

## Freedom of information

### A GUIDE TO THE PUBLICATION SCHEME January 2009

#### Introduction

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme to replace the Publication Scheme adopted by the College in 2004.

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education has been adopted by Hackney Community College with effect from 1 January 2009. The Corporation will formally approve the detail and content of the Scheme at its meeting on 1 April 2009.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

Hackney Community College's Publication Scheme can be accessed from its website: [www.hackney.ac.uk](http://www.hackney.ac.uk)

#### Information to be made available by the College

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

- 1 Who we are and what we do**
  - Organisational information – structures, locations, contacts
- 2 What we spend and how we spend it**
  - Published accounts
- 3 What our priorities are and how we are doing**
  - Strategies and plans, performance indicators, inspections and reviews
- 4 How we make decisions**
  - Decision-making processes, records of decisions
- 5 Our policies and procedures**
  - Current written protocols, policies and procedures for delivery of College services and responsibilities

**6     *Lists and registers***

- Information legally required to be held in publicly available registers and logs

**7     *The Services we offer***

- Prospectuses, leaflets, advice and guidance, newsletters

**How to obtain information**

- Via the College website – [www.hackney.ac.uk](http://www.hackney.ac.uk)
- By e-mail to [bpage@tcch.ac.uk](mailto:bpage@tcch.ac.uk)
- In writing to –  
The Director of Finance and Resources  
(Freedom of Information)  
Hackney Community College  
Falkirk Street  
London N1 6HQ

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

or via the internet at [www.ico.gov.uk](http://www.ico.gov.uk)

**Charges for information**

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be identified in the detailed Scheme.

## **MAIN GROUPS OF CLASSES OF INFORMATION**

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

## Publication Scheme

### Part 1: Descriptions of the 8 Main Information Classes & Sub-Classes

#### 1. Governance

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution. 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.

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<ul style="list-style-type: none"> <li>• Instrument and Articles of Government.</li> <li>• HMSO web site (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>)</li> </ul>	Paper or email	✓
1.2	How the institution is organised	<ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Staff job descriptions</li> </ul>	Paper or email	
1.3	Information on the institutional context	<ul style="list-style-type: none"> <li>• The Corporation's mission statement</li> <li>• 3 year development plan</li> <li>• College policies and procedures</li> </ul>	Paper or email	
1.4	Management structure	<ul style="list-style-type: none"> <li>• Structure and Membership of the Senior Management Team</li> <li>• Structure and Membership of the Corporation</li> <li>• Codes of Conduct for members of the Corporation</li> <li>• Committee structure (Audit; Finance, Policy and Resources; Curriculum, Quality, Equality and Standards; Human Resources; Remuneration; Search Committee.</li> <li>• Committee Terms of Reference and Standing Orders,</li> <li>• Declarations of Interest</li> <li>• Minutes and papers of Governing Body and Corporation meetings</li> </ul>	Paper	

## 2. Financial Resources

### Introduction

This section covers information on the institution'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 institution's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	<ul style="list-style-type: none"><li>• Budgets and accounts</li><li>• Contracting</li><li>• Purchasing goods and services</li><li>• Insurance – included in Financial Regulations</li><li>• Pensions – detailed in annual accounts</li><li>• Remuneration of senior staff - detailed in annual accounts</li><li>• Travel and subsistence – included in Financial Regulations</li></ul>	Paper	
2.2	Resource planning	<ul style="list-style-type: none"><li>• Financial regulations</li><li>• Annual accounts – available following February</li><li>• Annual budget – available in 3 year development plan</li><li>• Planning and budgeting procedures - included in Financial Regulations</li><li>• Corporate Plan/Mission statement included in 3 year development plan</li><li>• Annual report</li></ul>	Paper	✓

### 3. Human Resources

#### Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.1	Employment and employee relations	<ul style="list-style-type: none"><li>• Staff recruitment policy</li><li>• Staff probation policy and procedure</li><li>• Sickness and absence procedure</li><li>• Staff Grievance procedures and policies</li><li>• Disciplinary and performance procedure</li><li>• Health and safety policy and procedures</li><li>• Public interest disclosure procedure(for compliance with the Public Interest Disclosure Act)</li><li>• Job vacancies</li></ul>	Paper	
3.2	Equal opportunities /Diversity	<ul style="list-style-type: none"><li>• Equal Opportunities Policy</li><li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li><li>• Policy on HIV and HIV disease</li><li>• Disability policy</li></ul>	Paper	
3.4	Staff development	<ul style="list-style-type: none"><li>• Continuing Professional Development policy</li><li>• Induction and mentoring guidelines</li><li>• Staff appraisal scheme</li></ul>	Paper	

#### 4. Physical Resources

##### Introduction

Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<ul style="list-style-type: none"><li>• Estates strategy and plan</li><li>• Tendering policies in Financial Regulations</li><li>• Cleaning schedule</li><li>• Planned maintenance programme</li><li>• Building maintenance and upkeep</li><li>• Disposal policies – in Financial Regulations</li><li>• Map of main site</li><li>• Address of main site and any other locations</li></ul>	Paper	

## 5. Student Administration and Support

### Introduction

This section contains information on how the institution manages the administration and progression of their 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Admissions and Recruitment policy</li> <li>• College Self Assessment Report</li> <li>• Student progression, retention and completion data</li> <li>• Individual Learner Record</li> </ul>	Paper	
5.2	Student administration	<ul style="list-style-type: none"> <li>• Student records procedures</li> <li>• Security and data protection policy, risk management plan and disaster recovery plan</li> </ul>	Paper	
5.4	Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions and Recruitment Policy</li> <li>• Fee Policy</li> </ul>	Paper	
5.5	Student discipline	<ul style="list-style-type: none"> <li>• Student Code of Conduct</li> <li>• Internal student complaint and appeals procedures</li> <li>• Student Disciplinary Procedure</li> </ul>	Paper	
5.6	Student learning support services	<ul style="list-style-type: none"> <li>• The College Statement of Support for Learners (Includes the College Policy on Disability)</li> <li>• Student Handbook</li> </ul>	Paper	
5.7	Student liaison	<ul style="list-style-type: none"> <li>• Student Association Terms of Reference</li> <li>• Student Association Constitution</li> <li>• Code of Practice Relating to Student Unions</li> </ul>	Paper	
5.8	Student policies	<ul style="list-style-type: none"> <li>• Drugs Policy</li> <li>• Procedures for Student Visits and Journeys</li> <li>• Student Code of Conduct</li> <li>• Careers Policy</li> <li>• Code of Practice on Protecting Children from Abuse</li> <li>• Data Protection Policy</li> <li>• Assessment and Homework Policy</li> <li>• Freedom of Speech</li> </ul>	Paper	
5.9	Student welfare	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>	Paper	

## 6. Information Services

### Introduction

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

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"><li>• Learning Resources Service Code of Conduct</li><li>• IT Policy</li><li>• Access to/use of Archives – archived to legal requirement</li></ul>	Paper	Fee will be levied
6.2	Mission statements and related documents	<ul style="list-style-type: none"><li>• Mission statements and related documents included in 3 Year Development Plan</li></ul>	Paper	
6.3	Policies with regard to data and information	<ul style="list-style-type: none"><li>• Data protection policy</li><li>• Disaster Recovery Plan</li></ul>	Paper	
6.4	Procurement and disposal policies	<ul style="list-style-type: none"><li>• Included in Financial Regulations</li></ul>		

## 7. Teaching and Learning

### Introduction

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

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	<ul style="list-style-type: none"><li>• College calendar</li></ul>	website	
7.2	Further course information	<ul style="list-style-type: none"><li>• Term dates</li><li>• Prospectus</li><li>• Course guide</li><li>• Student Handbook</li><li>• Work experience procedures</li></ul>	Website and paper	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"><li>• Student satisfaction survey</li><li>• Staff Handbook</li><li>• Learning Resources Service</li><li>• Student Counselling Policy and Procedures</li><li>• Self Assessment Report</li><li>• Annual Curriculum Performance Review</li><li>• OfSTED inspection report</li></ul>	Paper	
7.4	Tuition fees	<ul style="list-style-type: none"><li>• Fee Policy</li><li>• Website</li><li>• Prospectus</li></ul>	Paper	

## 8. External Relations

### Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
8.1	Government and Regulator relations	<ul style="list-style-type: none"><li>• Reports/returns to funding councils, inspectorates, standards bodies, government departments etc. at <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a> and <a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a></li><li>• OFSTED Inspection Report</li></ul>	Internet  For other reports contact the College	
8.4	Marketing and recruitment	<ul style="list-style-type: none"><li>• Prospectus</li><li>• Open days</li><li>• Marketing strategy</li></ul>	Paper	
8.5	Public relations	<ul style="list-style-type: none"><li>• Press releases</li><li>• Prospectus</li><li>• Course brochures</li><li>• College News magazine</li><li>• Welcome pack</li><li>• Website</li></ul>	Paper	