

Procedures Manual

01.28.01 FREEDOM OF INFORMATION – GUIDE TO THE PUBLIC SCHEME – EFFECTIVE FROM 6 FEBRUARY 2009

PURPOSE To provide a framework for the publication of information by the College in accordance with the guidelines provided by the Information Commission

SCOPE

RESPONSIBILITY College Secretary

PROCEDURE

Introduction

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme to replace the Publication Scheme adopted by the College in 2004.

The new Model Publication Scheme and definition document provided by the ICO for colleges of further education has been adopted by West Suffolk College and the Corporation formally approved the detail and content of the Scheme at its meeting on 6 February 2009.

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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 Freedom of Information (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- the information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.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 ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from www.ico.org.uk

Information to be made available by the College

The College is committed to making as much information about its activities as possible generally available to the public, either through published documents, or on request.

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

- 1 Who we are and what we do
- 2 What we spend and how we spend it
- 3 What our priorities are and how we are doing
- 4 How we make decisions
- 5 Our policies and procedures
- 6 Lists and registers
- 7 The Services we offer

How to obtain information

- Via the College website – www.westsuffolk.ac.uk
- By e-mail to info@wsc.ac.uk
- In writing to –
The College Secretary

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West Suffolk College
 Out Risbygate
 Bury St Edmunds
 Suffolk IP33 3RL

- Using the request form provided at the end of the Publication Scheme

The College will make available information it holds, whether or not it is listed in the Publication Scheme, unless identified as not available under one of the exemptions provided for by the legislation listed above.

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

or via the internet at www.ico.org.uk

Routinely published documents

Appended to the guide is a list of documents routinely published by the College and categorised in accordance with the ICO's model. Where indicated, these documents are available via the College website, free of charge. Other documents will be provided in hard copy on request.

Charges for information

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 based on the cost of putting the information into the requested format, including photocopying cost at 5p per sheet plus VAT, and postage where applicable. In certain circumstances, the College may waive the fee at its discretion.

Response times to requests for information

- The College will respond to requests for information promptly and in any event not later than the twentieth working day following the date of receipt.
- Direct access to many documents is provided via the College website.
- If information has to be posted it will be sent promptly.
- If information has to be viewed at College premises, the individual making the request will be contacted within 10 working days to make a convenient appointment.

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Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with in accordance with the College's Complaints Procedure which can be viewed on request, or on the College's website.

Complaints, in writing, should be addressed to: The Principal, West Suffolk College, Out Risbygate, Bury St Edmunds, Suffolk, IP33 3RL. The complaint will be acknowledged within 10 working days, naming the investigating manager and noting the appeals procedure.

If the College is unable to satisfactorily resolve the complaint, enquirers have the right to complain to the Office of the Information Commissioner at:

The Information Commission
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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1 Who we are and what we do

This category includes organisational information: Structures, locations, contacts

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
1.1 Legal Framework	Further and Higher Education Act 1992 Education Act 2011 http://www.legislation.hmsso.gov.uk/acts.htm	Clerk to the Corporation	X
	Instrument and Articles of Government July 2013	Clerk to the Corporation	✓
1.2 How the College is organised	Management/organisation structure	Director of Human Resources	X
	Board and Committee structure	✓	
	Board and Committee Standing Orders and Terms of Reference	Clerk to the Corporation	✓
	List of College Governors	Clerk to the Corporation	✓
1.3 Information relating to organisations the College works in partnership with	Register of Governors' Interests	Clerk to the Corporation	X
		Clerk to the Corporation	
1.3 Information relating to organisations the College works in partnership with	Engages with: SFA,EFA, Local Authorities, Employers, Local Schools, UCS, other training providers,	Principal	X

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and any companies wholly owned by it	government agencies, sector skills councils		
1.4 Locations and contact details	<p>Switchboard 01284 701 301</p> <p>Email: info@wsc.ac.uk</p> <p>Website: www.wsc.ac.uk</p> <p>Addresses:</p> <p>West Suffolk College (Main Campus) Out Risbygate Bury St Edmunds, Suffolk, IP33 3RL</p> <p>West Suffolk College in Haverhill Menta Centre 2 Hollands Road, Haverhill, CB9 8PP Telephone 01440 712 177 Email haverhill@wsc.ac.uk</p> <p>West Suffolk College in Mildenhall The Learning Centre 15 Market Place Mildenhall IP28 7EF Telephone 01638 715 001 Email mildenhall@wsc.ac.uk</p>	Head of Marketing and Communications	✓

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	<p>West Suffolk College in Stowmarket The Learning Shop 10a Wilkes Way Meadow Centre Stowmarket Suffolk, IP14 1DE Telephone 01449 613 903 Email stowmarket@wsc.ac.uk</p> <p>West Suffolk College in Sudbury 18-20 Cornard Road Sudbury, Suffolk, CO10 2XA Telephone 01787 880 619 Email sudbury@wsc.ac.uk</p> <p>Milburn Centre Anglian Lane Bury St Edmunds, Suffolk, IP32 6RA Telephone 01284 701 301 Email info@wsc.ac.uk</p> <p>IP-City Centre 1 Bath Street Ipswich, Suffolk, IP2 8SD Telephone 01284 716246 Email s2b@wsc.ac.uk</p> <p>West Suffolk College Thetford Charles Burrell Centre Staniforth Road Thetford Norfolk IP24 3LH Telephone 01638 715 001</p>		
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	Email thetford@wsc.ac.uk		
1.5 Student activities	Student Representative Councils	Vice Principal (Curriculum & Quality)	X
	Annual Enrichment report	Vice Principal (Curriculum & Quality)	X

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2 What we spend and how we spend it

This category includes: income and expenditure, procurement, contracts and financial audit

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
2.1 Funding/income	Annual budget approved by the Corporation Annual audited accounts	Vice Principal Finance and Resources	X ✓
2.2 Budgetary and account information	Minutes of Resources Committee Management accounts as reported to the Resources Committee	Clerk to the Corporation	✓ X
2.3 Financial Audit Reports	Annual financial audit report Annual regularity audit report Annual internal audit report	Clerk to the Corporation	X
2.4 Capital Programme	Property Strategy Reports on progress of capital projects	Vice Principal Finance and Resources	X
2.5 Financial Regulations and procedures	Financial Regulations	Head of Finance	X
2.6 Staff pay and grading	Pay scales	Director of Human	X

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structures		Resources	
2.7 Register of suppliers	Register of College suppliers	Vice Principal Finance and Resources	X
2.8 Procurement and tender Procedures	Contracting and tendering procedures	Procurement and Estates Manager	X

3 What our priorities are and how we are doing

This category includes: Strategies and plans, performance indicators, audit, inspections and reviews

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
3.1 Annual Report	Annual College report	Principal	✓
3.2 Corporate and Business Plans	Strategic Plan	Principal	X
3.3 Teaching and Learning strategy	Tutoring Policy	Vice Principal, Curriculum and Quality	X

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3.4 Academic Quality and standards	Quality Strategy	Vice Principal, Curriculum and Quality	X
	Quality Improvement Plan		X
	Annual Self Assessment Report		X
	External Verifier report action plans		X
	Student Perception Survey	Vice Principal, Curriculum and Quality	X
	Minutes of Standards and Excellence Committee	Clerk to the Corporation	✓
3.5 External review information	Ofsted/QAA reports (See www.ofsted.gov.uk)	Vice Principal, Curriculum and Quality	X
3.6 Corporate relations	Employers' Charter	Vice Principal, Business and Community	X
	Development of learner programmes	Vice Principal, Curriculum and Quality	X
3.7 Government and regulatory reports	Accreditation and monitoring reports by statutory or regulatory bodies	Vice Principal, Curriculum and Quality	X

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How we make decisions

This category includes: decision-making processes and records of decisions

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
4.1 Corporation Minutes	Corporation Corporation Committees <i>Note: Remuneration and Human Resources Committee minutes are confidential under the Data Protection Act as are items deemed to be commercially sensitive. Occasionally, other reports and minutes of other meetings will be determined to be confidential, and not available for publication</i>	Clerk to the Corporation Clerk to the Corporation	✓ ✓
4.2 Teaching and learning committee Minutes	Corporation Minutes Standards and Excellence Committee Minutes	Clerk to the Corporation Clerk to the Corporation	✓ ✓ X

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	Curriculum & Quality Improvement Board	Vice Principal, Curriculum & Quality	
4.3 Minutes of student consultation meetings	Minutes of Student Council Meetings	Vice Principal, Curriculum & Quality	X
4.4 Appointment procedures	Recruitment and selection procedures	Director of Human Resources	X

5 Our Policies and procedures

This category includes: protocols, policies and procedures for delivery of College services

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
5.1 Policies and procedures for conducting College business	Financial Memorandum	Vice Principal Finance and Resources	X
	Corporation Standing Orders	Clerk to the Corporation	✓
	Procedures for requests for Information	College Secretary	✓
	College policies and procedures (Various – availability and access arrangements to be confirmed on request)	Principal	X

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5.2 Procedures and policies relating to academic services	Assessment – Internal Verification & Moderation (including appeal procedure) Assessment Policy/Appeals procedure Assessment Malpractice on Edexcel programmes procedure	Vice Principal, Curriculum & Quality	X X X
5.3 Procedures and policies relating to student services	Student Application and Enrolment policy Complaints Procedure and appeals Student Disciplinary procedure Student Handbook Including information on: Welfare/Advice services, Careers & Guidance services, Transport, Admissions, Examinations, Learning Support, Sports and Recreational facilities, Equal Opportunities, Finance, Library and IT facilities/guide	Vice Principal, Business & Community Vice Principal, Curriculum & Quality Vice Principal, Curriculum & Quality Vice Principal, Curriculum & Quality	X ✓ ✓ ✓
5.4 Procedures and policies relating to Human Resources	HR policies and procedures (Including: Generic terms and conditions of Employment, Grievance, Discipline, Harassment and Bullying, Absence, Public interest disclosure)	Director of Human Resources	X
5.5 Procedures and	Recruitment Policy	Director of Human	X

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policies relating to recruitment	(Including: DBS, Disclosure and Barring Service)	Resources	
5.6 Code of Conduct for governing body	Corporation Code of Conduct	Clerk to the Corporation	✓
5.7 Equality and Diversity	Equal Opportunities Policy and Procedures (Gender, Disability and Race) Culture Religion and Belief Policy Policy on Sexual Orientation of Students Policy and Procedure for Dealing with Bullying Single Equality Scheme Age Equality Scheme Bullying and Harassment Policy Annual Impact Assessment Monitoring reports	Principal	X
5.8 Health and Safety	Health and Safety Policy	Health and Safety Manager	X
5.9 Estate Management	Disposals policy Facilities management Grounds and building maintenance	Vice Principal Finance and Resources	X X X
5.10 Complaints policies and procedures	Complaints Policy Whistle-blowing policy	Vice Principal, Curriculum & Quality College Secretary	✓ ✓

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5.11 Records Management and personal data policies	Freedom of Information – Publication Scheme	College Secretary	✓
	Data protection policy		X
5.12 Charging regimes and policies	Fees Policy	Vice Principal, Business & Community	X
	Charges for information routinely published	Principal	✓

6 Lists and Registers (current information only)

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
6.1 Information legally required to be held in publicly available registers	Members of the Corporation Register of Interests	Clerk to the Corporation	✓ X
6.2 Asset registers	Land and Buildings assets register	Vice Principal Finance and Resources	X
6.3 Disclosure logs	FOI/Data Protection/Disclosure logs	College Secretary	X

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7 The Services we offer

This category includes: information not provided elsewhere in other categories

Category	Description	Responsible Officer	Available on the College website? www.wsc.ac.uk
7.1 Other services offered	Prospectus and course content	Vice Principal Curriculum and Quality Deputy Principal	✓
	Careers Advice		✓
	Sports and recreational facilities		✓
	Library/resource centre		✓
	Advice and guidance		✓
	Media releases		X

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