ACCESS TO INFORMATION & PUBLICATION SCHEME

Introduction

Gloucestershire College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

Freedom of Information Act 2000: Publication Scheme

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

Gloucestershire College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges in October 2008 and the most recent revision in April 2015. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available. The Model Publication Scheme is attached as Appendix 1 to this document.

In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Appendix 2 to this document.

How to access information

Gloucestershire College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at www.gloscol.ac.uk or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days.   A Freedom of Information Request Form is attached to this policy as appendix 3.

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Charges

Printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies (unless they are available electronically). If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 5p plus VAT per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this procedure or publication scheme is:

Justin Cosson
Clerk to the Governors
Gloucestershire College
Princess Elizabeth Way
Cheltenham
GL51 7SJ
Tel 01242 532097
Email: Justine.cosson@gloscol.ac.uk

Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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APPENDIX 1 : GLOUCESTERSHIRE COLLEGE PUBLICATION SCHEME

MAIN CLASSES OF INFORMATION

1. What 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

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**Model Publication Scheme for Further Education Colleges
(Information Commissioner's Office October 2008)
Scheme Adopted By The Board December 2008
Revised May 2018
Descriptions of the 7 Main Information Classes & Sub-Classes**

1 Who we are and what we do	
Current information on the College, structures, locations and contacts	
Sub classes	**Explanatory Notes**
1.1 **Legal Framework / Instrument of Government /Articles of Association**	Information relating to the legal and corporate status of the institution
1.2 **How the institution is organised**	Information about the management structure of the institution, including a description of its governance arrangements and organisational structure, together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.
1.3 **Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it**	On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.
1.4 **Location and contact details**	If possible, named contacts should be given in addition to contact phone numbers and email addresses, via the college.

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1.5	**Student activities**	Information relating to the operation and activities of the Student Union or its equivalent and other clubs, associations and non-academic activities that are organised for or by the students may also be included where this information is held by the college.

2 What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.

Sub classes		**Explanatory Notes**
2.1	**Funding/ income**	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy), as well as income generation schemes.
2.2	**Budgetary and account information; expenditure**	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. It is expected that revenue budgets and budgets for capital expenditure will be included. Details of items of expenditure over £15,000, including costs, supplier and transaction information. This should be published at least annually and, where practical, we would also expect it to be published on a half yearly or quarterly basis.
2.3	**Financial audit reports**	
2.4	**Capital programme**	Information on major plans for capital expenditure, including any private finance initiative and public/ private partnership contracts.
2.5	**Financial regulations and procedures**	
2.6	**Pay Policy**	The statement of the college's policy and procedures regarding staff pay.

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2.7	**Staff pay and grading structures**	This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff which, for the purposes of this document, means staff on the Senior Management / Leadership Team or senior post holders or equivalent level, or above, whose basic actual salary is at least £60,000 per annum. The salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.
2.8	**Staff allowances & expenses**	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (as defined above) by reference to categories. These policies should be produced in line with the college's policies, practices and procedures and must at least include travel, subsistence and accommodation.
2.9	**Governors' allowances**	Details of allowances or expenses that can be claimed or incurred, and a record of total payments made to individual governors.
2.10	**Register of suppliers**	
2.11	**Procurement and tender procedures and reports**	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.
2.12	**Contracts**	It is expected normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

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

It is expected that information in this class will be available at least for the current and previous three years.

Below is a list of the type of information that It is expected that colleges of further education will have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

Sub classes	**Explanatory Notes**

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3.1	**Annual Report** **Self-Assessment Report** **Corporate & Business Plans** **Teaching & Learning Strategy** **Academic quality & standards** **Most Recent Ofsted Inspection Report** **Privacy impact assessments**	Information, or a direct link to publicly available information, on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.
3.2	**External Review Information**	This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review**.**
3.3	**Corporate Relations**	Information relating to the college's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes.
3.4	**Government & Regulatory Reports**	For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and /or monitoring bodies. Where information provided to such bodies is publicly available, the college may instead provide a direct link to that information.

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

It is expected that information in this class will be available at least for the current and previous three years.

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Sub classes		Explanatory Notes
4.1	Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees.	It is expected minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public. These may include, but are not limited to, such items as teaching and learning committee minutes, minutes of staff / student consultation meetings and appointment committees.

5 Our policies and procedures

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

It is expected that information in this class will be current information only.

Sub classes		Explanatory Notes
5.1	**Policies and procedures for conducting college business**	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included. In Wales this will include the Welsh Language Scheme in accordance with the Welsh Language Act 1993, and in Northern Ireland the equality scheme / statement produced in accordance with section 75 of the Northern Ireland Act 1998.
5.2	**Procedures and policies relating to academic services**	Some of these policies may already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
5.3	**Procedures and policies relating to student services**	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline.

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5.4	**Procedures and policies relating to human resources**	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).
5.5	**Procedures and policies relating to recruitment**	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
5.6	**Code of Conduct for members of governing bodies**	
5.7	**Equality and Diversity;** Equality Scheme	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
5.8	**Health and Safety**	
5.9	**Estate management**	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
5.10	**Complaints policies and procedures**	Complaints procedures will include those covering requests for information and operating the publication scheme.
5.11	**Records management and personal data policies**	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.
5.12	**Fileplans**	

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5.13	**Charging regimes and policies**	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated. If the college charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

6 Lists and Registers
It is expected that this information will be contained only in currently maintained lists and registers.

Sub classes		Explanatory Notes
6.1	**Any information we are currently legally required to hold in publicly available registers**	
6.2	**Asset registers**	
6.3	**Information asset register**	It is expected that colleges will publish all details from all asset registers. We would, however, expect the location of public land and building assets and key attribute information that is normally recorded on an asset register to be available, along with some other information from capital asset registers.
6.4	**CCTV**	Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the college. The college should decide on the level of detail which is appropriate. This could be by building or more general geographic locations eg postcodes or partial postcodes, depending on the security issues raised.
6.5	**Disclosure logs**	Where a department produces a disclosure log indicating the information that has been provided in response to requests, it should be readily available. Disclosure logs are themselves recommended as good practice.

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6.6	**Any register of interests kept in the college**	
6.7	**Senior staff's declaration of interests**	This should include the names, departments and job titles of all senior staff who have made entries. The definition of senior staff is as stated above.
6.8	**Register of gifts and hospitality provided to senior staff**	This should include details of gifts given or received; details of any hospitality afforded and by which organisation.

7 The services we offer

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

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are listed below

Sub classes		**Explanatory Notes**
7.1	**Prospectus and Course content**	
7.2	**Services for outside bodies**	
7.3	**Health including medical services**	
7.4	**Welfare & counselling services**	
7.5	**Funding, such as grants & bursaries, available to students from the college.**	
7.6	**Careers Advice**	
7.7	**Chaplaincy Services and multi-faith provision**	

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7.8	**Services for which the College is entitled to recover a fee (together with those fees)**	
7.9	**Sports & recreational facilities**	
7.10	**Facilities relating to music, art & other cultural activities**	
7.11	**Museums, libraries, special collections and archives**	It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections & archives).
7.12	**Conference facilities**	
7.13	**Advice and guidance**	
7.14	**Media releases**	

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GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME
(all requests via the Clerk to the Board - see appendix 3)

This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the Quality Improvement Manager. Some information may in some circumstances be exempt from disclosure

Items with an asterisk * are held on the College website at:

www.Gloscol.ac.uk

1 Who we are and what we do		
Sub classes		**Documents**
1.1	**Legal Framework/ Instrument of Government / Articles of Association**	• Instrument and Articles of Governance • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.hmso.gov.uk/acts.htm and Education Act 2011 • Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992
1.2	**How the institution is organised**	• College structure Charts • Introduction to the College • College Calendar • College Policies (key Policies on the website) • List of Governors* • Register of Interests of Governors • Board of Governors & Committee structure chart • Standing Orders • Terms of reference • Membership of Governing Body and committees*

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1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	- Education Funding Agency - Skills Funding Agency - Ofsted - Department of Business Innovation & Skills - Department of Education - Local Enterprise Partnership - Examining Boards - Schools - Employers - Local Authorities - Association of Colleges - Federation of Gloucestershire Colleges - South West Peer Confederation of Colleges - University of Gloucestershire - Birmingham City University - Gloucestershire College Enterprises Limited - University of the West of England - New College Swindon - Betaris – wholly owned subsidiary - Gloucestershire Facilities Management Ltd – wholly owned subsidiary - New College Developments Ltd – wholly owned subsidiary
1.4	Location and contact details	Switchboard 0345 155 2020 email : info@gloscol.ac.uk website: www.gloscol.ac.uk Addresses: **Cheltenham Campus** Princess Elizabeth Way Cheltenham GL51 7SJ **Forest of Dean Campus** Five Acres Coleford Gloucestershire GL16 7JT **Gloucester Campus** Llanthony Road Gloucester GL2 5JQ
1.5	Student activities	Student Union Student Life Team For clubs and activities see the Student Guide at http://www.gloscol.ac.uk/

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2 What we spend and how we spend it **Note: Information that is commercially sensitive will be excluded from the publication scheme.**		
Sub classes		**Documents**
2.1	**Funding/ income**	• Three year Financial Forecast / Annual Budget as approved by Board • Annual audited financial statements* • SFA Financial Memorandum • Contracting and tendering procedures* • Insurance policy • Remuneration of senior staff as published in annual accounts* • Travel and subsistence rates
2.2	**Budgetary and account information; expenditure**	• Annual audited financial statements* • Annual budget as approved by Board • Management accounts as reported to Board
2.3	**Financial audit reports**	• Annual financial statements and regularity audit report* • Annual internal audit report
2.4	**Capital programme**	• Accommodation Strategy
2.5	**Financial regulations and procedures**	• Financial regulations, including procurement policy
2.6	**Pay Policy**	
2.7	**Staff pay and grading structures**	• Salary grades & pay • Annual Report, including Remuneration of Senior Postholders • Pension Schemes
2.8	**Staff allowances & expenses**	• Travel & Subsistence Policy as approved by Board • Travel And Subsistence: Annual Report as reported to BRC
2.9	**Governors' allowances**	• Travel & Subsistence Policy as approved by Board • Travel And Subsistence: Annual Report as reported to BRC
2.10	**Register of suppliers**	• Register of College suppliers
2.11	**Procurement and tender procedures and reports**	• Financial Regulations • Contracting and tendering procedures*

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2.12	**Contracts**	• Annual report on tenders

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3 What our priorities are and how we are doing		
Sub classes		**Documents**
3.1	**Annual Report** **Self-Assessment Report** **Corporate & Business Plans** **Teaching & Learning Strategy** **Academic quality & standards** **Most Recent Ofsted Inspection Report** **Privacy impact assessments**	• Annual report • Self-Assessment Report • Strategic plan (including Mission Statement) * • Lesson Observations procedure • Annual Self Evaluation Document (HE) • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Student Perception of College Survey • Assessment appeals • Course reviews • Internal verification • External Verifier reports • Quality Improvement Plan
3.2	**External Review Information**	• Ofsted Report (Ofsted website) • Internal Audit Reports • HE Reports • Investors in People Report • British Council Inspection
3.3	**Corporate Relations**	• External Communication Policy
3.4	**Government & Regulatory Reports**	• Ofsted Inspection Report : last report can be accessed at http://www.ofsted.gov.uk/oxedu_reports/download/(id)/95466/(as)/130413_319830.pdf

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4 How we make decisions	
Sub classes	**Documents**
4.1 **Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees.**	• Minutes* and papers of Governing Body meetings and Steering Groups etc. *Senior Staff Employment Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential but the reasons for this will be given, including the date of release.*

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5 Our policies and procedures		
Sub classes		**Documents**
5.1	**Policies and procedures for conducting college business**	• College Policies – key policies on website* • Management Procedures • Standing Orders
5.2	**Procedures and policies relating to academic services**	• Examination management • Examinations special arrangements • Admissions & Enrolment • External examination bodies regulations

5.3	**Procedures and policies relating to student services**	• Student Information including information on
		  ❖ Welfare/advice services
		  ❖ Health services
		  ❖ Careers services
		  ❖ Sports and recreational facilities
		  ❖ Finance
		• Learning development and support
		• Services for students with special needs
		• Opening hours of libraries, study and ILT centres
		• Guide to Library Services and Library rules
		• Copyright guidelines
		• Student Agreement
		(The majority of this information is available on the website).

5.4	**Procedures and policies relating to human resources**	• Terms and conditions of employment • Appraisal policy • Grievance policy • Disciplinary & Performance policy • Harassment and bullying policy • Sickness Absence/Leave Policy • Health and safety policy • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Staff Training and Development Policy • Induction • Probationary review • Investors in People Assessment report • Staff Handbook

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5.5	**Procedures and policies relating to recruitment**	• Recruitment Policies and procedures*
5.6	**Code of Conduct for members of governing bodies**	• Code of Conduct for members of governing body*
5.7	**Equality and Diversity: Equality Scheme**	• Equality & Diversity Policy * • Single Equality Scheme*
5.8	**Health and Safety**	• Health & Safety Policy * • Health & Safety Annual Report • Health & Safety Procedures • Risk Management Policy • Sustainability Policy *
5.9	**Estate management**	• Accommodation strategy • Procurement • Environment Strategy
5.10	**Complaints policies and procedures**	• Talkback Complaints Procedure • Complaints against the Governing Body (in Standing Orders) • Complaints about the Freedom of Information procedures (Publication Scheme)
5.11	**Records management and personal data policies**	• IT Security policies • Data retention and archive policy • Data protection policy * • Access to information/ publication scheme*
5.12	**Fileplans**	

5.12	**Charging regimes and policies**	• Tuition Fees Policy including*
		  ➢ Information for home/EU students
		  ➢ Information for international students
		  ➢ Information on other charges
		Also see prospectuses which are available in hard copy and on the website.

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6 Lists and Registers		
We expect this to be information contained only in currently maintained lists and registers.		
Sub classes		**Documents**
6.1	**Any information we are currently legally required to hold in publicly available registers**	• Register of Interests
6.2	**Asset registers**	• Asset register
6.3	**Information asset register**	• Asset register • Capital asset register
6.4	**CCTV**	• CCTV surveillance register – Cheltenham, Gloucester, Forest of Dean, Tewkesbury, Alexandra Warehouse
6.5	**Disclosure logs**	• Freedom of Information/ Data Protection Requests log
6.6	**Any register of interests kept in the college**	Register of Interests
6.7	**Senior staff's declaration of interests**	Register of Interests
6.8	**Register of gifts and hospitality provided to senior staff**	Register of gifts and hospitality signed annually by Audit Committee Chair

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7 The services we offer		
Sub classes		**Documents**

7.1	**Prospectus and Course content**	• Course leaflets*
		• Prospectus including*
		   ❖ Term dates
		   ❖ Structure of courses
		   ❖ Qualification gained
		   ❖ Changing courses
		   ❖ Work experience

7.2	**Services for outside bodies**	• Freshers' Fayre
7.3	**Health including medical services**	• Student Handbook /Intranet* • Staff induction materials • Health & Welfare section of GC website*
7.4	**Welfare & counselling services**	• Health & Welfare section of GC website*
7.5	**Funding, such as grants & bursaries, available to students from the college.**	• Loans & other financial support section on GC website*
7.6	**Careers Advice**	• GC website
7.7	**Chaplaincy Services and multi-faith provision**	• GC website
7.8	**Services for which the College is entitled to recover a fee (together with those fees)**	• Tuition fee policy (also within Course material & prospectuses)*
7.9	**Sports & recreational facilities**	• GC website
7.10	**Facilities relating to music, art & other cultural activities**	• GC website

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7.11	**Museums, libraries, special collections and archives**	N/A
7.12	**Conference facilities**	• Estates Offices
7.13	**Advice and guidance**	• Student Handbook*
7.14	**Media releases**	• Press releases*

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Gloucestershire College

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)

…………………………………………………………………………………..

First Name   Surname

…………………………………………………………………….....................

Address

……………………………………………………………………………….…..

Telephone   E-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 Gloucestershire 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

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Please send your completed request form to:

Justine Cosson,
Clerk to the Board of Governors
Gloucestershire College,
Princess Elizabeth Way, Cheltenham, GL51 7SJ
Telephone number: 01242 532097
Email Justine.cosson@gloscol.ac.uk

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