

FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 was designed to establish a new culture of transparency in public administration. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A 'public authority' is defined in the Act, and includes but is not restricted to, central and local government, non departmental public bodies, the police, the health service and schools, colleges and universities.

The Freedom of Information Definition guide for Further Education Colleges created by the Information Commissioner's Office outlines what they expect from colleges –

https://www.yeovil.ac.uk/foi_definition_guide_for_colleges/

PUBLICATION SCHEME

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 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.
- 2.2 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.

3. The 'model' publication scheme for further education

- 3.1 Yeovil College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for further education 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 institutions, a number of optional

classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to use have been included in our scheme.

- 3.3 To assist with the development of a model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at:

www.jisc.ac.uk/index.cfm?name=mps_overview

4. Who we are

- 4.1 Yeovil College is an incorporated Further Education College, serving the needs of post-compulsory education in South Somerset and North and West Dorset.

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the matter in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 5.3 To request information available through our publication scheme, please contact:

PA to the Principal
Yeovil College
Mudford Road
Yeovil
Somerset BA21 4DR

Telephone: 01935 423921

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

6. What about information not covered by the publication scheme?

- 6.1 Since 1 January 2005 you have had 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.
- 6.2 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.

7. Feedback

- 7.1 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 the Publication Scheme Co-ordinator below:

PA to the Principal
Yeovil College
Mudford Road
Yeovil
Somerset BA21 4DR

Telephone: 01935 423921

- 7.2 If we are unable to resolve any complaint, 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 5AF

8. 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

Policy Review (for HoQ&I use only)						
Author/post holder	Approved by Corporation/Committee	Date of approval	Review date	EIA Initial Screening date	Full EA Required Y/N	EIA Completed date
VP Resources	Corporation	10 Dec 08	Dec 09	10 Dec 08	N	N/A

Appendix 1

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

Class of Information:		
Who we are and what we do <i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Legal Framework ▪ Instruments & Articles of Governance	Paper	C
How the institution is organised ▪ Organisational structure charts ▪ Job key-purpose statements ▪ Team purpose statements ▪ College mission statement ▪ Strategic Plan ▪ Associated Development Plans ▪ College Corporation membership ▪ Codes of Conduct for members of Corporation ▪ Description of Corporation committees and their terms of reference ▪ Code of practice for selection of Corporation members ▪ Declarations of interest ▪ Structure and membership of Senior Leadership Team ▪ Senior Leadership Team responsibilities ▪ Internal committee structure ▪ Terms of reference, membership and mode of operation of all boards and committees in the formal structure ▪ Job titles of academic staff and support staff ▪ Marketing Strategy	Paper Paper Paper Paper Website or Paper Paper Website Paper Website Paper Available to inspect Paper Paper Paper Website Paper Paper	C C C C F C F C F C C C C F C C
Lists of information relating to organisations we work in partnership with	Website	F
Location and contact details ▪ Map of main site ▪ Address of main site and any other locations	Website Website	F F
Student activities ▪ Students' Union Constitution ▪ List of Students' Union Officers	Paper Paper	F F

Class of Information:		
What we spend and how we spend it <i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Funding/Income ▪ Three Year Financial Forecast	Paper	C
Budgetary and Account Information ▪ Annual budget (as appears in the final accounts and in the 3 Year Financial Forecast)	Paper	C
Financial Audit Reports ▪ Annual accounts	Paper	F
Capital Programme ▪ Corporate Strategic Plan including College Mission Statement ▪ Accommodation and Property Strategy and Plan	Paper Paper	C C
Financial Regulations/Procedures ▪ Financial regulations (including procurement procedures)	Paper	C
Staff pay and grading structures ▪ Remuneration of senior staff as published in annual accounts ▪ Salary scales and grades	Paper Paper	F C
Register of suppliers ▪ Information not held		
Procurement and tender procedures and reports ▪ Financial Regulations/Procedures	Paper	C
Contracts ▪ Only information on contracts that are of sufficient size to have gone through a formal tendering process will be published	Paper	C

Class of Information:		
What our priorities are and how we are doing <i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Annual Report ▪ College Annual Report/Performance Report	Website	F
Corporate and Business Plans ▪ College Mission Statement as included in the strategic plan ▪ Marketing Strategy	Paper Paper	C C
Teaching and Learning Strategy ▪ Learning and Teaching strategy ▪ Updates and reviews of progress	Paper Paper	C C
Academic quality and standards ▪ Quality Assurance policies and procedures ▪ College Quality Manual ▪ Assessment strategies, processes and procedures, within course handbooks ▪ Tutorial guidance, support and supervision procedures ▪ Pre-entry advice and guidance policies ▪ Cycle of internal observation and quality review and audit ▪ Examination results information ▪ Analysis of enrolment data by ethnicity, sex, disability etc ▪ Student satisfaction surveys ▪ College curriculum programme as outlined in prospectuses	Paper Paper Paper Website Paper Paper Paper Paper Paper Paper Paper	C C C F C C C C C C
External review information ▪ Programme approval, monitoring and review ▪ Programme specifications ▪ Annual monitoring and review processes	Paper Paper Paper	C C C
Corporate relations ▪ Employer involvement	Website	F
Government and regulatory reports ▪ Accreditation and monitoring reports by professional, statutory or regulatory bodies, including EV reports ▪ Judgements of the quality of teaching and the range of teaching and learning methods, as outlined in inspection reports ▪ Judgements of the quality of pastoral support, as outlined in inspection reports ▪ External benchmarking and other comparators and performance indicators	Paper Paper Paper Paper	C C C C

Class of Information:		
How we make decisions		
<i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Minutes of Corporation/Committee Meetings ▪ Minutes of Corporation and committees	Website	F
Teaching & Learning Committee ▪ Minutes of Senior Curriculum Group	Paper	C
Staff/Student Consultation Meetings ▪ Minutes of Senior Leadership Team/Students Union meetings ▪ Staff consultations	Paper Paper	C C
Appointment committees and procedures ▪ Appointment committees and procedures	Paper	C

Class of Information:		
Our policies and procedures (continued) <i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Procedures and policies relating to human resources (cont) <ul style="list-style-type: none"> ▪ Alcohol and Drugs policies ▪ Human Resources Strategy ▪ Appraisal cycle information ▪ Professional development policy to improve teaching performance, including peer observation and mentoring programmes, as outlined in the HR Strategy ▪ Public interest disclosure (for compliance with the Public Interest Disclosure Act) ▪ Employment policies and procedures pertaining to appraisal ▪ Employment policies and procedures relating to the development of staff ▪ Investors in People and other external awards information 	Paper Paper Paper Paper Paper Paper Paper Paper	C C C C C C C
Procedures and policies relating to recruitment <ul style="list-style-type: none"> ▪ Policies, statements, procedures and guidelines relating to recruitment 	Paper	C
Code of Conduct for members of the corporation <ul style="list-style-type: none"> ▪ Code of Conduct for Members of Corporation 	Paper	C
Equality & Diversity <ul style="list-style-type: none"> ▪ Race relations/Race Equality Policies as required under the Race Relations Amendment Act of 2000 ▪ Disability Statement ▪ Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation and disability 	Website Website Website	F F F
Health & Safety <ul style="list-style-type: none"> ▪ Health & Safety policy and procedures 	Paper	C
Estate Management <ul style="list-style-type: none"> ▪ Recycling policies ▪ Disposal policies ▪ Building maintenance procedures ▪ Risk Management and Disaster Recovery Plans 	Paper Paper Paper Paper	C C C C
Complaints policies and procedures <ul style="list-style-type: none"> ▪ Complaint and appeals procedures 	Website or Paper	F

Class of Information:

Our policies and procedures (continued)

Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.

Information	Format	Free/Charge
Records management and personal data policies <ul style="list-style-type: none">▪ Data security and data protection policy documents▪ Access to and use of archives as defined in the Data Protection policy▪ Security and software policies▪ Data retention and archive policies▪ IT Acceptable Use policy and other associated policies▪ Data protection policy	Paper Paper Paper Paper Paper Paper	C C C C C C
Charging regimes and policies <ul style="list-style-type: none">▪ Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.		

Class of Information:		
Lists and registers		
<i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Any information we re currently legally required to hold in publicly available registers <ul style="list-style-type: none"> ▪ Ofsted/ALI inspection reports ▪ Provider Performance Review information ▪ Statutory returns to LSC, HEFCE and other funding bodies ▪ Student Services information ▪ Student diary ▪ Course handbooks 	Paper Paper Paper Website Website Paper	C C C F F C
Asset registers <ul style="list-style-type: none"> ▪ Capital asset information where held 	Paper	C
Disclosure logs	Paper	C

Class of Information:		
The services we offer <i>Where a paper copy of a document is requested, a charge of 5p per sheet (monochrome) or 20p per sheet (colour) plus a £10 administration fee will be levied, unless otherwise stated.</i>		
Information	Format	Free/Charge
Prospectus and course content <ul style="list-style-type: none"> ▪ Fees and charging policy ▪ Prospectuses ▪ Open days ▪ Course brochures ▪ Induction packs for new students 	Paper Website or Paper Website or Paper Website or Paper Website or Paper	F F F F F
Health advice <ul style="list-style-type: none"> ▪ Information on health and counselling services 	Website	F
Careers advice <ul style="list-style-type: none"> ▪ Information on careers services 	Website	F
Sports and recreational facilities	Website/Paper	F
Conference facilities	UCY Website	F
Advice and guidance	Website	F
Local campaigns <ul style="list-style-type: none"> ▪ Local campaigns ▪ College Fundraising events 	Website Website	F F
Media releases	Website	F