



FREEDOM OF INFORMATION POLICY

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TELFORD COLLEGE GUIDE TO INFORMATION AVAILABLE

FREEDOM OF INFORMATION

INTRODUCTION

1. BACKGROUND

Adopting a publication scheme is a requirement of Section 19 the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which includes Further Education Colleges.

2. WHAT IS A PUBLICATION SCHEME?

2.1 A publication scheme is a guide to the information routinely published by a public authority, or which it is intended to publish. 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, a public authority's commitment to make available the information described.

2.2 The 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 Telford College will adopt the model Publication Scheme developed for the Further Education sector and is therefore committed to publishing the information it describes. The model publication scheme is available via the ICO website:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

3.2 This model is designed for Colleges across England, Wales and Northern Ireland. The purpose of the model is 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 Telford College have been included in our scheme.

4. ACCESSING INFORMATION COVERED BY THE PUBLICATION SCHEME

4.1 Telford College will make available all information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. The College's Publication Scheme is available on the College website www.telfordcollege.ac.uk

4.2 The scheme describes the classes of information we publish. Next to each class we have indicated the manner in which the information described will be available.

4.3 For a request to be dealt with effectively according to the FOI (Freedom of Information request) or EIR (Environmental Information Request), requests must be made:

4.3.1 Directly to us, not the ICO, as they cannot request on your behalf.

4.3.2 In writing by letter or email.

4.3.3 Stating your name and who you are submitting the request on behalf of if third-party. In addition, provide a postal or email address to which we can reply.

4.4 To request information available through our Publication Scheme, please contact:

Freedom of Information Officer
Telford College
Haybridge Road
Wellington
Telford
TF1 2NP
Telephone: 01952 642240
Email: FOIrequest@telfordcollege.ac.uk

4.5 Many of the routinely published documents are available for free download on the College's website or hard copies can be provided on request.

4.6 Please note that a publication scheme relates to published information. If the information you require is not available in a single document already produced in College as a matter of routine, we will do our best to direct you to a number of other documents that may provide the information you are requesting.

4.7 FOI or EIR aim to make information available to the general public. We may refuse to give you the information and explain why it is exempt under one of the FOI exemptions or EIR exceptions, or its release is prohibited under another statute. Further information about exemptions can be found at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

4.8 Requests for information that is not routinely available will have to be made in writing and the College will respond within 20 working days.

5. INFORMATION NOT COVERED BY THE PUBLICATION SCHEME

5.1 From 1 January 2005 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.

5.2 The College will not be required to release information if any of the information requested falls under one of the 23 exemptions. However, it may be that the exemption covers only part of one specific document, and in this case, we will release the information which is not exempt and explain to the applicant why it is not releasing exempt information.

6. CHARGING

6.1 Freedom of Information requests for information that is routinely available will be free of charge as it is envisaged that the cost in providing the information will be less than £450 as set down by the Lord Chancellor. If it becomes evident that the cost of retrieving information is likely to be above £450, the College will discuss charges with the individual requester prior to releasing the information.

7. FEEDBACK

7.1 If you have any questions, comments or complaints about this scheme in the first instance please contact the Freedom of Information Officer in writing to:

Freedom of Information Officer
Telford College
Haybridge Road
Wellington
Telford
TF1 2NP
Email: FOIRequest@telfordcollege.ac.uk

7.2 If you are not satisfied with the response we give you, you can ask for an internal review. Please be aware that this process can take a further 20 days from receipt to conclusion, although we aim to give you the information before the 20 days where possible. In that case, a request for internal review of a FOI or EIR request should be made in writing by letter or by email to the Data Protection Officer at email address dpo@telfordcollege.ac.uk.

- 7.2 In the unlikely event that the College is unable to provide a satisfactory solution to a request, you can write to the Information Commissioner's office. The Office of the Information Commissioner is responsible for promoting best practice and ensuring that Colleges comply with the Freedom of Information Act. The Office can be contacted at:

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.ico.org.uk or the Department for Constitutional Affairs website at: www.gov.uk/make-a-freedom-of-information-request

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.gov.scot

APPENDIX 1 – FREEDOM OF INFORMATION PUBLICATION SCHEME

KEY

The following abbreviations indicate the manner in which the information is available:

- H** Hard copies available upon request
- E** Email copies available upon request
- V** View in College by appointment only
- W** Available to view on the College's website www.telfordcollege.ac.uk (any other website will be indicated separately)

The Publication Scheme is not an exhaustive list but indicative of the types of documents held. If a document you require is not shown in this guide, please contact the Freedom of Information Officer

1 WHO WE ARE AND WHAT WE DO

	Class	Description
1.1	Legal framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law and includes :</p> <ul style="list-style-type: none">• Further and Higher Education Act 1992• Charities Act 2006• Further Education and Training Act 2007 <p><i>(All the above are available on the HMSO website - http://www.legislation.hmso.gov.uk/acts.htm)</i></p>
1.2	How the College is organised	<p>This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure of the College, including :</p> <ul style="list-style-type: none">• Organisational structure diagrams including senior management structure (H/E)• Governing body membership (H/E)• Staff handbook (H/E)• HR policies (H/E)
1.3	Location and contact details	<p>This class contains information relating to the College's location and includes contact details of the key personnel :</p> <ul style="list-style-type: none">• College Address and contact details https://www.telfordcollege.ac.uk/contact-us/
1.4	Student activities	<p>This class contains 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 and includes :</p> <ul style="list-style-type: none">• Student council minutes of activities (H/E)

2 WHAT WE SPEND AND HOW WE SPEND IT
(For current and previous 2 financial years)

	Class	Description
2.1	Funding and income	<p>This class contains information on the sources of funding and income, such as funding grants, tuition fees and includes :</p> <ul style="list-style-type: none"> • Financial Regulations (H/E) • Funding Agreements from Funding Agencies (H/E) • College Fees Policy https://www.telfordcollege.ac.uk/governance/college-policies/
2.2	Budgetary and account information	<p>This class contains information regarding revenue and capital expenditure and the College's annual statement of accounts :</p> <ul style="list-style-type: none"> • Financial Accounts (H/E) • College Three Year Financial Plan (H/E) • Minutes of the Governing Body meeting with reference to financial updates https://www.telfordcollege.ac.uk/governance/
2.3	Financial audit reports / Capital programme	<p>This class contains information on major plans for capital expenditure including any public private partnership contracts :</p> <ul style="list-style-type: none"> • External Auditors Report (H/E) • Internal Auditors Report (H/E) • Procurement Policy (H/E)
2.4	Financial regulations and procedures / Staff pay scales	<p>This class contains information relating to levels of pay rather than individual salaries :</p> <ul style="list-style-type: none"> • Salary Grade Structures (H/E) • Expenses (H/E)
2.5	Procurement	<p>This class contains information relating to procedures used for the acquisition of goods and services :</p> <ul style="list-style-type: none"> • Procurement Policy (H/E) • Register of Interests of Governors and Senior Staff (H/E)
2.6	Contracts	<p>This class contains information relating to details of contracts that have gone through a formal tendering process :</p> <ul style="list-style-type: none"> • Register of Suppliers and Contracts (H/E) • Procurement Policy (H/E)

3 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (For current and previous 2 years)

	Class	Description
3.1	Annual reports	<p>This class contains information which demonstrates the College's planned or actual performance :</p> <ul style="list-style-type: none"> • Annual Report and Accounts (H/E) • Annual health & safety reports (H/E) • College Self-Assessment Report (H/E)
3.2	Corporate and business plans	<ul style="list-style-type: none"> • College Strategic Priorities (H/E) • College Three Year Development Plan (H/E) • Growth Strategy (H/E) • Risk Register (H/E)
3.3	Teaching and learning	<ul style="list-style-type: none"> • Whole College Teaching and Learning Action Plan (H/E) • Teaching and Learning Strategy (H/E)
3.4	Academic quality and standards	<p>This class of information includes the College's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching :</p> <ul style="list-style-type: none"> • Student Surveys (H/E) • College Self-Assessment Report and Quality Improvement Plan (H/E) • A range of policies and procedures to assure academic quality and standards (H/E) • Student retention and achieve statistics by course
3.5	External review information	<p>This class of information includes 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 :</p> <ul style="list-style-type: none"> • External Verifier Reports (H/E) • College Inspection Report https://reports.ofsted.gov.uk/provider/31/130796 • HE Inspection (H/E)
3.6	Corporate relations	<p>This class of information includes the College's links with employers and the development of learning programmes :</p> <ul style="list-style-type: none"> • Employer Hub https://www.telfordcollege.ac.uk/employers/
3.7	Government and regulatory reports	<p>This class of information includes 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 :</p> <p>College Inspection Report https://reports.ofsted.gov.uk/provider/31/130796</p>

4 HOW WE MAKE DECISIONS
(For current and previous 2 years)

	Class	Description
4.1	Minutes from governing body, council, academic boards and steering groups	<p>This class of information contains minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private :</p> <ul style="list-style-type: none"> • Calendar of Governors Meetings https://www.telfordcollege.ac.uk/governance/ • Minutes of meetings: <ul style="list-style-type: none"> ○ Board of Governors (non-confidential agenda items) https://www.telfordcollege.ac.uk/governance/ ○ Audit Committee (H/E) ○ Finance & Resources Committee (H/E) • Minutes of the Health & Safety Committee (H/E)
4.2	Teaching and learning	<ul style="list-style-type: none"> • Quality Support Meeting minutes
4.3	Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> • Learner Forum (H/E) • JCC Committee (H/E)

5 OUR POLICIES AND PROCEDURES

(Current information on written protocols, policies and procedures for delivering our services and responsibilities)

	Class	Description
5.1	Conducting College business	<p>This class of information includes codes of practice, memoranda of understanding, procedural rules, standing orders and similar information, and procedures for handling requests for information :</p> <ul style="list-style-type: none"> • Corporation Handbook incorporates the following: <ul style="list-style-type: none"> ○ Instrument and Articles of Government (H/W) ○ Complaints Procedure (H/E/W) ○ Job Description for the Clerk to the Governors (H/E/W) ○ Standing Orders for the Conduct of Board Business (H/E/W) ○ Code of Conduct for Governors (H/E/W) • Risk Management Policy (H/E) • Anti-Fraud Policy (H/E) • Freedom of Information Policy and Procedure (H/E/W)
5.2	Academic services	<p>This class of information may include such matters as changing course, regulations relating to student assessment, and the appeal procedures and policy on breach of assessment regulations:</p> <ul style="list-style-type: none"> • Equality, Diversity & Inclusion Policy (H/E/W) • Teaching, Learning and Assessment Handbook (H/E) • HE Annual Course Evaluation and Review Process (H/E/W) • HE Peer Review Process (H/E/W) • External Examiner Reports Process (H/E/W) • Addendum Policy for Recruitment, Selection and Admissions to HE (H/E/W) • HE Complaints and Academic Appeals Policy (H/E/W)
5.3	Student services	<p>This class of information relates to student administration and registration, accommodation, management of the student record system, the assessment of external qualifications, internal student complaints and appeals and code of student discipline:</p> <ul style="list-style-type: none"> • Guidance for Positive Behaviour Process (H/E/W) • Student Absence/Attendance Policy (H/E/W) • Supporting Learners with Medical Conditions Policy (H/E) • Personal Care Policy (H/E) • Physical Restraint Policy (Students) (H/E) • Multi Faith Room Policy (H/E/W) • Special Educational Needs and Disability (SEND) Policy (H/E/W) • Administration of Medication Policy (H/E) • Guest Speaker and Events Form and Guidance (H/E/W) • Freedom of Speech Policy (H/E/W)
5.4	Human resources/Finance	<p>This class of information includes the full range of human resources and finance policies and procedures:</p> <ul style="list-style-type: none"> • Employment Policies and Procedures (H/E) <ul style="list-style-type: none"> ○ Capability Procedure (H/E) ○ Staff Disciplinary Policy (H/E) ○ Recruitment, Selection & Pre-Employment Vetting Procedure (H/E) ○ Maternity, Adoption and Paternity Policy (H/E) ○ Pensions Statement & LGPS Discretionary Policy (H/E) ○ Employment Referencing Policy (H/E) ○ Attendance Management Policy (H/E) ○ Flexible Working Arrangements (H/E) ○ Development Appraisal (H/E) ○ Employment Protection Scheme (H/E)

	Class	Description
		<ul style="list-style-type: none"> ○ Conflict of Interest (H/E) ○ Grievance & Harassment (H/S) ○ Professional Development (H/S) ○ DBS and recruitment of ex-offenders (H/E) ○ Substance misuse (H/E) ○ Shared parental leave (H/E) ○ Induction (H/E) ● Finance Policies and Procedures <ul style="list-style-type: none"> ○ Anti-Bribery Policy (H/E) ○ Corporate Hospitality Policy (H/E) ○ Travel, Subsistence and Petty Cash (H/E) ○ Overtime (H/E)
5.5	Recruitment	<p>This class of information contains vacancies which are advertised as part of recruitment policies :</p> <p>Details of current vacancies can be found on https://www.telfordcollege.ac.uk/jobs/ or by contacting the Human Resources Department on 01952 642200</p> <ul style="list-style-type: none"> ● Recruitment, Selection & Pre-Employment Vetting Procedure (H/E)
5.6	Code of conduct for members of governing body	<ul style="list-style-type: none"> ● Membership of College Board of Governors (H/E/W) ● Standing Orders for the Conduct of Business (H/E/W) ● Membership of Committees of the Board (H/E/W) ● Code of Conduct for Governors H/E/W <p><i>(The above group are available on the College's website under Governance https://www.telfordcollege.ac.uk/governance/)</i></p> <ul style="list-style-type: none"> ● Register of Interests of Governors and Senior Staff (V) available on request
5.7	Equality and diversity	<p>This class of information includes policies, statements, procedures and guidelines relating to equal opportunities:</p> <ul style="list-style-type: none"> ● Flexible Working Requests (H/E) ● Equality, Diversity & Inclusion Policy (H/E/W) ● DBS and recruitment of ex-offenders (H/E) ● Employee Well-being Policy (H/E)
5.8	Health and safety	<ul style="list-style-type: none"> ● Health & Safety Policy (H/E/W)
5.9	Estate management	<p>This class of information includes disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance:</p> <ul style="list-style-type: none"> ● Environment & Sustainability Policy (H/E/W)
5.10	Complaints	<p>This class of information includes complaints procedures and those covering requests for information and operating the publication scheme :</p> <ul style="list-style-type: none"> ● College Complaints Procedure (H/E/W) ● Freedom of Information Publication Scheme (H/E/W)
5.11	Records management and personal data	<p>This class of information includes information security policies, records retention and archive policies and data protection (including data sharing) policies:</p> <ul style="list-style-type: none"> ● Data Protection Policy https://www.telfordcollege.ac.uk/governance/college-policies/ ● Freedom of Information Publication Scheme https://www.telfordcollege.ac.uk/governance/college-policies/ ● Data Retention Policy https://www.telfordcollege.ac.uk/governance/college-policies/

	Class	Description
5.12	Charging regimes	<p>This class of information includes details of any statutory charging regimes and charges made for information routinely published:</p> <ul style="list-style-type: none"> Freedom of Information Policy and Publication Scheme https://www.telfordcollege.ac.uk/governance/college-policies/

6 **LISTS AND REGISTERS**

(Current information only)

	Class	Description
6.1	Asset register	<ul style="list-style-type: none"> Asset register (H/E)
6.2	Disclosure logs	<ul style="list-style-type: none"> Information Requests record (H/E) Data Protection records (H/E) CCTV Recording log (H/E/V) Governors' register of interests (H/E/W)

7 **SERVICES WE OFFER**

	Class	Description
7.1	Prospectus and course content	<ul style="list-style-type: none"> Current Academic Year term dates https://www.telfordcollege.ac.uk/term-dates/ Course Information – course guide (H/E/W) https://www.telfordcollege.ac.uk/guide/ Work Experience Enrichment https://www.telfordcollege.ac.uk/enrichment/
7.2	Health advice	<ul style="list-style-type: none"> Tutorial schedule (H/E)
7.3	Careers advice	<ul style="list-style-type: none"> Admissions Policy (H/E/W) Careers Policy (H/E/W)
7.4	Services for which the College is entitled to recover a fee	<ul style="list-style-type: none"> Data Protection Subject Access Request Freedom of Information Policy and Publication Scheme (H/E/W) Examination Policy (H/E/W) Fees Policy (H/E/W)
7.5	Advice and guidance	<ul style="list-style-type: none"> Student handbook (H/E) Admissions Policy (H/E/W) Careers Policy (H/E/W)
7.6	Media releases	<ul style="list-style-type: none"> Recent College Press Releases https://www.telfordcollege.ac.uk/news/