



FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME

Introduction

1. Legal Requirement

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.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. 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. 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.

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

East Surrey College has adopted the model publication scheme developed for the Higher/Further Education sector and is therefore committed to publishing the information it describes.

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

4. Who we are

East Surrey College is a medium sized general further education college offering a wide range of academic and vocational courses. It is based in Redhill, serving the local communities of Redhill, Reigate and Horley and the East and Mid Surrey areas. It also serves the wider areas of South London and North Sussex. It provides a free regular minibus service into Redhill which has excellent local, regional and national transport links. The College lies to the north of Redhill in a mainly residential area and comprises two adjacent campuses, South and North. Reigate School of Art, Design and Media is incorporated within the College and is based on its North campus. The College is a member of the Gatwick Diamond Project, an ESF funded partnership established to identify and deliver training and support to small and medium sized enterprises in the Gatwick Diamond area.

5. Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme.

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Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact:

Directorate Office
East Surrey College
Gatton Point
London Road
Redhill
Surrey RH1 2JX

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?

From 1st January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which is 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.

7. Feedback

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:

Directorate Office
East Surrey College
Gatton Point
London Road
Redhill
Surrey RH1 2JX

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's Office
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

Section One – Governance

This section covers information relating to the way East Surrey College is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals

Class/Description	Manner	Fee
Legal Framework		
Instrument and Articles of Government	Paper	£5
Decision Making Structures		
Strategic Plan Summary	Electronically	Nil
Annual Schedules of Business for Governors	Electronically	Nil
Schedule of Meetings	Electronically	Nil
College Mission Statement	Electronically/website	Nil
College Organisation Chart	Electronically	Nil
Board of Governors		
List of Corporation Members	Electronically/website	Nil
Register of Interests	Electronically	Nil
Code of Conduct	Electronically	Nil
Committee Structure		
Corporation Meeting Organisation Chart	Electronically	Nil
Terms of Reference and Standing Orders	Electronically	Nil
Minutes of Corporation Meetings	Electronically/website	Nil
Minutes of Committees of the Corporation	Electronically/website	Nil
Role of the Chair of Corporation	Electronically	Nil
Role of the Governors	Electronically	Nil
Role of the Clerk	Electronically	Nil
Organisational Structure		
College Organisational Chart	Electronically	Nil
Teaching and Learning Policy	Electronically	Nil
Quality Improvement Policy	Electronically	Nil
College Calendar	Electronically	Nil

Section Two – Financial Resources

This section covers information on the College's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

Class/Description	Manner	Fee
Finance		
Published Accounts (Previous Year)	Paper	£5
Resource Planning		
Financial Regulations	Electronically	Nil
Fraud Policy and Response Plan	Electronically	Nil
Risk Management Policy	Electronically	Nil

Section Three – Human Resources

This section covers information on the College’s strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service).

Class/Description	Manner	Fee
Employment and employee relations		
Terms and conditions of employment	Electronically	Nil
Salary Scale	Electronically	Nil
Grievance Policy	Electronically	Nil
Disciplinary Policy	Electronically	Nil
Bullying and Harassment Policy	Electronically	Nil
Health and Safety Policy	Electronically	Nil
Public Interest Disclosure Policy	Electronically	Nil
Sickness Absence Policy	Electronically	Nil
Maternity and Paternity Leave Policy	Electronically	Nil
Parental Leave Policy	Electronically	Nil
Stress Policy	Electronically	Nil
Equal Opportunities/Diversity		
Equality Scheme	Electronically	Nil
Equality Policy	Electronically	Nil
Staff Development		
Induction Process	Electronically	Nil
Probationary Policy	Electronically	Nil
Appraisal Scheme (PPDR)	Electronically	Nil
Continuous Professional Development Policy	Electronically	Nil

Section Four – Physical Resources

Classes at this section cover information at a strategic level relating to the College’s management of its physical resources. Information that provides specific details of the college’s future plans to alter the estate may be exempt from disclosure where such disclosure would damage the college’s commercial interests.

Class/Description	Manner	Fee
Estates		
Environment Policy	Electronically	Nil

Section Five – Student Administration and Support

This section contains information on how the College manages the administration and progression of the students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

Class/Description	Manner	Fee
Information on student admission, progression and completion		
Marketing Leaflets	Paper/website	Nil
Student Administration		
Data Protection Policy	Electronically/website	Nil
Privacy and Cookies Statement	Electronically/website	Nil
Student Admission and enrolment		
Admissions Policy	Electronically	Nil
College Fees and Course Costing Policy	Electronically	Nil
Student Discipline		
Student Disciplinary Policy	Electronically	Nil
Assessment Appeal Procedure	Electronically	Nil
Drugs and Alcohol Procedure	Electronically	Nil
Customer Feedback Policy	Electronically	Nil
Student Learning Support Services		
ILT Strategy Summary	Electronically	Nil
Teaching and Learning Policy	Electronically	Nil
Student Welfare		
Bursary Schemes	Electronically/website	Nil
Attendance and Punctuality Procedure	Electronically	Nil
Safeguarding children and Vulnerable Adults Policy	Electronically	Nil
Student Handbook	Electronically	Nil
Student Associations and Activities		
Constitution of Student Union	Electronically	Nil
Educational Visits and Off Site Activities Procedures	Electronically	Nil

Section Six – Information Services

This section covers functions within the College that provide access to information to the student body, and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from one another, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section.

Information services generally hold large quantities of personal data that are exempt from general disclosure.

Class/Description	Manner	Fee
Availability and conditions of use of facilities		
ILT Strategy	Electronically	Nil
Student Handbook	Electronically	Nil
Computing Code of Conduct	Electronically	Nil
Mission Statements and related documents		
Mission Statement	Electronically/website	Nil
College Charter	Electronically/website	Nil
Communications Policy	Electronically	Nil
Policies with regard to data and information		
Data Protection Policy	Electronically/website	Nil
Privacy and Cookies Statement	Electronically/website	Nil
Procurement and Disposal Policies		
Financial Regulations	Electronically	Nil

Section Seven – Teaching and Learning

This section contains information regarding the management of teaching and learning within the College including mechanisms for reviewing and ensuring the quality of teaching provided.

Class/Description	Manner	Fee
Academic Year Dates		
College Calendar	Electronically	Nil
Further Course Information		
Course Leaflets	Paper/website	Nil
Information on internal procedures for assuring academic quality and standards		
Quality Process Framework	Electronically	Nil
Self Assessment Review (previous year)	Electronically	Nil
Assessment Appeals Policy	Electronically	Nil
Teaching and Learning Policy	Electronically	Nil
Learning and Teaching Observation Scheme	Electronically	Nil

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Staffing structure of schools/departments		
Organisational Chart	Electronically	Nil
Contacts	Electronically	Nil
Student assessment strategy		
Assessment Appeal Policy	Electronically	Nil

Class/Description	Manner	Fee
Tuition fees		
College Fees and Course Costing Policy	Electronically	Nil
Bursary Schemes	Electronically/website	Nil

Section Eight – External Relations

This section covers information relating to the College's relationship with its external environment. These include the formal reports that the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

Class/Description	Manner	Fee
Government and Regulator relations		
Ofsted Report	Electronically	Nil
Marketing and Recruitment		
Prospectus	Paper/website	Nil
Open Days	Electronically/website	Nil
Course leaflets	Paper/website	Nil
Public Relations		
Newsletters for students, staff and employers	Electronically/website	Nil
Website	www.esc.ac.uk	Nil
Facebook - www.facebook.com/EastSurreyCollege	Electronically	Nil

Access to Publication Scheme

This Scheme is available from the College Intranet website

Mechanisms for Feedback

Constructive comment on the continued improvement of this Scheme is welcomed and should be forwarded to the Director of Communication

Training and Guidance

Questions about this policy and/or procedure, and requests for training, guidance or information on this policy and/or procedure, should be directed to the HR Team.

References

Freedom of Information Act 2000

Further information

None

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