FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

GUIDANCE/ PROCEDURES NO. 50a

Issue Date:	February 2019
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PROCEDURE NO. 50a

Freedom of Information Act Publication Scheme

Part A – Introduction

Adopting a publication scheme is a requirement of the Freedom of Information Act (FOI) 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available pro-actively, through a publication scheme. Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

Freedom of Information Act 2000

To view the full version of the Freedom of Information Act 2000, please use the link below:
http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm

Information Commissioner's Guide

To view the Freedom of Information publication guide, please use the link below:
http://www.ico.gov.uk/Home/for_organisations/freedom_of_information_guide.aspx

What Is a Publication Scheme?

A publication scheme is a document, which describes the information a public authority publishes, or intends to publish. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to the public.

A publication scheme must set out the classes, or types, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

The 'Model' Publication Scheme for Higher and Further Education

New College Stamford has adopted the model publication scheme developed for the Higher and Further Education sector and is therefore committed to publishing the information it describes. This model is designed for universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland.

The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector.

Who We Are

New College Stamford is based in Stamford, its main campus is at the Drift Road site. The College also has offsite sports provision at the Borderville Sports Centre, a collaborative development working with Burghley Estates and Stamford Football Club,

The College has established itself as a provider of high quality education and training services and developed a strong reputation for quality provision locally. This College offers a broad range of full-time and part-time provision to students undertaking further education and higher education programmes.

The College currently recruits from a very wide geographical area being on the border of five counties.

The College has a long history of providing full-time and part-time courses having a presence on various sites in Stamford for approximately 100 years. The College currently attracts approximately 6,000 16-18 and 19+ students encompassing a wide range of vocational and academic courses, including degree and foundation degree programmes.

There is something for everyone, and we try to make it as easy as possible for people to be able to study. The College also offers to its students, staff and the local community relaxing beauty or holistic treatments, a new hairstyle, eating in our fully licensed Gallery Restaurant, students also play a sport or perhaps get involved in music and drama performances.

Our students have had tremendous success in various hairdressing and catering competitions both regionally and nationally.

New College Stamford was awarded the Beacon Award for Partnerships and Collaboration in November 2008 and the Mercury Business Awards for Business Innovation in 2018.

Accessing Information Covered by the Publication Scheme
The classes of information we publish are described in Part B of the scheme. Some of the information is available for download or printing directly from the website. If it is not then please address all applications for information to:

    The Director of IT and Resources
    The Freedom of Information Officer
    New College Stamford
    Drift Road
    Stamford
    PE9 1XA
    Tel: 01780 484300
    Fax: 01780 484301
    E-mail: foirequests@stamford.ac.uk

Obtaining Copies of the Publication Scheme from New College Stamford
The New College Stamford Publication Scheme is available on the college's website and also in "hard copy" format. The address for the "hard copy" format is:

    The Director of IT and Resources
    The Freedom of Information Officer
    New College Stamford
    Drift Road
    Stamford
    PE9 1XA
    Tel: 01780 484300

Charges
If the cost of providing the information exceeds £250 (calculated at an hourly rate of £40) the College will respond indicating the costs of providing the information. Requests will be processed within 20 days of payment being made.

What about Information Not Covered by the Publication Scheme?
From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which is not already made available through the Publication Scheme.   Some information is exempt from FOI and in these cases the College will respond with their reasons for not providing this information.

Exemptions – Part II of the Act includes 23 separate exemptions. The most relevant in a College context are:
- Information Accessible to Applicant By Other Means (S21)
- Information Intended for Future Publication (S22)
- Law Enforcement (S31)
- Health and Safety (S38)
- Personal Information (S40)
- Information Provided in Confidence (S41)
- Legal Professional Privilege (S42)

Absolute Exemptions include:
- Personal Data in Limited Circumstances
- Information Reasonably Accessible to the Public by Other Means
- Confidentiality
- Disclosure Prohibited by Statute or Court Order
- Information belonging to a Third Party and a College is Holding It for a Third Party

For the full list of "Exemptions" – please use the link below that takes the reader to the Front page of the Freedom of Information Act 2000 and the full index.
http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm

Availability of Data and Response Time
i.   Part B of the Publication Scheme identifies the data that is currently listed.
ii. We will respond within 20 working days of receipt of a request to supply information within the College Publication Scheme. The response time is dated from the date of receipt at College.

Freedom of Information and Copyright ©
Reproducing any material supplied by this College under the Freedom of Information Act 2000, be it listed in the Publication Scheme or not, without the express permission of New College Stamford, will be considered an infringement of copyright. Requests for permission should be made in writing and addressed to:

The Director of IT and Resources, The Freedom of Information Officer, New College Stamford, Drift Road, Stamford, PE9 1XA.

Feedback and Appeals
It is important that this publication scheme meets your needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the publications themselves might be improved. Any questions or comments about this scheme should be sent in writing to the address above. In cases of dissatisfaction where you wish to appeal against a decision the College has made, then please write to:

> The Vice Principal, Finance & Resources
> New College Stamford
> Drift Road
> Stamford
> PE9 1XA

In your letter of appeal you will need to state clearly:

1. That you are appealing to a decision previously made by this College under the Freedom of Information Act, indicating the date of the letter sent from the College.
2. The reason for the appeal.
3. Any supporting evidence.

You will need to provide the College with a name and address to which to respond. The College will investigate the circumstances of your appeal and respond within 20 working days of receipt of your letter. If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body that oversees the Freedom of Information Act. The address is given below:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Part B - Publication Scheme – New College Stamford

This publication scheme lists information which is available from the College. The scheme is split into eight main sections, each with a number of classes. The main sections are:

Index
1. Governance
2. Financial Resources
3. Human Resources
4. Physical Resources
5. Student Administrations and Support
6. Information Services
7. Teaching and Learning
8. External Relations

General Information

1. <u>Currency of Documentation Issued</u>
Unless otherwise stated information below relates to *current documentation, or where in the case of Minutes of Meetings the last Minutes before the request was made.

*Current means that currently in operation and in circulation in the College. However, where requesting certain information such as, for example, Prospectuses for the following session, these will be supplied as soon as they are published, and the College reserve the right not to respond within the time frame if the documentation is not ready for publication.

2. <u>Single Copies of Documentation</u>
The College will only supply in all cases single copies of documentation requested.

3. <u>Where Minutes of Meetings</u> are requested the College may only publish non-reserved information - that is Part 1 Agenda Items. Part 2 Agenda items may be "redacted" in part or whole. In such circumstances, an explanation will be provided why "redaction" has taken place.

1. Governance - Introduction

This section covers information relating to the way the College 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.

1.1 Legal Framework
1.1.1
Class: **Legal status of the College**
Availability: Website
Charge: No Charge from New College Stamford
Description: Corporation Status. The College was conferred by the Education Reform Act of 1988 and the Further and Higher Education Act of 1992
Both of these are available on the HMSO Website
www.legislation.hmso.gov.uk/acts.htm

1.2 How the institution is organised
This class contains information classes relating to how the College's management structure is organised, and the function and purpose of each part of the management structure.

1.2.1
Class: **How the institution is organised.** College committees
Availability: Paper
Description Current College Management structure

1.2.2
Class: **How the institution is organised.** Organisational Structure Charts
Availability: Paper
Description: Management Organisational Structure

1.2.3
Class: **How the institution is organised**. Job Titles of Management Post Holders
Availability: Paper
Description: Job Titles of Management Post Holders and Descriptions

1.3 Information on the Content of the Institution
This class includes information made available by the College on the FE Mission Statement and relevant sections of the Corporation's Strategic Plan.

1.3.1
Class: **Information on the Institutional Context**
Availability: Paper /Web
Description: Mission Statement
The College Website is:
http://www.stamford.ac.uk

1.3.2
Class: **Information on the Institutional Context**
Availability: Paper
Description: Relevant sections from Corporation's Strategic Plan

1.3.3
Class: **Information on the Institutional Context**
Availability: Paper
Curriculum Quality
• Annual Course Review and Evaluation
• Course Approvals
• Course Files and Records
• Course Monitoring and Mgmt Cycle
• Course Team Agendas and Minutes
• Induction Arrangements
• Internal Curriculum Audit
• Internal Verification
• Lesson Observation
• Moderation of the Lesson Observation Process
• Plagiarism and Appeals
• Student Attendance Reporting
• Student Handbook
• Student Perception of Course   (CHECK)
• Student Guidance and Support
• Student Lack of Academic Progress

1.3.4
Class: **Government and Regulator Relations**
Availability: Paper for first item listed, Web for second item listed.
Description: QAA reports for Higher Education Reviews may be obtained from the web address - http://www.qaa.ac.uk/

Ofsted Inspection Report 2017 for New College Stamford – may be obtained from the Ofsted website address - http://www.ofsted.gov.uk/reports/index

1.4 Management Structure
This class contains information relating to how the College's management structure is organised, and the function and purpose of each part of the management structure.

1.4.1
Class: **Information on the Institutional Context – Management Structure**
Availability: Paper
Description: Governing Body Membership
Schedule of Governing Body (Corporation Board) Meetings
Code of Conduct for Corporation Board
Terms of Reference of Audit Committee
Membership, Minutes and Papers of Corporation
Membership, Minutes and Papers of Audit Committee
Membership, Minutes and Papers of Health & Safety Committee

2. Financial Resources
Introduction
This section covers information on the College's strategy and management of financial resources. Information that may damage the institution's commercial interests will be excluded from publication.

2.1.1
Class: **Finance**
Availability: Paper
Description: Accounts as published in current Annual Report

2.1.2
Class: **Finance**
Availability: Paper
Description: College Insurance arrangements

2.1.3
Class: **Finance**
Availability: Paper
Description: Pension Guidelines

2.1.4
Class: **Finance**
Availability: Paper
Description: Travel Arrangements Procedure

2.2 Resource Planning
This class includes information that defines how the college undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.

2.2.1
Class: **Resource Planning**
Availability: Paper
Description: Financial Rules and Regulations and Accounting instructions

2.2.2
Class: **Resource Planning**
Availability: Paper
Description: Accounts published in the current annual report

2.2.3
Class: **Resource Planning**
Availability: Paper
Description: Strategic Plan/Mission Statement

2.2.4
Class: **Resource Planning**
Availability: Paper
Description: Published Annual Report

3 Human Resources and Personnel
This section covers information on the College'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.

3.1.1
Class: **Employment and Employee relations**
Availability: Paper
Description: Health and Safety Policy
Disciplinary and Grievance Policy

3.1.2
Class: **Employment and Employee Relations**
Availability: Paper

Description: Job Advertisements see College website
http://www.stamford.ac.uk

3.1.3
Class: **Employment and Employee Relations**
Availability: Paper/Web
Charge: Free of Charge
Description: Freedom of Information Policy

3.2.1
Class: **Equal Opportunities**
Availability: Paper
Description: Single Equality Scheme

3.3.1
This class includes information on staff development and training, including induction programmes, probation and appraisal.
Class: **Staff Development**
Availability: Paper and Internet, the latter where *
Description: Appraisal Policy (PDR)*

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

4.1. Estates
Class: **Estates plan (CHECK)**
Availability: Paper apart from where indicated with web address
Description: The College's Property Strategy, commercially sensitive information will be excluded
Map of Main Site

5. Student Administration and Support
Introduction
This section contains information on how the College 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.

5.1 Student Admissions, Progression and Completion
Information relating to the admission/registration of new students, including policies and procedures covering the assessment of external qualifications and the creation of student records

5.1.1
Class: **Information on Student Admission, Progression and Completion**
Availability: Paper
Description: Admissions Policies
Student Qualifications on Entry as described in Prospectus

5.1.2
Class: **Information on Student Admission, Progression and Completion**
Availability: Paper
Description: Range of student entrant percentages classified by age, gender, ethnicity, Socio-economic background, disability and geographical origin as returned to the ESFA.
Percentage Student Progression retention and achievement of data
Data on qualifications awarded to students by percentage
Data on Student Destinations by Percentage

5.2 Student Accommodation
This class includes information relating to accommodation services.

5.3 Student Administration
This class includes information relating to areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself.

5.3.1
Class: **Student Administration**
Availability: Paper

5.4 Student Admissions and Enrolment
This class includes information relating to the admission/enrolment of new students.

5.4.1
Class: **Information on Student Admission, Progression and Completion**
Availability: Paper
Description: Admissions Policies

5.5 Student Discipline
This class includes information relating to the conduct of disciplinary proceedings against students.

5.5.1
Class: **Code and Policies**
Availability: Paper
Description: Student Disciplinary Procedures
Complaints Procedures
Academic Appeals Procedures
Cheating and Plagiarism Policy

5.6 Student Learning Support Services
This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services.

5.6.1
Class: **Student Learning Support Services**
Availability: Paper
Description: Careers Education Policy
Single Equality Scheme

5.7 Student Liaison
This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.

5.7.1
Class: **Student Liaison**
Availability: Paper
Description: Minutes of Student Council meetings
Student Focus Groups

5.8 Student Policies
This class includes some key student policies not listed elsewhere in the scheme and published by the College

5.8.1
Class: **Student Policies**
Availability: Paper
Description: Student Behaviour and Disciplinary Procedures
Safeguarding for All Policy

5.9 Student Welfare
5.9.1
Class: **Student Welfare**
Availability: Paper
Description: Careers Education Policy (CEIAG)
Health and Safety Policy
Fees Policy

5.10 Student Associations and Activities
This class contains information relating to the operation and activities of the Students Union and other clubs, associations and non-academic activities that are organised for or by the students

5.10.1 Student Associations and Activities
Class: Student Union
Availability: Paper
Description: Students Union Constitution

6. Information Systems
Introduction
This section covers those functions within the College that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

6.1 Availability and conditions of use of facilities
Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, email spamming of an external site) are appropriately dealt with.

6.1.1
Class: **Availability and conditions of use of facilities**
Format: Paper/Web*
Description: A range of Leaflets detailing Library Services and conditions of use
Policy on Computing and Telecommunications Usage
Student Behaviour and Disciplinary Procedures

6.2 Policies with regard to data and Information
Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.

6.2.1
Class: Policies with regard to data and Information
Availability: Paper
Description: General Data Protection Regulation (GDPR)

6.3 Procurement and Disposal Policies
Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.

6.3.1
Class: **Purchasing of Goods and Services**
Availability: Paper
Description: Financial Regulations and Procedures

6.4 Scope of Collections held
6.4.1
Class: **Scope of Collections held**
Availability: Paper
Description: Details of the library collections available in the College Library.

7. Teaching and Learning
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.

7.1 Academic Year Dates
This class should include information on the dates for the current Academic Year as well as future academic years (as far as is known).

7.1.1
Class: **Academic Year Dates**
Availability: Paper, Web
Charge: Free of Charge
Description: Full-Time, Part-Time and HE Prospectuses
Academic Calendar

7.2 Further course information
This class includes information relating to particular departments, also information relating to programmes and qualifications. (This class will not include information for which exemption might be claimed under S.43 Commercial Interest, for example, course learning materials and content.

7.2.1
Class: **Course Information**
Availability: Paper – obtained through current Prospectus data
Charge: Free of Charge
Description: Term dates
Structure of courses
Overview or introduction to courses

Percentage Qualifications gained from previous academic year

7.3 Subject Review and Institutional Review
This class includes information about the institution's internal quality audit programmes and annual review. It should also include information on the FE College's internal procedures for assuring academic quality and standards.

7.3.1
Class: **Information on Internal Quality Procedures for Assuring Academic Quality and Standards**
Availability: Paper
Description: Quality Procedure Handbook
Equality and Diversity Opportunities
Health and Safety Policy
Assessment strategies processes and procedures
Latest published summary of Cross College Student Perception of Course Data
A range of leaflets detailing NCS Library Services and Conditions of Use

7.3.2
Class: **Internal Quality Programmes and Review Mechanisms and Systems**
Procedures only
Availability: Paper
Description: Quality Procedures Internal
Quality Management Systems
Complaints Procedure
Higher Education Strategy
Annual Planning Cycle
Self Assessment Report Summary
ProAchieve Course data benchmark summary. **By appointment only in the College.**

Please write to the FOI Officer if you wish to make an appointment at the address on page 2.

This material can be accessed by appointment only and you will need to state in your application the programme you are seeking such benchmark data for.
Curriculum Quality
- Annual Course Review and Evaluation
- Course Approvals
- Course Files and Records
- Course Monitoring and Management Cycle
- Course Team Agendas and Minutes
- Induction Arrangements
- Internal Verification
- Lesson Observation
- Moderation of the Lesson Observation Process
- Plagiarism and Appeals
- Student Attendance Reporting
- Student Handbook
- Student Perception of Course
- Student Guidance and Support

7.4 Staffing Structure of College
This class includes information about staff roles within Programme and Support Areas, together with the organisational listing of the staff

7.4.1
Class: **Staffing Structure of College**
Availability: Web
Description: Staff email and telephone contact details in College
Job titles of academic staff and support staff

7.5 Student Assessment Strategy
This class includes information on the regulations and/or policy governing student assessment.

7.5.1
Class: **Student Assessment Strategy**
Availability: Paper - by personal inspection only. Please apply in writing in the same way as all other applications. However, additionally provide a telephone number where you may be contacted so that the Manager responsible for this area may telephone you to arrange a mutually convenient time to visit the College.
Charge: No Charge
Description: Exams timetable

7.5.2
Class: **Student Assessment Strategy**
Availability: Paper
Description: Exam Appeal Procedure

7.5.3
Class: **Student Assessment Strategy**
Availability: Paper
Description: Plagiarism and Cheating Policy

7.5.4
Class: **Student Assessment Strategy**
Availability: Paper
Description: Awarding Body addresses and contact information

7.6 Tuition Fees
This class includes information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees are payable.

7.6.1
Class: **Tuition Fees**
Availability: Paper, web
Description: Tuition fees for UK, EU and International students including information on when tuition fees will be payable and how to pay can be found in the college's prospectuses.

8. External Relations
Introduction
This section covers information relating to the College's relationship with its external environment. These include the formal reports the institution it is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

8.1 Government and Regulator Relations
This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing.

8.1.1
Class: **Government and Regulator Relations**
Availability: Paper
Description: Summary of College Self-Assessment Report

8.1.2
Class: **Government & Regulator Relations**
Availability: Paper for first item listed
Description: Ofsted Inspection Report 2017 for New College Stamford – see web address -
http://www.ofsted.gov.uk/reports/index

8.2 Marketing and Recruitment
This class includes publications relating to student recruitment including the College prospectus.

8.2.1
Class: **Marketing and Recruitment**
Availability: Paper, Web
Description: Full-Time Prospectus, see Note below
Higher Education Prospectus, see Note below
Information on Open Days for the current academic year
Information on entry requirements
Most items are available on the College website at http://www.stamford.ac.uk

NB: Please state in your application if you would like either a large print or abridged Braille version.

8.3 Public Relations
Information included in this class is created to help publicise our facilities and activities.
The majority of such information will have been created for prospective and current students but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff.

8.3.1
Class: Press Releases
Availability: Paper, web
Charge: No Charge
Description: The College website address is: http://www.stamford.ac.uk
Recent "press releases" available on the website.
Exam results overall College profile for last year's full and part-time courses as requested.
Map and contact details on the website.