

College Policies and Procedures

**Freedom of Information Act
Publication Scheme**

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Executive Director of Planning and Resources

Freedom of Information Publication Scheme

Introduction

The Freedom of Information Act 2000 requires all Higher and Further Education establishments to adopt and maintain a 'Publication Scheme'.

The purpose of the act is to promote greater openness and accountability and will give everyone the right to access all information held, subject to some exemptions, by all educational establishments and public authorities.

Summary

The College is placed under a duty to publish information through the adoption of a publication scheme, and by publishing information in accordance with those schemes. South Essex College's scheme has been approved by the Information Commissioner and became operational in 2004.

The scheme came into full force in January 2005 since when the public has had the right to access all official information held by the College.

Information held under the Data Protection Act 1998 is outside the scope of the Freedom of Information Act 2000.

Publication Schemes

The publication scheme is a guide to the types of information the College undertakes to make available to the public as a matter of routine. The scheme describes the types of information available. It also indicates the format in which the information is held. A charge will be made for any information which is published in paper form.

The College Scheme

The College has opted to adopt the 'Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland'.

There are 8 main groups of classes of information in the model publication scheme:

- Governance
- Financial Resources
- Human Resources
- Physical Resources

Student Administration and Support
Information Services
Teaching and Learning
External Relations

Responsibility for the Scheme

The Executive Director Planning and Resources will be responsible for the scheme on behalf of the College.

The Executive Director Planning and Resources is the nominated Data Protection Officer for the College.

The College address is as follows:

South Essex College of Further and Higher Education
Luker Road
Southend-on-sea
Essex
SS1 1ND

Telephone: +44 (0) 1702 220400
Fax: +44 (0) 1702 432320
Email: learning@southessex.ac.uk
Website: www.southessex.ac.uk

The College will provide advice and assistance as far as it would be reasonable to expect the College to do so.

The Publication Scheme will be made available on our website and hard copies kept at our College address. This Publication Scheme and the documents to which it refers, are available in the first language of the Town - namely English.

Request Procedure

We aim to respond in relation to specific requests for information within 20 working days.

Each request will be treated on its own merits and a time estimate will be given by which we expect to respond.

In certain circumstances it may not be possible to deal with an application in full within 20 working days.

Refusal of Requests

Where the College intends to refuse requests for information under the Publication's scheme, notification and explanation of the reason will be given to applicants.

Complaints

Any person who considers that the College is not complying with the Publication Scheme should contact the College and request the appropriate customer feedback literature.

The opportunity to complain to the College does not limit any rights people have to complain to the Information Commissioner at the following address:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545700
Fax: 01625 524510
Email: mail@dataprotection.gov.uk
Website: www.dataprotection.gov.uk

Exemptions

A number of exemptions in relation to supplying information requested under the Freedom of Information Act are in place which includes:

Personal Information
Information provided in confidence
Prohibitions on Disclosure
Legal Professional Privilege
Commercial Interests

Further information and guidance on exemptions will be given against each request as appropriate.

Review and Amendments

The College will review regularly and update the Publication scheme.

The relevant information under each class will automatically be published and/or updated as required.

Charges

Requests for multiple print outs or for copies of documents not available on the College website, will attract a charge for the cost of retrieval, postage, photocopying etc. This charge will be payable in advance and the charges incurred will be confirmed upon receipt of the request.

Photocopies will normally be charged at 10p per A4 sheet.

Additional overhead costs will be recovered against each request to a maximum of £70.

Publication

	Class	Description	Location	Manner
1.1	Legal framework	Instrument & Articles of Government	Sue Mack	Paper Form
		Governor Code of Conduct and Related Documents	Sue Mack	Paper Form
		Whistle blowing Policy	Policies/Finance/Sue Mack	Paper Form
1.2	How the institution is organised	College Organisational Structure - Charts	HR	Paper Form
1.3	Information on the institutional context	Mission Statement and Strategic Objectives	Jo Hindhaugh	Paper Form
		Quality Assurance/Self Assessment Policies & Procedures	Lynda Hughes	Paper Form
1.4	Management structure	List of Governors	Sue Mack	Paper Form
		List of Governors' Committees	Sue Mack	Paper Form

		Terms of Reference and Governors' Committees	Sue Mack	Paper Form
		Standing Orders & Governing Body	Sue Mack	Paper Form
		College Meetings - Terms of Reference	Sue Mack	Paper Form
		Governors' Board Minutes	Sue Mack	Paper Form
		Governors' Finance & Resources Committee Minutes	Sue Mack	Paper Form
		Governors' Students' Committee Minutes	Sue Mack	Paper Form
		Governors' Search Committee Minutes	Sue Mack	Paper Form
		Governors' Audit Committee Minutes	Sue Mack	Paper Form
		Governors' Remuneration Committee Minutes	Sue Mack	Paper Form
		Curriculum & Standards Committee Minutes	Lynda Hughes	Paper Form

2.1	Finance	Annual Report and Financial Statements (Includes mission statement, remuneration of senior staff, accounting policies and pension scheme details).	Anthony McGarel	Paper Form
		Insurance details (name of insurance company and policy number).	Tracy Summerhill	Paper Form
2.2	Resource planning	College 3 Year Development Plan Policy & Procedures	Jo Hindhaugh	Paper Form
		Annual Operational Plan	Jo Hindhaugh	Paper Form
		Financial regulations (Includes procurement arrangements, travel & subsistence procedures and budgetary control).	Anthony McGarel	Paper Form
3.1	Employment and employee relations	Investors in People Accredited	HR	Paper Form
		Grievance Procedure	HR	Paper Form
		Disciplinary Procedure	HR	Paper Form

		Capability Procedure	HR	Paper Form
		Ill Health Retirement Procedure	HR	Paper Form
		Public Interest Disclosure Procedure	HR	Paper Form
		Other Personnel Policies	HR	Paper Form
		Job Vacancies	HR	Paper Form
		Employment Terms of Conditions	HR	Paper Form
		Staff Salary Structure	HR	Paper Form
		Health Safety and Welfare Policy and Procedures	Paul Groome	Paper Form
3.2	Equal opportunities /Diversity	Equal opportunities Policy	HR	Paper Form
		Disability Statement	HR	Paper Form

		Race Equality Policy	HR	Paper Form
3.4	Staff development	Staff development procedures & priorities	Lynda Hughes	Paper Form
4.1	Estates	Map of site	Geoff Stedman	Paper Form
		College Location Map	Marketing	Paper Form/ website
		Property Strategy	Paul Groome	Paper Form
		Maintenance Programme	Estates	Paper Form
		Teaching Room Allocation & Room Utilisation	Estates	Paper Form
5.1	Information on student admission, progression and completion	Student Enrolment Data	Ken Hughes	Paper Form
5.2	Student accommodation	DFES FE Residential support scheme info	Sue Coole	Paper Form
5.4	Student admission and enrolment	Student College and Course Entry Guidelines	Lynne Smith	Paper Form

		Fees policy and Learner Support Funds (Adults)	Lynne Smith	Paper Form
5.5	Student discipline	Acceptable Use Policy	Paul Groome	Paper Form
5.6	Student learning support services		Sue Coole	Paper Form
5.7	Student liaison	Student Association Meeting Minutes	Emma Thorn	Paper Form
5.8	Student policies	Payment for Examinations - Policy & Procedures	Registry	Paper Form
5.9	Student welfare	Student information leaflet	Student Support Services	Paper Form
5.10	Student Associations and Activities	Student Association Constitution, Procedure for Allocation of SA Funds, List of SA Officers	Emma Thorn	Paper Form
6.1	Availability and conditions of use of facilities	Adult information pamphlets - daytime and evening	Marketing	Paper Form
		Library open hours	Ian Franklin	Paper Form

6.2	Mission statements and related documents	Mission Statement	Jo Hindhaugh	Paper Form
6.3	Policies with regard to data and information	Data and Information policy	Paul Groome	Paper Form
6.4	Procurement and disposal policies	College 3 Year Development Plan Policy & Procedures		Paper Form
6.5	Scope of collections held	Learning resource catalogue	Ian Franklin	Electronic Form within college
		Archive policy for library stock	Ian Franklin	Paper Form
7.1	Academic year dates	Dates for current academic year	Jo Hindhaugh	website
7.2	Further course information	More detailed course information can be found in the online prospectus	Marketing	Paper Form\ website
		Access(HEFC) course information	Colette Coleman	Paper Form
7.3	Information on internal procedures for assuring academic quality and standards	Quality Assurance/Self Assessment - Policies & Procedures	Lynda Hughes	Paper Form

7.4	Staffing Structure of schools/departments	Examination Organisations & Regulations	Anne Campion	Paper Form
7.5	Student assessment strategy	Student Assessment and Targets	Wendy Barnes	Paper Form
7.6	Tuition fees	Fees policy and Learner Support Funds(Adults)	Lynne Smith	Paper Form
8.1	Community liaison	Business Associates Scheme		Paper Form
8.2	Fundraising			
		OFSTED Inspection Reports	Lynda Hughes	Paper Form
		Examination Results	Anne Campion	Paper Form/ website
8.4	Marketing and recruitment	Subject Area Student Handbooks	Individual faculty Heads	Paper Form
		Prospectus	Marketing	Paper Form/ website

		Access Leaflet	Marketing	Paper Form/ website
		Evening Programme	Marketing	Paper Form/ website
		Foundation Art Leaflet	MCA	Paper Form/ website
8.5	Public Relations	Student College and Course Entry Guidelines	Prospectus	Paper Form
		Press Releases	Marketing	Paper Form
		College newsletters	Marketing	Paper Form
		Prospectus	Marketing	Paper Form
		Access leaflet	Marketing	Paper Form
		Foundation Art Leaflet	Marketing	Paper Form
		Adult Induction leaflet	Marketing	Paper Form

		Information for adult students - daytime and evening	Sue Mack	Paper Form
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