

FOI – West Suffolk College Publication Scheme 2009

Freedom of Information

A GUIDE TO THE PUBLICATION SCHEME



Effective from 6 February 2009

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 the West Suffolk College and the Corporation formally approved the detail and content of the Scheme at its meeting on 6 February 2009.

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- the information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release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 College's Publication Scheme can be accessed from its website: www.westsuffolk-ac.co.uk. The ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from www.ico.gov.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**

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- 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.co.uk
- By e-mail to info@wsc.ac.uk
- In writing to –
The Corporation Secretary
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 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.gov.uk

Routinely published documents

Appended to the guide is a list of documents routinely published by the College, 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

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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 on receipt
 - Direct access to many documents is provided via the College website
- If information has to be posted it will be sent promptly and within 10 working days
- 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

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 above address.

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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 http://www.legislation.hmsso.gov.uk/acts.htm	Clerk	✓
	Instrument and Articles of Government 1 January 2008	Clerk	✓
	Instrument and Articles of Government Amendment Order 1 April 2008	Clerk	X
	Incorporation	Principal/Clerk	X
1.2 How the College is organised	Management/organisation structure	Head of Human Resources	X
	Board and Committee structure	Clerk	✓
	Board and Committee Standing Orders and Terms of Reference	Clerk	✓
	List of College Governors Register of Governors' Interests	Clerk Clerk	✓ ✓
1.3 Information relating to organisations College works in partnership with and any companies wholly owned by it	Engages with: LSC, Local Authorities, Employers, Local Schools, UCS, other training providers, government agencies, sector skills councils	Principal	X
1.4 Locations and contact details	Switchboard 01284 716251	Marketing Manager	✓

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	<p>Email: info@wsc.ac.uk</p> <p>Website: www.wsc.ac.uk</p> <p>Addresses: West Suffolk College (main campus) Out Risbygate Bury St Edmunds Suffolk IP33 3RL</p> <p>West Suffolk College in Haverhill The Learning Shop 27B High Street Haverhill CB9 AD Telephone 01440 712 177 Email haverhill@wsc.ac.uk</p> <p>West Suffolk College in Mildenhall and Newmarket The Learning Shop 15 Market Place Mildenhall IP28 7EF Telephone 01638 715 001 Email mildenhall@wsc.ac.uk</p> <p>West Suffolk College in Stowmarket The Learning Shop 10a Wilkes Way Meadow Centre Stowmarket Suffolk IP14 1DE Telephone 01449 613903 Email stowmarket@wsc.ac.uk</p> <p>West Suffolk College in Sudbury Learning Centre Belle Vue Newton Road Sudbury Suffolk, CO10 2RG Telephone 01787 880 619 or 01787 378</p>		
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	<p>576 Email Sudbury@wsc.ac.uk</p> <p>West Suffolk College in Thurston Thurston Learning Centre Thurston Community College Norton Road Thurston Suffolk, IP31 3PB Telephone 01359 232204 Email Thurston@wsc.ac.uk</p> <p>Construction and Building Services Anglian Lane Bury St Edmunds Suffolk IP32 6SR Telephone 01284 701301 Email info@wsc.ac.uk</p> <p>Ip-City Centre 1 Bath Street Ipswich Suffolk IP2 8SD Telephone 01473 690842 Email s2b@wsc.ac.uk</p>		
1.5 Student activities	<p>Student Representative Councils</p> <p>Annual Enrichment report</p>	<p>Vice Principal (Curriculum & Quality)</p> <p>Vice Principal (Curriculum & Quality)</p>	<p>X</p> <p>X</p>

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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	Deputy Principal	X ✓
2.2 Budgetary and account information	Minutes of Finance Committee Management accounts as reported to Corporation	Clerk	✓ ✓
2.3 Financial Audit Reports	Annual financial audit report Annual Regularity audit report Annual internal audit report	Clerk	✓
2.4 Capital Programme	Accommodation Strategy Project Manager reports on progress of capital projects	Deputy Principal	X
2.5 Financial Regulations and procedures	Financial Regulations	Head of Finance & Estates	✓
2.6 Staff pay and grading structures	Pay scales	Head of Human Resources	X
2.7 Register of suppliers	Register of College suppliers	Head of Finance & Estates	✓
2.8 Procurement and tender Procedures	Contracting and tendering procedures	Procurement Manager	X

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		Procurement Manager	X
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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
3.4 Academic Quality and standards	Quality Strategy	Vice Principal, Curriculum and Quality	✓
	Quality Assurance & Improvement Policy		X
	Annual Self Assessment Report		✓
	External Verifier report action plans		X
	Student Perception Survey	Vice Principal, Curriculum and Quality	X
	Minutes of Quality Committee	Clerk	✓

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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 & Student Services	✓
	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	Governing Body Corporation Committees <i>Note: Remuneration Committee minutes are confidential under the Data Protection Act and commercial sensitivity. Occasionally, other reports and minutes of other meetings will be determined to be confidential, and not available for publication</i>	Clerk	✓ ✓
4.2 Teaching and learning committee Minutes	Corporation Board Minutes Quality Committee Minutes Curriculum & Quality Improvement Board	Clerk Clerk Vice Principal, Curriculum & Quality	✓ ✓ X
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	Head of Human Resources	X

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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	College Charter Financial Memorandum Corporation Standing Orders Procedures for requests for Information College policies and procedures <i>(Various – availability and access arrangements to be confirmed on request)</i>	Principal Deputy Principal Clerk Principal Clerk	✓ X ✓ ✓
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:	Vice Principal, Business & Student Services Vice Principal, Curriculum & Quality Vice Principal, Curriculum & Quality Vice Principal, Curriculum & Quality	X ✓ ✓ ✓

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	Welfare/Advice services, Careers & Guidance services, Transport, Admissions, Examinations, Learning Support, Sports and Recreational facilities, Equal Opportunities, Finance, Library and It facilities/guide		
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)	Head of Human Resources	X
5.5 Procedures and policies relating to recruitment	Recruitment Policy (Including:CRB, Data Protection Disclosure of Criminal Convictions)	Head of Human Resources	X
5.6 Code of Conduct for governing body	Code of Conduct for Corporation members	Clerk	✓
5.7 Equality and Diversity	Equal Opportunities Policy Procedures and guidelines relating to equal opportunities	Principal	X 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	Head of Finance & Estates	X X X
5.10 Complaints policies and procedures	Complaints Policy Whistle-blowing policy	Vice Principal, Curriculum & Quality Clerk	✓ ✓
5.11 Records Management and personal data policies	Freedom of Information – Publication Scheme Data protection policy	Clerk	✓ X

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5.12 Charging regimes and policies	Fees Policy	Vice Principal, Business & Student Services	X
	Charges for information routinely published	Principal	✓

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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	✓ X
6.2 Asset registers	Land and Buildings assets register	Head of Finance & Estates	X
6.3 Disclosure logs	FOI/Data Protection/Disclosure logs	Principal	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 Careers Advice Sports and recreational facilities Library/resource centre Advice and guidance Media releases	Vice Principal, Business & Student Services Vice Principal, Business & Student Services Heads of Faculty Head of Learning Resource Centre Vice Principal, Business & Student Services Head of Vice Principal, Business & Student Services	✓ ✓ ✓ ✓ ✓ X

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Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/
Publication Scheme BEFORE you complete this form. It explains in
detail the nature of Freedom of Information Requests and tells you
what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms/Other)
First NameSurname
Address
..... Post Code.....
TelephoneE-mail address

2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to
have and to be as concise and as clear as possible in order that we can
identify and process your request promptly. Any vagueness or
ambiguity in your request will delay the processing).

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3. Other Information (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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4. Data Protection Notice – The personal details you have provided to West Suffolk College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature

Date

Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment

Please send your completed request form to :

The Corporation Secretary
West Suffolk College
Out Risbygate
Bury St Edmunds
Suffolk
IP33 3RL

Telephone number: 01284 716251
Fax Number: 01284 750561
E-mail: mick.fell@wsc.ac.uk