

FREEDOM OF INFORMATION

A GUIDE TO THE PUBLICATION SCHEME JANUARY 2019

Introduction to the Freedom of Information Act 2000

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. The new Model Publication Scheme and definitions provided by the Information Commissioners Office, <http://www.ico.gov.uk>, for Colleges of Further Education has been adopted by Southport College with effect from 1 January 2019.

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. It is the public authority's commitment to make available the information described.

A publication scheme must set out the class or categories of information Published and make clear how the information described can be accessed and whether or not charges will be made. The information is divided into the following classes:

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

How Information is made available

Southport College primarily publishes information in three ways:

Website – at <http://southport.ac.uk> accessing information on our website is free of charge. If you do not have access to the internet, you may contact the College and a copy of the information will be printed and posted to you. There may be a charge for this service to cover costs.

Email – information that is routinely provided via email is free of charge. Such information is not always archived, therefore copies may not be available retrospectively or electronically. If you are interested in any information via email please contact the College (see below).

Hard copy – information only available in hard copy may incur a charge. You will be notified of the cost before the information is sent to you so that you can

decide whether you wish to proceed before being invoiced. If you are interested in any hardcopy information please contact the College.

If you require this information in an alternative format you should contact Southport College to discuss your requirements.

We would expect to provide under the Freedom of Information Act, all information we hold unless:

- 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:
- It would be impractical or resource-intensive to prepare material for routine release:
- We do not hold the information
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Accessing information covered by the publication scheme

To request information available through our publication scheme, please contact: **Information Services Manager, Southport College, Mornington Road, Southport, PR9 0TT or email foi@southport.ac.uk**

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?

From 1 January 2005 you will 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.

Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

If you have a complaint which we are unable to resolve, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5A

Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

Publication Scheme 2019

1. Who we are and what we do

Organisational information, structures, locations and contacts

	Class	Description	Availability	Fee
1.1	Legal Framework	This section contains information relating to the legal and corporate status of Southport College. <ul style="list-style-type: none">• Legal and Corporate status• Statutes• Memberships of Committees	H/C ¹	Y ²
1.2	How the institution is organised	This section contains information relating to how the institutions's management structure is organised and the function and purpose of each part of the management structure. <ul style="list-style-type: none">• Organisational structure charts• Description of work/responsibilities	H/C	Y
1.3	Location and contact details	Information about how to locate and contact representatives of Southport College.	WEB ³	N
1.4	Student Activities and committees	This section contains information relating to the non academic activities that are organised for or by the students.	H/C	Y

¹ H/C – Hard Copy

² Y – Yes, N- No

³ WEB – Information on the College WEB site

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	Class	Description	Availability	Fee
2.1	Finance	This section contains information relating to: <ul style="list-style-type: none">• Sources of funding• Budgetary and accounts information• Financial Audit Reports• Capital programme• Financial regulations and procedures• Staff pay and grading structure• Register of supplies• Procurement and tender procedures• Contracts	H/C	Y

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

	Class	Description	Availability	Fee
3.1	Annual Reports	Financial Statements	H/C	Y
3.2	Corporate and business plans	Strategies	H/C	Y
3.3	Teaching and Learning strategy	Strategies	H/C	Y
3.4	Academic quality and standards	This class includes information about: <ul style="list-style-type: none">• the institution's internal quality audit programmes and annual review• the institutions internal procedures for assuring academic quality standards.	H/C	Y
3.5	External reviews	<ul style="list-style-type: none">• Annual monitoring information• Inspection reports	H/C	Y

4. How we make decisions

Decision making process and records of decisions.

	Class	Description	Availability	Fee
4.1	Minutes	This class includes minutes of meetings where key decisions are made: <ul style="list-style-type: none">• Governing Body• Academic Boards• Steering Groups• College Executive Team	H/C	Y

5. Our policies and procedures

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

	Class	Description	Availability	Fee
5.1	Policies and procedures for conducting college business	This class includes: <ul style="list-style-type: none"> • codes of practice • memoranda of understanding • procedural rules 	H/C	Y
5.2	Policies and procedures relating to human resources	This class includes: <ul style="list-style-type: none"> • Policies and staff information • Diversity and Equality • Recruitment • Public Interest Disclosure 	H/C WEB	Y N
5.3	Policies and procedures relating to recruitment	This class includes: <ul style="list-style-type: none"> • Recruitment • Policies and staff information • Pay and Reward • Job vacancies 	H/C WEB	Y
5.4	Policies and procedures relating to student services	This class includes: <ul style="list-style-type: none"> • Student admission and registration • Internal student complaints and appeals • Code of student discipline • Assessment of external qualifications 	H/C	Y
5.5	Policies and procedures relating to academic services	This class includes: <ul style="list-style-type: none"> • Curriculum Planning • Academic appeals • Student assessment • Validation of external programmes 	H/C	Y
5.6	Policies & Procedures relating to Health and safety	This class includes: HSE Policy statement Risk assessment Policy & Guidelines Health & Safety Policies & Procedures	H/C	Y
5.7	Policies &	This class includes:		Y

Cont.	Procedures relating to Records management and personal data	<ul style="list-style-type: none"> • Information security • Records retention • Data protection 	H/C	
5.8	Policies and Procedures relating to Complaints	<p>This class includes:</p> <p>Appeals, complaints and discipline</p> <p>Freedom of information</p> <p>Data protection</p> <p>Environmental information</p> <p>Grievance procedure</p> <p>Statement on whistle-blowing</p> <p>Calendar</p>	H/C	Y
5.9	Policies & Procedures relating to Estates Management	<p>This class includes:</p> <ul style="list-style-type: none"> • Estates strategy and plan • Environmental sustainability • Grounds maintenance and upkeep • Service statement: cleaning services 	H/C	Y

6. Lists and registers

	Class	Description	Availability	Fee
6.1	Any information we are currently legally required to hold in publicly available registers	The college is not aware of any legal requirements for it to hold publicly available registers		
6.2	Asset registers	This class includes: Financial statements Estates and buildings Information Technology	H/C	Y
6.3	Register of interests in the college	Declaration of interests	H/C	Y

7. The Services we offer

This class includes details which are provided by the college. It may also include information covered in other classes.

	Class	Description	Availability	Fee
7.1	Prospectus and course content	<ul style="list-style-type: none">• Prospectus• Course Guide• Course leaflets	H/C	N
7.2	Welfare and Counselling	This class includes: <ul style="list-style-type: none">• Welfare advice• Health Services• Sport and recreational facilities• Financial support	H/C	N
7.3	Careers	<ul style="list-style-type: none">• Careers Services	H/C	N
7.4	Media releases	<ul style="list-style-type: none">• Press releases	H/C	N
7.5	Services for outside bodies	<ul style="list-style-type: none">• Working with businesses	H/C	N
7.6	Services for which the college is entitled to recover a fee together with those fees	Course Guide	H/C	N