FREEDOM OF INFORMATION ACT
GUIDE TO INFORMATION

Introduction

New College, Swindon is committed to making as much information as possible about the College available to the public either through published documents or on request.

Freedom of Information Act 2000: Publication Scheme

The Freedom of Information Act 2000 requires the College to adopt a Publication Scheme.

In December 2008 New College adopted the Model Publication Scheme produced by the Information Commissioner's Office for further education colleges. The Scheme provides a description of the "classes" or types of information that the College is expected to make available to the public. The Model Publication Scheme is available from the College website.

In addition, the College is required to produce a guide to the information identified in the Publication Scheme.

Accessing Information

The College will make available as a minimum the information that is required by the Publication Scheme.

Some of the information will be available through the College website at www.newcollege.ac.uk Other information is available from the College on request. We ask that requests are made either via email or in writing. A response will usually be made within 20 working days.

Charging Policy

Printed information such as information on courses and services offered by the College are available free of charge.

For items that are not routinely available the College is entitled to make a charge.

Contact and Complaints

The contact for requests for information and any questions, comments or complaints is:

Tracy Scaife
Clerk to the Corporation
New College
New College Drive
Swindon
SN3 1AH
Email: tracy.scaife@newcollege.ac.uk

Complaints outside the College

The College will do all that it can to ensure that it meets your information needs. However, if for some reason the College is unable to resolve your complaint you 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

www.ico.gov.uk

Tel.   08456 30 60 60
        01625 54 57 45
        9.00am to 5.00pm Monday – Friday

1   Who we are and what we do
Information on the organisation, structures, locations and contacts:

1.1	Legal framework	Information relating to the legal and corporate status of the information
1.2	How the institution is organised	Information about the management structure of the institution, including a description of the statutory bodies and the organisations 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 numbers and email addresses.
1.5	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can 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)

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)
2.2	Budgetary and account information	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. We would expect revenue budgets and budgets for capital expenditure to be included.
2.3	Financial audit reports	

2.4	Capital programme	Information on major plans for capital expenditure including any public private partnership contracts.
2.5	Financial regulations and procedures	
2.6	Staff pay and grading structures	This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.
2.7	Register of suppliers	
2.8	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.
2.9	Contracts	We would expect 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 are priorities are and how we are doing**
       Strategies and plans, performance indicators, audits, inspections and reviews:

       (We would expect information in this class to be available at least for the current and previous three years. Below is a list of the type of information that we would expect colleges of further education to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actually performance should normally be included.)

3.1	Annual report	
3.2	Corporate and business plans	
3.3	Teaching and learning strategy	
3.4	Academic quality and standards	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.
3.5	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.
3.6	Corporate relations	Information relating the college's links with employers and development of learning programmes.

3.7	Government and 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.

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

(We would expect information in this class to be available at least for the current year and the previous three years.)

4.1	Minutes from governing body, council, academic boards and steering groups	We would expect 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.
4.2	Teaching and learning committee minutes	
4.3	Minutes of staff/student consultation meetings	
4.4	Appointment committees and procedures	

5   Our policies and procedures
Current written protocols, policies and procedures for delivering our services and responsibilities:

(We would expect information in this class to be current information only.)

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.
5.2	Procedures and policies relating to academic services	Some of these policies may already be covered in class 2 '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, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.
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	To 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	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.

6   Lists and registers

(We expect this to be information contained only in currently maintained lists and registers)

6.1	Any information we are currently legally required to hold in publicly available registers	

6.2	**Asset registers**	We would not expect colleges to publish all details from all asset registers. We would expect some information from capital asset registers to be available.
6.3	**Disclosure logs**	Where a department produces a disclosure log indicating the information that has been provided in response to a request it should be readily available. Disclosure logs are themselves recommended as good practice.

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:

Prospectus and course content
Health advice
Careers advice
Chaplaincy services
Services for which the college is entitled to recover a fee together with those fees
Sports and recreational facilities
Museums, libraries, special collections and archives (It is expected that this will include guides to collections and scope and availability of catalogues.)
Conference facilities
Advice and guidance
Local campaigns
Media releases

DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

Please note that this is not an exhaustive list but indicative of the types of documents held. If a document you require is not shown in the list please ask. Please contact Tracy Scaife, Clerk to the Corporation, New College, New College Drive, Swindon, SN3 1AH. Email: tracy.scaife@newcollege.ac.uk

1   Who we are and what we do

1.1	Legal framework	- Instrument and Article of Government - Further Education and Higher Education Act 1992 (www.legislation.hmso.gov.uk/acts)
1.2	How the institution is organised	- College structure charts - College calendar - College policies - List of governors - Register of Interests - Standing Orders - Terms of Reference and memberships of Governing Body committees
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	- LSC - DIUS - Ofsted - Examining boards - Schools - Employers - Local authorities
1.4	Location and contact details	Address: New College New College Drive Swindon Wiltshire SN3 1AH Tel: 01793 611470 Website: www.newcollege.ac.uk
1.5	Student activities	Student Union Constitution

2 What we spend and how we spend it

2.1	Funding/income	• Annual Budget as approved by Corporation • Audited Financial Statements • Management accounts reported to Corporation
2.2	Budgetary and account information	• As for 2.1
2.3	Financial audit reports	• Annual report of Internal Auditors • Regularity audit report
2.4	Capital programme	• Annual Budget as approved by Corporation • Reports to Accommodation Working Party and Corporation
2.5	Financial regulations and procedures	• Financial Regulations
2.6	Staff pay and grading structures	• Salary grades and pay
2.7	Register of suppliers	• List of suppliers
2.8	Procurement and tender procedures and reports	• Tender procedure • Financial Regulations
2.9	Contracts	• Reports to Corporation

3 What our priorities are and how we are doing

3.1	Annual report	• Annual Report
3.2	Corporate and business plans	• Development (Strategic) Plan
3.3	Teaching and learning strategy	• Lesson Observation procedure • Student support arrangements
3.4	Academic quality and standards	• Self Assessment Report

		• Healthchecks • Accreditation and monitoring reports by professional, statutory and regulatory bodies • Course portfolio • Student surveys • Quality policy
3.5	**External review information**	• Reports of external reviews
3.6	**Corporate relations**	• Marketing strategy / plan
3.7	**Government and regulatory reports**	• Ofsted Inspection report

4   How we make decisions

4.1	**Minutes from governing body, council, academic boards and steering groups**	• Minutes and papers of Corporation and committees • Minutes of Academic Board
4.2	**Teaching and learning committee minutes**	• Minutes of Curriculum and Quality committee
4.3	**Minutes of staff/student consultation meetings**	• Minutes of JCC meetings
4.4	**Appointment committees and procedures**	• Terms of Reference for committees • Reports on review of committees and working parties • Search committee reports and minutes

5   Our policies and procedures

5.1	**Policies and procedures for conducting college business**	• College policies and procedures • Standing Orders • Code of Conduct for Governors

5.2	Procedures and policies relating to academic services	• College policies and procedures
5.3	Procedures and policies relating to student services	• College policies and procedures • Student Handbook
5.4	Procedures and policies relating to human resources	• College policies and procedures • Terms and conditions of employment
5.5	Procedures and policies relating to recruitment	• College policies and procedures
5.6	Code of conduct for members of governing bodies	• Code of Conduct for Governors
5.7	Equality and diversity	• College policies and procedures
5.8	Health and safety	• College policies and procedures
5.9	Estate management	• College policies and procedures
5.10	Complaints policies and procedures	• College policies and procedures • Model Publication Scheme (Freedom of Information) • Code of Conduct for Governors • Standing Orders
5.11	Records management and personal data policies	• College policies and procedures
5.12	Charging regimes and policies	• College policies and procedures

6   Lists and Registers

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	Disclosure logs	• Freedom of Information Disclosure Log

7 The services we offer

7.1	Prospectus and course content	• Course brochures / leaflets • Prospectus
7.2	Health advice	• Student Handbook • Staff information
7.3	Careers advice	• Student Handbook
7.4	Chaplaincy services	• College Chaplain
7.5	Services for which the College is entitled to recover a fee (together with those fees)	• Fees reports to Corporation • Fees policy
7.6	Sports and recreational facilities	• Student Handbook • Sports Centre leaflets
7.7	Museums, libraries, special collections and archives	• Library catalogues
7.8	Conference facilities	• None
7.9	Advice and guidance	Student Handbook
7.10	Local Campaigns	• Marketing materials
7.11	Media releases	• Press releases