Bath College

Institutional Policies and Procedures

Title: Access to Information and Publication Scheme

Reviewed by: Data Protection Officer
                        September 2020

Approved by: Corporation
                        October 2020

Date of next review: September 2023

Associated documents/policies: Data Protection Policy
                        Rights of Individuals Policy & Procedure
                        ICO Model Publication Scheme – definition
                        document for FE Colleges

Contents

1. Introduction

1.1. Bath College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request. The College is committed to being open and accountable in the conduct of business and decision making.

1.2. The Freedom of Information Act 2000 (FoIA) and the Environmental Information Regulations 2004 (EIR) provide rights of public access to information held by public authorities, including colleges.

1.3. This occurs in two ways:

- A requirement to publish certain information about activities
- Members of the public are entitled to request information from public authorities (subject to certain restrictions)

1.4. The FoIA covers any recorded information, including printed documents, computer files, letters, emails, photographs and sound or video recordings.

1.5. The definition of 'environmental information' is very broad and includes information on the state of elements of the environment, the state of human health and safety, cultural sites and built structures, substances, energy, noise, waste emissions, discharges, and other releases into the environment, policies, plans, programmes and environmental agreements and any cost benefit or other economic analysis used in environmental decision making.

1.6. 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 authority's commitment to make available the information described.

1.7. 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.

2. Freedom of Information Act 2000: Publication Scheme

2.1. Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges, and the publication scheme is a guide to all the information the College is committed to publish routinely.

2.2. Bath College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges. One of the purposes 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, and, as a result, models within the sector will vary slightly.

2.3. The Scheme commits the College to:

- Actively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications listed
- To specify the information which is held by the College and falls within the classifications listed
- Actively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- Produce and publish the methods by which the specific information is made routinely available so that it can easily be identified and accessed by members of the public
- Review and update on a regular basis the information the College makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this publication scheme available to the public

3. Classes of information

3.1 The scheme is arranged in the following classes of information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

3.2 The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FoIA or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons
- Information that would be impractical or resource-intensive to prepare for routine release

4. How to access information

4.1. Bath College will make available 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. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

4.2. Some documents covered by the scheme are published in electronic format via the college's website at www.bathcollege.ac.uk or other **websites** as indicated. Other documents are only available in hard copy and will be provided on request.

4.3. The College ask that requests are made in writing and a response will normally be made within 20 working days.

5. Charging Policy

5.1. Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 10p plus VAT per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

6. Contact and Complaints

6.1. The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Data Protection Officer, Bath College, Bath BA1 1UP

Email:dataprotection@bathcollege.ac.uk

7. Complaints to Information Commissioner

7.1. If the College is unable to resolve a complaint, enquirers 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

APPENDIX 1:

<p align="center">**BATH COLLEGE PUBLICATION SCHEME**</p>

This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the Data Protection Officer. Some information may in some circumstances be exempt from disclosure

1 Who we are and what we do			
Current information on the College, structures, locations and contacts			
Sub classes		**Documents**	**Format**
1.1	*Legal Framework*	- Instrument and Articles of Government - Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.hmso.gov.uk/acts.htm - Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992	Website
1.2	**How the institution is organised**	- College structure Charts - Introduction to the College - College calendar - List of Governors - Register of Interests of Governors - Standing Orders - Terms of reference - Membership of Governing Body and committees	- Website - Website - Website - Website - Contact: Head of Governance anne.roberts@bathcollege.ac.uk - Website - Contact: Anne.roberts@bathcollege.ac.uk

1.3	**Lists of and information relating to partnerships**	Employer partnerships	• Website
1.4	**Location and contact details**	Campus locations	• Website
1.5	**Student activities**	Student Union	• Website
		Student voice	• Website
2 What we spend and how we spend it *Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*			
Sub classes			
2.1	**Funding/ income**	Annual Report and Financial Statement	• Website
2.2	**Budgetary and account information**	Annual Report and Financial Statement	• Website
2.3	**Capital programme**	Capital programme	Contact:Anne.roberts@bathcollege.ac.uk
2.4	**Financial regulations and procedures**	Financial Regulations	Contact: Anne.roberts@bathcollege.ac.uk
2.5	**Staff pay and grading structures**	Remuneration report	• Website
2.6	**Register of suppliers**	Suppliers Register	Contact: Anne.roberts@bathcollege.ac.uk
3 What our priorities are and how we are doing *Strategies and plans, performance indicators, audits, inspections and reviews.*			
Sub classes			

3.1	**Annual Report**	Annual report	• Website
3.2	**Corporate and Business Plans**	Strategic Intentions Strategic Plan	• Website • Website
3.3	**Teaching & Learning Strategy**	Teaching & Learning Strategy	Contact: Jayne.davis@bathcollege.ac.uk
3.4	**Academic Quality & Standards**	Self Assessment Report Quality Improvement Plan	Contact: jayne.davis@bathcollege.ac.uk Contact: Jayne.davis@bathcollege.ac.uk
3.5	**External Review Information**	Ofsted Report Higher Education Review	• Website • Website
3.6	**Government & Regulatory Reports**	Annual Trade Union Facility Time report Ofsted Report	• Website • Website
4 How we make decisions Decision making processes and records of decisions.			
Sub classes			
4.1	**Minutes from governing body and steering groups**	Corporation Minutes	Website
4.2	**Appointment committees and procedures**		Contact: Anne.roberts@bathcollege.ac.uk
5 Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.			
Sub classes			

5.1	**Policies and procedures for conducting college business**	College policies	Available from Data Protection Officer:dataprotection@bathcollege.ac.uk
		Rights of Individuals	• Website
		Privacy notices	• Website
		Compliments Policy	• Website
		Subcontracting Policy	• Website
5.2	**Procedures and policies relating to academic services**	Appeal policy Assessment policy	Contact Data Protection Officer: dataprotection@bathcollege.ac.uk
5.3	**Procedures and policies relating to student services**	Student handbook	• Website
		Student code of conduct	• Website
		Safeguarding Policy	• Website
		Prevent Strategy	• Website
5.4	**Procedures and policies relating to human resources**	Whistleblowing Procedure	• Website
		HR policies	Contact HR team: HR@bathcollege.ac.uk
5.5	**Procedures and policies relating to recruitment**	Current vacancies	• Website

5.6	**Code of Conduct for members of governing bodies**	Code of Conduct policy	• Website
5.7	**Equality and Diversity**	Annual Equality & Diversity report	• Website
		Annual Gender Pay Gap report	• Website
		Student & Staff engagement	• Website
5.8	**Health and Safety**	Health & Safety Policy COVID guidance, updates & FAQs	• Website • Website
5.10	**Complaints policies and procedures**	Complaints policy	• Website
5.11	**Records management and personal data policies**	Data Protection Policy	• Website
		Retention of Records Policy	• Website
		Privacy Notices	• Website
		Rights of Individuals	• Website
		Personal Data Breach Notification Policy	• Website
		Publication Scheme	• Website
5.12	**Charging regimes and policies**	Tuition fees policy	Contact: Anne.roberts@bathcollege.ac.uk
6 Lists and Registers			
Sub classes			

6.1	**Any information we are currently legally required to hold in publicly available registers**	Register of Interests	Contact: Anne.roberts@bathcollege.ac.uk
6.2	**Asset registers**	Asset Register	Contact: Anne.roberts@bathcollege.ac.uk

7 The services we offer			
Information about the services we offer, including leaflets, guidance and newsletters.			
Sub classes			
7.1	**Prospectus and Course content**	Course details – full-time, part-time, Love to Learn Apprenticeships Adult Community Learning	• Website • Website • Website
7.2	**Health Advice**	Student Wellbeing College Nurse Counselling Mentoring	• Website • Website • Website • Website
7.3	**Careers Advice**	Information, Advice & Guidance	• Website
7.4	**Chaplaincy Services**	Chaplain information	• Website
7.5	**Services for which the College is entitled to recover a fee (together with those fees)**	Tuition Fee policy	Contact: Anne.roberts@bathcollege.ac.uk
7.6	**Advice and guidance**	Safeguarding information Prevent guidance Links for parents	• Website • Website • Website
7.7	**Media releases**	Press releases	• Website