



## **Model Publication Scheme (MPS)**

This publication scheme has been approved by the Information Commissioner's Office and is effective from 1<sup>st</sup> March 2014.

These seven main groups of information (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. The types of information available in each category are listed, along with the manner in which it will be provided (E represents 'electronic' and P represents 'paper' versions) and any fee involved. It is the College's intention to provide as much of this information electronically, but paper versions will be made available if this is the method preferred by the enquirer.

The majority of information will be provided free, however, a charge may be levied for some information.

Personal data and information which could affect the commercial operation of the College is excluded from the MPS.

The main classes of information in the model publication scheme are:

- 1 Who we are and what do we do?
- 2 What we spend and how we spend it?
- 3 What are our priorities and how are we doing?
- 4 How we make decisions
- 5 Lists and registers
- 6 The services we offer

The columns used in the MPS are shown below:

<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	Lists the information available in a particular category	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

# 1 Who Are We and What Do We Do?

## Introduction

This section provides background information on the College, how it is organised and its main activities.

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee (If applicable)</b>
1.1	Legal framework	Information relating to how the institution was established and its standing from the point of view of the law. The actual legislation is publicly available on the HMSO web site ( <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a> ).  Information on the College's legal and corporate status.	<ul style="list-style-type: none"> <li>• Education Reform Act of 1988.</li> <li>• Further &amp; Higher Education Act 1992.</li> <li>• Further Education &amp; Training Act 2006.</li> <li>• Education Act 2011.</li> <li>• Instrument &amp; Articles of Government (1<sup>st</sup> April 2012).</li> </ul>	HMSO website/E/P	
1.2	How the institution is organised	This class contains information relating to how the individual units of the institution are organised, where each unit fits in the overall structure of the institution. It also contains information on the College's Board and its committee structure	<ul style="list-style-type: none"> <li>• Management structure.</li> <li>• Organisation charts for the Board and its committees.</li> <li>• Articles of Government set out the responsibilities and powers of the Board, the Principal and the Clerk.</li> <li>• Terms of reference and memberships of committees.</li> </ul>	E, P  E, P  E, P	
1.3	Partnerships	Organisations with which the College works in partnership and how these relationships operate	List of key partners.	E, P	
1.4	Location/contacts	Maps of College locations and main contact details	<ul style="list-style-type: none"> <li>• Maps of each site.</li> <li>• Main telephone numbers, e-mail addresses, website address, other electronic communication sites (eg Facebook and Twitter).</li> </ul>	E, P E, P	

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee (If applicable)</b>
1.5	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities organised for or by the students.	<ul style="list-style-type: none"> <li>• Student Council and other strands of the “learner voice” strategy.</li> <li>• List of student enrichment activities.</li> <li>• Student handbook/Charter.</li> <li>• Prospectus.</li> </ul>	E, P  E, P E, P E, P	
1.6	Information on the institutional context	The College’s mission statement  Relevant sections of the College’s Strategic Plan Statement of the College’s quality assurance policies and procedures	<ul style="list-style-type: none"> <li>• Strategic/College Plan.</li> <li>• Quality Strategy, Policies &amp; Procedures.</li> <li>• Public Values Statement.</li> </ul>	E, P E, P  E, P	

## 2 What we Spend and How we Spend It

### Introduction

This section provides financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
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), together with any income generation schemes.	<ul style="list-style-type: none"> <li>• Approved Budget for current academic year</li> <li>• Monthly Management Accounts</li> <li>• Financial Regulations</li> <li>• Details of insurance cover</li> <li>• Remuneration of senior staff, as published in annual accounts</li> </ul>	E, P  E, P E, P E, P E, P	
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. Also includes revenue budgets and budgets for capital expenditure. Details of items of expenditure over £15,000, including costs, supplier and transaction information. This should be published at least annually and, where practical, should be published on a half yearly or quarterly basis.	<ul style="list-style-type: none"> <li>• Financial regulations</li> <li>• Annual accounts</li> <li>• Annual budget (as appears in the final accounts)</li> <li>• Planning and budgeting procedures</li> <li>• Strategic Plan/Objectives</li> <li>• Monthly Management Accounts</li> </ul>	E, P E, P E, P  E, P E, P E, P	
2.3	Audit reports	Information on audit arrangements and final audit reports	<ul style="list-style-type: none"> <li>• List of auditors</li> <li>• Audit framework within which the College operates</li> <li>• Internal Auditor's Annual Report</li> <li>• Financial Statements/Regularity Management Letter</li> <li>• Audit Committee Annual Report to the Board</li> </ul>	E, P E, P  E, P E, P E, P	

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
2.4	Capital programme	Information on major plans for capital expenditure, including any private finance initiative and public/private partnership contracts.	Brief details of major capital schemes undertaken in each academic year.	E, P	
2.5	Financial Regulations and Procedures		Financial Regulations and any accompanying policies	E, P	
2.6	Pay Policy	A statement of the College's policy and procedures regarding staff pay.	The College follows guidance on pay issued by the Association of Colleges	E, P	
2.7	Staff Pay and Grading Structures	May be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff (Senior Management Team members or senior postholders) whose basic actual salary is at least £60,000 per annum. Salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.	Staffing structure and grades of pay for categories of staff. Information on senior postholders salaries is set out in the College's annual Financial Statements.	E, P E, P	
2.8	Staff Allowances and Expenses	Details of the allowances and expenses that can be incurred or claimed, including the total allowances/expenses paid to individual senior staff by reference to the categories in (2.7).	<ul style="list-style-type: none"> <li>• Expenses / travel claim policy</li> <li>• Financial Regulations</li> <li>• Financial Statements</li> <li>• Monthly Management Accounts</li> </ul>	E, P E, P E, P E, P	
2.9	Governors' Allowances	Details of allowances or expenses that can be claimed or incurred and a record of total payments made to individual governors.	<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Expenses/travel claim policy</li> <li>• Financial Regulations</li> <li>• Monthly Management Accounts</li> </ul>	E, P E, P E, P E, P	
2.10	Register of Suppliers	Details of procedures used for the acquisition of goods and services.	<ul style="list-style-type: none"> <li>• Application process to become a registered supplier</li> <li>• Financial Regulations</li> </ul>	E, P E, P	
2.11	Procurement and Tender Procedures and Reports	Contracts currently available for public tender and reports of successful tenders. Contracts available for public tender and reports of successful tenders.	<ul style="list-style-type: none"> <li>• List of contracts currently open to tender and those let in past 12 months, together with successful bidders</li> <li>• Financial Regulations</li> </ul>	E, P E, P	

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
2.12	Contracts	Information on contracts of sufficient size to have gone through a formal tendering process	<ul style="list-style-type: none"> <li>• Tender regulations (included in Financial Regulations)</li> <li>• List of contracts that have been formally tendered in current year.</li> </ul>	E, P E, P	

### 3 What are our Priorities and How are we Doing?

#### Introduction

This section covers information on the College's strategies, plans, performance indicators, audits, inspections and reviews for the current and previous three years.

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
3.1	Annual Report		<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Commentary to Financial Statements</li> </ul>	E, P E, P	
3.2	Self-Assessment Report		Self-Assessment Report	E, P	
3.3	Corporate & Business Plan – Strategic Plan	Information on the College's short- and medium-term planning	<ul style="list-style-type: none"> <li>• Strategic/College plan</li> <li>• Strategic objectives</li> <li>• Public Values Statement</li> </ul>	E, P E, P E, P	
3.4	Teaching & Learning Strategy	Information on standards of teaching and learning	<ul style="list-style-type: none"> <li>• Key performance indicators – enrolments, attendance, retention, success</li> <li>• Teaching and learning policy</li> <li>• Lesson observation grades</li> </ul>	E, P  E, P E, P	
3.5	Academic Quality and Standards	Information on the College's internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• Policies relating to ensuring quality and standards</li> <li>• Minutes of meetings – Board, Quality &amp; Standards, Senior Management Team</li> </ul>	E, P  E, P	
3.6	External Review Information	This includes review processes such as Ofsted monitoring visits, together with a statement of the roles, responsibilities and authority of different bodies within the institution involved in programme approval and review	<ul style="list-style-type: none"> <li>• List of organisations that review the College's performance</li> <li>• Statement of roles, responsibilities and authority levels</li> <li>• Ofsted assessment visit reports</li> <li>• Inspection/external review reports</li> </ul>	E, P  E, P E, P E, P	



	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
3.7	Privacy Impact Assessment		•		
3.8	Corporate Relations	Information relating to the College's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes.	<ul style="list-style-type: none"> <li>• Employer Engagement Strategy</li> <li>• Employer Services literature and advertising</li> <li>• College newsletters</li> <li>• Advertisements and articles in local media</li> </ul>	E, P E, P  E, P E, P	
3.9	Government and Regulatory Reports	Eg accreditation and monitoring reports by professions, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies. .	See 3.6 above		

#### 4 How do we Make Decisions

Information on decision-making processes and records of decisions, for the current and previous three years.

	Class	Description	Information	Manner	Fee
4.1	Minutes – Governing body, academic boards and steering groups	Information on how key decisions are made about the operation of the College, excluding material that is properly considered to be private.	Minutes – Board, committees, Senior Management Team, College Management Team, Student Council	E, P	
4.2	Policies and procedures for conducting College business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information. Procedures for handling requests for information.	<ul style="list-style-type: none"> <li>• Committee terms of reference</li> <li>• Board’s standing orders</li> <li>• Whistleblowing policy</li> <li>• Complaints policy/procedures</li> </ul>	E, P E, P E, P E, P	
4.3	Procedures and policies relating to academic services	(May be covered in section 3 above) Can include policies/procedures on changing courses, regulations on student assessment, appeals procedures and policy on breaching assessment regulations.	<ul style="list-style-type: none"> <li>• Student handbook</li> <li>• Student disciplinary policy &amp; procedures</li> <li>• Policy on student assessment and appeal procedures</li> </ul>	E, P E, P E, P	
4.4	Procedures and policies relating to student services	Relevant policies and procedures on eg student admissions/registration, management of the student records system, student complaints and appeals, student support services and student disciplinary policy.	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student complaints policy</li> <li>• Student disciplinary policy/procedures</li> </ul>	E, P E, P E, P	
4.5	Procedures and policies relating to human resources	Full range of HR policies and procedures (generic terms and conditions of employment, collective bargaining/consultation with trade unions, grievance, disciplinary, harassment & bullying, whistleblowing, staff induction, performance management & promotions.	<ul style="list-style-type: none"> <li>• HR Strategy</li> <li>• Policies and procedures</li> </ul>	E, P E, P	
4.6	Code of Conduct for Governors	Code of Conduct and accompanying procedures/policies	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Standing Orders</li> <li>• Relevant minutes of Search Committee and Board meetings</li> </ul>	E, P E, P E, P	

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
4.7	Equality & Diversity	Equality & Diversity policies Equality Scheme Procedures and guidelines relating to equal opportunities	<ul style="list-style-type: none"> <li>Equality &amp; Diversity policy</li> <li>E&amp;D Strategy</li> <li>E&amp;D Code of Practice</li> <li>Annual E&amp;D report to the Board</li> </ul>	E, P E, P E, P E, P	
4.8	Health & Safety		<ul style="list-style-type: none"> <li>Health &amp; Safety policy/Statement of Intent</li> <li>Annual report to Board on H&amp;S issues</li> <li>Health &amp; Safety Strategy</li> </ul>	E, P E, P E, P	
4.9	Estate Management	Includes disposals policy, estates strategy, facilities management policy, grounds and building maintenance schemes	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Estates Strategy</li> </ul>	E, P E, P	
4.10	Complaints Policies & Procedures	Including those covering requests for information and operating this publication scheme	<ul style="list-style-type: none"> <li>Complaints policy</li> <li>Freedom of Information policy</li> <li>Annual report to Board on complaints</li> <li>Whistleblowing policy</li> </ul>	E, P E, P E, P E, P	
4.11	Records Management and Personal Data Policies	Includes information security policies, records retention and archiving policies, data protection policies.	Data protection and document retention policies	E, P	
4.12	Charging Regime and Policies	<p>Details of any statutory charging regime. 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.</p> <p>If the College charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.</p>	Freedom of Information Policy	E, P	

## 5 Lists & Registers

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
5.1	Any information the College is legally required to hold in publicly available registers	Register of interests for governors and the College Management Team	Register of interests	P - Available for inspection at clerk's office	
5.2	Asset registers	Information on capital asset registers	Capital asset registers	E, P	
5.3	Disclosure logs	Records of information provided in response to data requests	Disclosure log records	E, P	
5.4	Information asset register	Location of public land and building assets. Key attribute information normally records on an asset register, together with some other information from capital asset registers.	Asset register	P	
5.5	CCTV	Details of locations of any over CCTV surveillance cameras operated by or on behalf of the College (level of detail to be determined by the College).	Site plan	P	
5.6	Register of Gifts and Hospitality provided to Senior Staff	Include details of any gifts given or received and any hospitality afforded and by which organisation.	Register of gifts and hospitality	P	

## 6 The Services we Offer

### Introduction

This section contains information regarding the services offered, including leaflets, guidance and newsletters.

	<b>Class</b>	<b>Description</b>	<b>Information</b>	<b>Manner</b>	<b>Fee</b>
6.1	Prospectus and course content		Prospectus	E, P	
6.2	Services for outside bodies		Prospectus	E, P	
6.3	Health, including medical services		Student handbook	E, P	
6.4	Welfare and counselling services		Student handbook	E, P	
6.5	Funding eg grants/bursaries, available to students		Student handbook	E, P	
6.6	Careers advice		Student handbook	E, P	
6.7	Chaplaincy services and multi-faith provision		Student handbook	E, P	
6.8	Services for which the College is entitled to recover a fee together with details of those fees		Financial regulations	E, P	
6.9	Sports and recreational facilities		Student handbook	E, P	
6.10	Museums, libraries, special collections and archives, music, art and other cultural activities		Student handbook	E, P	
6.11	Conference facilities		Prospectus	E, P	
6.12	Advice and guidance		Student handbook	E, P	
6.13	Media releases		Copies of press releases	E, P	