes are described in Part B of the scheme.

How to obtain information
- ❖ Via the College website - www.stanmore.ac.uk

- ❖ By email to FOI@stanmore.ac.uk

- ❖ In writing to -

  Mrs Urmila Rasan
  The Freedom of Information Officer
  Stanmore College
  Elm Park
  Stanmore
  Middlesex HA7 4BQ

- ❖ Or via the internet at www.ico.gov.uk

Charging for information in the scheme

Free on Website (FoW)	There is no charge made by us for downloading the information from the website, although the user will have to meet any charges made by the Internet Service Provider ("the ISP") and/or telephone company as well as any personal costs for printing, etc.
Free of charge Paper Copy (FoCPC)	Indicates that information will be provided in a hard copy format from the Corporation free of charge.
Chargeable Paper Copy (CPC)	Indicates information that is available from the Corporation on payment of a charge.

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made, this will be identified in the scheme below. When requesting information please include the following details:
o   Your name and address
o   The information or document you would like to access
o   The way you would like the information to be sent to you (eg. hard copy or via email)

How long will it take?
We aim to provide information within 21 working days.

Information available from Stanmore College under the publication scheme

B. Classes of information

This publication scheme lists information which is routinely published by the College – these have been determined by the ICO:

1. **Who we are and what we do**
   Organisational information, structures, locations and contacts

2. **What we spend and how we spend it**
   Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

3. **What our priorities are and how we are doing**
   Strategies and plans, performance indicators, audits, inspections and reviews

4. **How we make decisions**
   Decision making processes and records of decisions

5. **Our policies and procedures**
   Current written protocols, policies and procedures for delivering our services and responsibilities

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

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

Information to be published		How the information can be obtained	Fee
Class 1 **Who we are and what we do**			
Legal Framework	Established as a Further Education Corporation under the Further and Higher Education Act 1992 ○ Instruments and Articles of Government	FoW	
How the institution is organised	○ Organisation chart ○ Key staff job descriptions ○ Membership and structure of Corporation	FoW FoCPC FoW	

	o Committee structure (Audit, Chairs, Quality & Planning, Resources, Search)	FoW	
	o Committee Terms of Reference, Code of Conduct & Standing Orders	FoCPC	
	o Declaration of Interests	FoCPC	
	o Development plan	FoW	
	o Self assessment report	FoCPC	
Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	o The Corporation was last inspected by Ofsted in December 2010. Copies of the report are available on the Ofsted website at www.ofsted.co.uk	FoW	
	o Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc	FoCPC	
Location and contact details	o Site addresses	FoW	
	o Site maps		
	o Bus routes and directions		
	o If possible, named contacts will be given in addition to contact numbers and email address upon request		
Student activities	o Student Parliament constitution	FoCPC	
	o Student Union constitution		

Class 2 – What we spend and how we spend it

Funding/Income	o Annual budget – available in the three year financial forecast	CPC	£10.00 per paper copy
	o Planning and budgeting procedures – included in the Financial Regulations	FoCPC	

	and Financial Procedures		
	o Tuition Fees	FoCPC	
Budgetary and account information	o Financial Regulations	FoCPC	
	o Annual statement of accounts – financial year August to July. Document available for the previous year end	CPC	£10.00 per paper copy
	o Budgets for capital expenditure	FoCPC	
Financial audit reports	o Annual Report (statutory accounts)	FoW	
Capital programme	o Property Strategy	FoCPC/ CPC	£10.00 per paper copy
	o Planned maintenance programme	FoCPC	
	o Tendering policy (within Financial Regulations – OJEU)	FoCPC	
Financial regulations and procedures	o Financial Irregularity policy	FoCPC	
Staff pay and grading structures	o Salary grades and pay spine	FoCPC	
Register of suppliers	o Contracting – included in the Financial Regulations	FoCPC	
Procurement and tender procedures and reports	o Details of procedures used for the acquisition of goods and services.	FoCPC	
	o Contracts currently available for public tender and reports of successful tenders	FoCPC	
Contracts	o Details of contracts of a sufficient size to have gone through a tendering process.	FoCPC	

Class 3 – What our priorities are and how we are doing *(current and previous 3 years)*

Annual report	o Strategic Plan o Annual Report	FoCPC FoW	
Corporate and business plans	o Self assessment report	FoW	
Teaching and learning strategy	o Quality improvement plan o Curriculum policy	FoCPC	
Academic quality and standards	o Programme specifications o New course proposal form o Course amendment form o Course evaluation survey o Satisfaction survey o Appraisal/observation/self assessment cycle o Annual monitoring and review processes	FoCPC	
External review information	o Accreditation and monitoring reports by professional, statutory and regulatory bodies o Ofsted/ALI report, last inspection in December 2010. Report can be viewed via www.ofsted.gov.uk o Report following latest AAV annual visit which can be viewed via www.ofsted.gov.uk o Statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review	FoCPC	

Corporate relations	o Links with employers and the development of learning programmes		
Government and regulatory reports	o Accreditation and monitoring reports by professional, statutory or regulatory bodies o Information we are legally obliged to make available to our funding and/or monitoring bodies eg. PAYE, Ofsted report	FoCPC	

Class 4 – How we make decisions (current and previous 3 years)

Minutes of governing body, council, academic boards and steering groups	o Board of Governors minutes	FoW	
Teaching and learning committee minutes	o Quality and Planning Committee minutes	FoW	
Minutes of staff/student consultation meetings	o Student Parliament minutes	FoCPC	
Appointment committees and procedures	o Search Committee minutes o Search Committee terms of reference	FoW	

Class 5 – Our policies and procedures

Policies and procedures for conducting college business	o Code of Conduct o Gifts and hospitality o Instruments and Articles of Government	FoCPC	

	- Memorandum of Understanding - Standing orders - Terms of reference and membership of Board Committees - Procedures for handling requests		
Procedures and policies relating to academic services	- Assessment - Careers Education & Guidance - Curriculum - Examinations - IV and moderation - Work experience - Plagiarism	FoCPC	
Procedures and policies relating to student services	- Admissions - College rules & disciplinary - Complaints - Data protection - Disclosure storage of information - Network acceptable usage - Register procedures	FoCPC	
Procedures and policies relating to human resources	- Capability - Disciplinary - External employment activities - Flexible working - Grievance procedure - Harassment and bullying - Health and safety - Induction - Leave of absence - Management guidelines - Probation - Professional development review - Redundancy - Staff travel	FoCPC	

	o Whistleblowing		
Policies and procedures relating to recruitment	o List of current vacancies o Recruitment	FoW	
Code of conduct for members of governing bodies	o Code of conduct	FoCPC	
Equality and Diversity	o Disability Equality Scheme o Disability statement o Gender Equality Scheme o Learning support o Mental health	FoCPC	
Health and Safety	o Health and safety	FoW	
Estate management	o Disaster recovery plan o Property Strategy	FoCPC	
Complaints policies and procedures	o Complaints	FoW	
Records management and personal data policies	o Data protection o Disclosure storage of information	FoCPC	
Charging regimes and policies	o Tuition Fee policy	FoCPC	
Class 6 – Lists and Registers (lists currently maintained only)			
Any information the college is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER**)**	o Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc o Declaration of Interest o Financial management and control	FoCPC	

	o evaluation report o Gifts and Hospitality		
Asset register	o Summary of Capital asset register o	FoCPC	
Disclosure logs	o Freedom of Information/Data Protection requests log	FoCPC	

Class 7 – The services we offer

College publications	o Sixth Form Prospectus o Adult Guide o Welfare/advice services o Health Services o Careers services o Counselling services o Learning Centre facilities o Sports and recreational facilities o Press releases o Website	FoW/FoCPC	