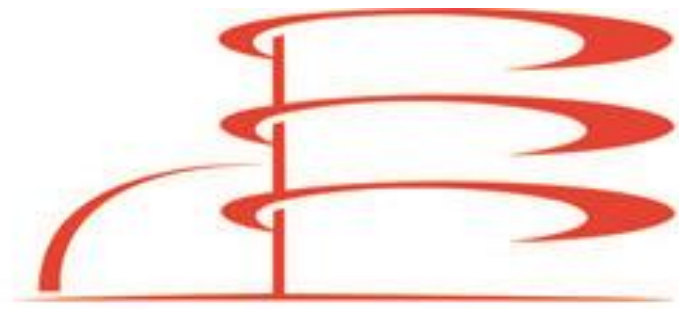


POLICY/PROCEDURE



Bexhill 6th Form College

FREEDOM OF INFORMATION PUBLICATION SCHEME

POLICY NUMBER: OC21

Reviewed May 2014

FREEDOM OF INFORMATION PUBLICATION SCHEME

INTRODUCTION

Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, further education colleges and Sixth Form Colleges.

What is a publication scheme?

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. 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 make available the information described.

A publication scheme must set out the classes, or categories, 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 further education

Bexhill College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

This model is designed for 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. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

Who we are and what we do

Bexhill College is a sixth form college with approximately 1,900 students aged between 16-18 studying AS, A2, IB, GCSE and BTEC courses. A wide range of evening courses are also available for adult learners. 51% of students live in Rother and remaining 49% travel from Hastings and further afield. The College is funded by the EFA and SFA.

There is more information available on our website: www.bexhillcollege.ac.uk

Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme. Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each

class. To request information available through our publication scheme, please contact the **Director of Human Resources** who will process your request.

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme?

You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme. Information will not be made available where it is deemed to be confidential.

Requests will have to be made in writing and we will respond within 20 working days. A reasonable charge will be made for information provided which is not available on the College's website.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

Director of Human Resources, Bexhill College, Penland Road, Bexhill on Sea, East Sussex TN40 2JG.

If we are unable to resolve any complaint, you may complain to the Information Commissioner, the independent body which oversees the Freedom of Information Act:

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

Tel: 01625 545700

E mail: mail@ico.gsi.gov.uk

Further Information

More information about the Freedom of Information Act and the Model Publication Scheme is available on the Information Commissioner's website at: www.ico.gov.uk

Freedom of Information Act 2000

Publication Scheme for Bexhill College – Guide to Information

In order to protect the environment we will endeavour to provide information electronically. However we are able to provide paper copies if you so request.

The college reserves the right to charge a fee as indicated below.

Who we are and what we do

This section includes organisational information, locations and contacts, constitutional and legal governance. It covers information relating to the way the College is governed, managed and organised and how decisions are made. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Class	Description	Form	Fee
Legal Framework	<ul style="list-style-type: none">• Instrument and Articles of Government• Financial Memorandum• Scheme of Delegation• Corporation Standing Orders	Paper or Website	£10 or Free
How the information is organised.	<ul style="list-style-type: none">• Organisational structure charts• Description of work/responsibilities of units• Corporation and Committee Structure and Procedures including terms of reference for Committees• Code of Conduct for the Corporation• Minutes and papers of Corporation and its Committees (non-confidential)	Paper or Website	£10 or Free
Locations and contacts	<ul style="list-style-type: none">• Map of main site• Address of main site and telephone number and any other locations	Paper or Website	£10 or Free
List of and information relating to organisations it works in partnership with and any companies wholly owned by it	<ul style="list-style-type: none">• List of organisations• List of collaborative partners/other providers	Paper	£10
Student Activities	<ul style="list-style-type: none">• List of senior student roles• Minutes of Senior Student meetings	Paper	£10

What we spend and how we spend it

This section covers financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit. Information that may damage the College's commercial interests will be excluded from publication

Class	Description	Form	Fee
Funding and Income	<ul style="list-style-type: none"> • Annual Report and Financial Statements • Tuition Fees 	Paper	£10
Budgetary information and accounts	<ul style="list-style-type: none"> • Annual Report and Financial Statements • Remuneration of Senior Staff as published in annual accounts • Financial forecasts • Business procedures 	Paper	£10
Financial audit reports	<ul style="list-style-type: none"> • Audit reports • External audit management letter • Performance indicators for Audit 	Paper	£10
Capital Programme	<ul style="list-style-type: none"> • Plans • Planning Application • EFA/SFA Funding Approval 	Paper	£10
Financial regulations and procedures	<ul style="list-style-type: none"> • Financial regulations and including procurement policy • Strategic Plan/Mission statement • Annual report and Financial Statements • Annual budget 	Paper	£10
Staff salary and grading structure	<ul style="list-style-type: none"> • Pay spines • Staff salary grades • Pay, appointment and promotion policy 	Paper	£10
Register of suppliers	<ul style="list-style-type: none"> • Supplier information 	Paper	£10
Procurement and tender procedures	<ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment • Business Procedures • goods and services • Insurance • Pensions 	Paper	£10
Contracts	<ul style="list-style-type: none"> • Details of contracts which are of sufficient size to have gone through a formal tendering process. 	Paper	£10

What our priorities are and how we are doing

This section covers information on the College's strategy and plans, performance indicators, audits, inspections and reviews. It includes information on teaching and learning strategy, the College's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.

Class	Description	Form	Fee
Annual Report	Annual Report and Financial Statements	Paper	£10
Corporate and business plans	Strategic plan including the vision, mission and strategic objectives	Paper or Website	£10 or Free
Teaching and learning policies	<ul style="list-style-type: none"> • Assessment Policy • Educational Trips Policy • Retention Strategy • Student Charter • Quality Assurance Procedures • Exams Policy • Student Disciplinary Policy 	Paper or Website	£10 or Free
Academic standards	<ul style="list-style-type: none"> • Quality Assurance Policy • Data on Student Retention, Achievement and Value Added • Data on students classified by age, gender, ethnicity, disability • Quality Procedures • Arrangements for academic and tutorial guidance, support and supervision • Accommodation, equipment and facilities for teaching and learning • Professional Development arrangements • NQT Policy • Lesson Observation Policy • Outcome of Student satisfaction surveys • The Self-Assessment Report 	Paper	£10
External review	<ul style="list-style-type: none"> • Ofsted Reports – (on the web) 	Website	Free
Corporate relations	<ul style="list-style-type: none"> • Links with employers and the development of learning programmes • Strategic Plan 	Paper	£10
Governance and regulatory reports	<ul style="list-style-type: none"> • Returns to funding bodies • Ofsted Inspection Report • Other returns made e.g. to government departments, other regulatory bodies, research councils, professional bodies etc. 	Paper	£10

How We Make Decisions

This section includes the College's decision making processes and records of decisions made.

Class	Description	Form	Fee
Minutes from the Governing body	<ul style="list-style-type: none"> Minutes of meetings where key decision are made about the operation of the College, excluding confidential matters. Minutes and papers of Corporation and Committee meetings, excluding confidential matters. 	Paper Or Web	£10 or Free
SLT minutes	<ul style="list-style-type: none"> SLT minutes including information on curriculum issues, excluding confidential matters. CMT minutes excluding confidential matters 	Paper	£10
Minutes of staff consultation meetings	<ul style="list-style-type: none"> Terms of reference of staff/student liaison Committee/s Minutes of staff/student liaison committee/s meetings 	Paper	£10
Appointment committees and procedures	<ul style="list-style-type: none"> Recruitment and Selection Policy for Corporation Members 	Paper	£10

Our Policies and Procedures

This section relates to written protocols, policies and procedures for delivering our services and responsibilities and relates to current information only.

Class	Description	Form	Fee
Policies and procedures for conduct of college business	<ul style="list-style-type: none"> College Calendar and term dates Corporation Standing Orders Code of Conduct (Staff) 	Paper or Web	£10 Free
Policies and procedures relating to academic services	<ul style="list-style-type: none"> Admissions Policy Teaching, learning and Assessment Policy Academic Honesty Policy Quality Assurance Policy Student Disciplinary Policy Complaints & Appeals Procedures 	Paper	£10
Policies and procedures relating to student services.	<ul style="list-style-type: none"> Admissions policies and procedures Student records policies and procedures documents College Charter Expectations of students Complaint and appeals procedures Additional Support Services for Students with Additional Needs Prospectus <p>Policies relating to students NOT included elsewhere</p>	Paper or Web	£10 or Free

	<ul style="list-style-type: none"> • Child Protection Policy • Drugs and Alcohol Policy • Student Handbooks • Learning Resources Services • IT User Agreement • Educational Visits Policy and Procedures • Counselling services 		
Policies and procedures relating to human resources	<ul style="list-style-type: none"> • Staff Contracts • Pay, appointment and Promotion Policy • Support staff conditions of service • Teaching staff conditions of service • Grievance procedure • Disciplinary procedures and policies • Staff development procedures • Dignity at Work Policy • Health and Safety Policy and procedures • Appraisal Policy/Probation Policy • Any policy relating to staff not included elsewhere 	Paper or Web	£10 or Free
Policies and procedures relating to recruitment	<ul style="list-style-type: none"> • Recruitment Policy • Job vacancies 	Paper or Web	£10 or Free
Code of Conduct for members of the governing body	<ul style="list-style-type: none"> • Code of conduct for Corporation members 	Paper or Web	£10 or Free
Equality and Diversity	<ul style="list-style-type: none"> • Single Equality Scheme • Disability Statement 	Paper	£10
Health and Safety	<ul style="list-style-type: none"> • Health and Safety policy 	Paper	£10
Property management	<ul style="list-style-type: none"> • Accommodation Strategy • Tendering policies • Grounds maintenance contracts • Building maintenance contracts • Recycling and Disposal Procedures 	Paper	£10
Complaints procedures	<ul style="list-style-type: none"> • Complaints policy and procedures 	Paper	£10
Records Management and personal data policies	<ul style="list-style-type: none"> • Data Protection Policy • IT Security Policy • Acceptable Use Policy 	Paper	£10
Charging policy	<ul style="list-style-type: none"> • Tuition fees for home/EU students • Information for international students • Information on other charges 	Paper	£10

Lists and Registers

This section includes information contained in currently maintained lists and registers.

Class	Description	Form	Fee
Declaration of interests	<ul style="list-style-type: none"> Register of Interests 	Visit to College in normal college hours	Free
Asset registers	<ul style="list-style-type: none"> College Asset Register 	Paper	£10
Disclosure logs	<ul style="list-style-type: none"> Log of disclosures under FoI 	Paper	£10

The Services we offer

This section includes information about services offered, including leaflets, guidance and newsletters.

Class	Description	Form	Fee
Prospectus and course content	<ul style="list-style-type: none"> College prospectus Open Day information Entry requirements 	Paper Or Web	£10 or Free
Health advice	<ul style="list-style-type: none"> List of activities delivered via the tutorial programme 	Paper	£10
Careers advice	<ul style="list-style-type: none"> Information included in the tutorial programme 	Paper	£10
Services where the college is able to recover fees	<ul style="list-style-type: none"> Fee information for Home/EU Students Fee information for International Students 	Paper	£10
Sports and recreational facilities	<ul style="list-style-type: none"> Information in the prospectus Lettings information 	Paper Or Web	£10 or Free
Museums, libraries, archives and special collections	<ul style="list-style-type: none"> Library – print out of information on selected topics. 	Paper	£10
Advice and guidance	<ul style="list-style-type: none"> Prospectus Student Diary Application Process 	Paper Or Web	£10 or Free
Media releases	<ul style="list-style-type: none"> Press releases on website Prospectus Course leaflets Newsletters and magazines Current information provided to an enrolled student 	Paper Or Web	£10 or Free
Local campaigns	<ul style="list-style-type: none"> Publicity leaflets 	Paper	Free

Freedom of Information Request Form

All requests for information under the FOIA should be submitted on the form below.

Name	
Postal Address	
Telephone number	
E mail	
Information requested (please give as much information as possible)	
Costs enclosed	<i>Cheque should be made payable to Bexhill College</i>
Signed	

Please submit completed form to

Director of Human Resources, Bexhill College, Penland Road, Bexhill on Sea, East Sussex TN40 2JG

Please note, Bexhill College requires all request under FOI to be requested in writing with payment made at the time of request. The college does not respond to e-mail requests