

# FREEDOM OF INFORMATION ACT 2000

## 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](http://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](http://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](http://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



# FREEDOM OF INFORMATION ACT 2000

## PUBLICATION SCHEME

<b>Class of Information:</b>		
<b>Who we are and what we do</b> <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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Legal Framework</b> ▪ Instruments & Articles of Governance	Paper	C
<b>How the institution is organised</b> ▪ 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
<b>Lists of information relating to organisations we work in partnership with</b>	Website	F
<b>Location and contact details</b> ▪ Map of main site ▪ Address of main site and any other locations	Website Website	F F
<b>Student activities</b> ▪ Students' Union Constitution ▪ List of Students' Union Officers	Paper Paper	F F

<b>Class of Information:</b>		
<p><b>What we spend and how we spend it</b>  <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></p>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<p><b>Funding/Income</b></p> <ul style="list-style-type: none"> <li>▪ Three Year Financial Forecast</li> </ul>	Paper	C
<p><b>Budgetary and Account Information</b></p> <ul style="list-style-type: none"> <li>▪ Annual budget (as appears in the final accounts and in the 3 Year Financial Forecast)</li> </ul>	Paper	C
<p><b>Financial Audit Reports</b></p> <ul style="list-style-type: none"> <li>▪ Annual accounts</li> </ul>	Paper	F
<p><b>Capital Programme</b></p> <ul style="list-style-type: none"> <li>▪ Corporate Strategic Plan including College Mission Statement</li> <li>▪ Accommodation and Property Strategy and Plan</li> </ul>	Paper Paper	C C
<p><b>Financial Regulations/Procedures</b></p> <ul style="list-style-type: none"> <li>▪ Financial regulations (including procurement procedures)</li> </ul>	Paper	C
<p><b>Staff pay and grading structures</b></p> <ul style="list-style-type: none"> <li>▪ Remuneration of senior staff as published in annual accounts</li> <li>▪ Salary scales and grades</li> </ul>	Paper Paper	F C
<p><b>Register of suppliers</b></p> <ul style="list-style-type: none"> <li>▪ Information not held</li> </ul>		
<p><b>Procurement and tender procedures and reports</b></p> <ul style="list-style-type: none"> <li>▪ Financial Regulations/Procedures</li> </ul>	Paper	C
<p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>▪ Only information on contracts that are of sufficient size to have gone through a formal tendering process will be published</li> </ul>	Paper	C

<b>Class of Information:</b>		
<b>What our priorities are and how we are doing</b> <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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Annual Report</b> ▪ College Annual Report/Performance Report	Website	F
<b>Corporate and Business Plans</b> ▪ College Mission Statement as included in the strategic plan ▪ Marketing Strategy	Paper Paper	C C
<b>Teaching and Learning Strategy</b> ▪ Learning and Teaching strategy ▪ Updates and reviews of progress	Paper Paper	C C
<b>Academic quality and standards</b> ▪ 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	C C C F C C C C C C
<b>External review information</b> ▪ Programme approval, monitoring and review ▪ Programme specifications ▪ Annual monitoring and review processes	Paper Paper Paper	C C C
<b>Corporate relations</b> ▪ Employer involvement	Website	F
<b>Government and regulatory reports</b> ▪ 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

<b>Class of Information:</b>		
<p><b>How we make decisions</b>  <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></p>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<p><b>Minutes of Corporation/Committee Meetings</b></p> <ul style="list-style-type: none"> <li>▪ Minutes of Corporation and committees</li> </ul>	Website	F
<p><b>Teaching &amp; Learning Committee</b></p> <ul style="list-style-type: none"> <li>▪ Minutes of Senior Curriculum Group</li> </ul>	Paper	C
<p><b>Staff/Student Consultation Meetings</b></p> <ul style="list-style-type: none"> <li>▪ Minutes of Senior Leadership Team/Students Union meetings</li> <li>▪ Staff consultations</li> </ul>	Paper Paper	C C
<p><b>Appointment committees and procedures</b></p> <ul style="list-style-type: none"> <li>▪ Appointment committees and procedures</li> </ul>	Paper	C

<b>Class of Information:</b>		
<b>Our policies and procedures</b> <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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Policies and procedures for conducting college business</b> <ul style="list-style-type: none"> <li>▪ Corporation Standing Orders</li> </ul>	Paper	C
<b>Procedures and policies relating to academic services</b> <ul style="list-style-type: none"> <li>▪ Academic Misconduct policy</li> <li>▪ Procedures for provision of specialist equipment and other resources and materials to support teaching and learning</li> <li>▪ Programme approvals</li> </ul>	Website Paper  Paper	 F C  C
<b>Procedures and policies relating to student services</b> <ul style="list-style-type: none"> <li>▪ Policies on Student Advice and Guidance</li> <li>▪ Student records policies and procedures documents including access to information policies</li> <li>▪ Support for accommodation via Support Funds</li> <li>▪ Admissions and enrolment policies</li> <li>▪ Fees and charging policy</li> <li>▪ Learning support policy</li> <li>▪ Student Support via Access and other funds</li> <li>▪ Policies and procedures on the administration of Access funds</li> <li>▪ Alcohol and Drugs policies</li> <li>▪ Disciplinary policy and procedures</li> <li>▪ Procedures for access to Learning Centre and other facilities</li> <li>▪ Work experience and educational visits procedures</li> <li>▪ Library services and IT support policies</li> <li>▪ Information for home/EU students</li> <li>▪ Information for international students</li> <li>▪ Information on other charges</li> <li>▪ Entry requirements</li> <li>▪ Policies on Email and internet use and monitoring</li> <li>▪ IT policy and Acceptable Use policy</li> <li>▪ Key skills procedures</li> </ul>	Paper Paper  Paper Paper Paper Paper Paper Paper  Paper Paper Paper  Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper	 C C  C F F F F F  F F C  C C C C C C C C F F
<b>Procedures and policies relating to human resources</b> <ul style="list-style-type: none"> <li>▪ Travel &amp; Subsistence procedures</li> <li>▪ Generic terms and conditions of employment</li> <li>▪ Policy on relationship with recognised trades union and professional organisations</li> <li>▪ Grievance procedures and policies</li> <li>▪ Harassment and bullying policy</li> <li>▪ Sick pay arrangements</li> <li>▪ Staff Induction Procedures</li> <li>▪ Employment policies and procedures relating to probation</li> <li>▪ Disciplinary policy and procedures</li> </ul>	Paper Paper Paper  Paper Paper Paper Paper Paper Paper	 C C C  C C C C C C

<b>Class of Information:</b>		
<b>Our policies and procedures (continued)</b> <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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Procedures and policies relating to human resources (cont)</b>		
<ul style="list-style-type: none"> <li>▪ Alcohol and Drugs policies</li> <li>▪ Human Resources Strategy</li> <li>▪ Appraisal cycle information</li> <li>▪ Professional development policy to improve teaching performance, including peer observation and mentoring programmes, as outlined in the HR Strategy</li> <li>▪ Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>▪ Employment policies and procedures pertaining to appraisal</li> <li>▪ Employment policies and procedures relating to the development of staff</li> <li>▪ Investors in People and other external awards information</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>C</li> <li>C</li> <li>C</li> <li>C</li> <li>C</li> <li>C</li> <li>C</li> <li>C</li> </ul>
<b>Procedures and policies relating to recruitment</b>		
<ul style="list-style-type: none"> <li>▪ Policies, statements, procedures and guidelines relating to recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>C</li> </ul>
<b>Code of Conduct for members of the corporation</b>		
<ul style="list-style-type: none"> <li>▪ Code of Conduct for Members of Corporation</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>C</li> </ul>
<b>Equality &amp; Diversity</b>		
<ul style="list-style-type: none"> <li>▪ Race relations/Race Equality Policies as required under the Race Relations Amendment Act of 2000</li> <li>▪ Disability Statement</li> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Website</li> <li>Website</li> </ul>	<ul style="list-style-type: none"> <li>F</li> <li>F</li> <li>F</li> </ul>
<b>Health &amp; Safety</b>		
<ul style="list-style-type: none"> <li>▪ Health &amp; Safety policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>C</li> </ul>
<b>Estate Management</b>		
<ul style="list-style-type: none"> <li>▪ Recycling policies</li> <li>▪ Disposal policies</li> <li>▪ Building maintenance procedures</li> <li>▪ Risk Management and Disaster Recovery Plans</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>C</li> <li>C</li> <li>C</li> <li>C</li> </ul>
<b>Complaints policies and procedures</b>		
<ul style="list-style-type: none"> <li>▪ Complaint and appeals procedures</li> </ul>	<ul style="list-style-type: none"> <li>Website or Paper</li> </ul>	<ul style="list-style-type: none"> <li>F</li> </ul>

<b>Class of Information:</b>		
<b>Our policies and procedures (<i>continued</i>)</b>		
<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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Records management and personal data policies</b>		
▪ Data security and data protection policy documents	Paper	C
▪ Access to and use of archives as defined in the Data Protection policy	Paper	C
▪ Security and software policies	Paper	C
▪ Data retention and archive policies	Paper	C
▪ IT Acceptable Use policy and other associated policies	Paper	C
▪ Data protection policy	Paper	C
<b>Charging regimes and policies</b>		
▪ 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.		

<b>Class of Information:</b>		
<p><b>Lists and registers</b>  <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></p>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<p><b>Any information we re currently legally required to hold in publicly available registers</b></p> <ul style="list-style-type: none"> <li>▪ Ofsted/ALI inspection reports</li> <li>▪ Provider Performance Review information</li> <li>▪ Statutory returns to LSC, HEFCE and other funding bodies</li> <li>▪ Student Services information</li> <li>▪ Student diary</li> <li>▪ Course handbooks</li> </ul>	<p>Paper  Paper  Paper    Website  Website  Paper</p>	<p>C  C  C    F  F  C</p>
<p><b>Asset registers</b></p> <ul style="list-style-type: none"> <li>▪ Capital asset information where held</li> </ul>	<p>Paper</p>	<p>C</p>
<p><b>Disclosure logs</b></p>	<p>Paper</p>	<p>C</p>

<b>Class of Information:</b>		
<b>The services we offer</b> <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>		
<b>Information</b>	<b>Format</b>	<b>Free/Charge</b>
<b>Prospectus and course content</b> <ul style="list-style-type: none"> <li>▪ Fees and charging policy</li> <li>▪ Prospectuses</li> <li>▪ Open days</li> <li>▪ Course brochures</li> <li>▪ Induction packs for new students</li> </ul>	Paper Website or Paper Website or Paper Website or Paper Website or Paper	F F F F F
<b>Health advice</b> <ul style="list-style-type: none"> <li>▪ Information on health and counselling services</li> </ul>	Website	F
<b>Careers advice</b> <ul style="list-style-type: none"> <li>▪ Information on careers services</li> </ul>	Website	F
<b>Sports and recreational facilities</b>	Website/Paper	F
<b>Conference facilities</b>	UCY Website	F
<b>Advice and guidance</b>	Website	F
<b>Local campaigns</b> <ul style="list-style-type: none"> <li>▪ Local campaigns</li> <li>▪ College Fundraising events</li> </ul>	Website Website	F F
<b>Media releases</b>	Website	F