

Freedom of Information (Scotland) Act 2002

Model Publication Scheme for Scotland's Colleges

Introduction

This document is the Model Publication Scheme (MPS) for Scotland's Colleges that has been developed by the Association of Scotland's Colleges (ASC). This revised MPS was approved by the Scottish Information Commissioner ('the Commissioner') on 13 April 2009.

The Legal Background

The Freedom of Information (Scotland) Act 2002 ('the Act') requires Scottish Public Authorities (SPAs) to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme (see Section 23 of the Act). The scheme must specify: (a) the classes of information which the authority publishes or intends to publish, (b) the manner in which information of each class is, or is intended to be, published; and (c) whether the published information is, or is intended to be, available to the public free of charge or on payment. The Act also allows the Commissioner to prepare or approve model publication schemes for classes of SPAs. Where an Authority adopts an approved MPS without modification, no further approval of the Commissioner is required so long as that model scheme remains approved; but the approval of the Commissioner is required in relation to any modification of the scheme by an authority.

The Environmental Information (Scotland) Regulations 2004 ('EIRs') requires SPAs to take reasonable steps to organise and keep up to date the environmental information which it holds and which is relevant to the SPAs function, with a view to active and systematic dissemination and to make this information progressively available by electronic means which are easily accessible to the public, unless it was collected before 14 February 2003 and is not available in electronic form. As a minimum, the EIRs oblige the SPAs to make available the type of information specified in Regulation 4 (2) of the EIRs. The ASC recommends that such information is made available through the individual colleges' FOI publication scheme.

The Publication Scheme

This MPS has been compiled by (ASC with regard to the public interest in allowing public access to information relating to the activities of the Scotland's Colleges, including the provision of services by Scotland's Colleges, the cost of providing them, the standards attained, and the reasons for decisions made by them.

The MPS consists of an introductory section, for general information about the college and its publication scheme, and the main part of the MPS consists of 16 main groups, each of which has several classes of information. The groups are in a logical order and no one single group has a higher status than another. Each **class** has a **class name** and a **Class Description**. It is the class to which the legal commitment to publish information is made. The types of information and documents listed in the Examples/Comments column are there only to provide further guidance to the college, and are not an exclusive list. Colleges adopting this MPS must publish any information not otherwise exempt under the Act that meets the Class Description.

Each college will have to decide what information it has which is subject to the MPS. Colleges are expected to interpret the classes (and the guidance in the Examples/Comments column) in the light of their own local circumstances. (For example, information should not be excluded because of differences in terminology.) In particular, the level of detail required has to be a matter for local decisions in light of individual college circumstances - it is quite clearly impossible to specify what is appropriate for all college in a sectoral MPS.

The MPS applies only to information recorded or amended after the date the college adopted the MPS, unless otherwise stated in relation to a particular class or classes. However colleges are encouraged to publish information recorded or amended before the date of adoption where they judge it in the public interest to do so e.g. statistical, factual or analytical information which relates to current policy decisions or services. In this context colleges are reminded that the Act is fully retrospective and hence that material omitted from the publication scheme because of the date of recording or amendment is nevertheless covered from 1 January 2005 by the individual rights of access in S 1(1).

Categories of information in the MPS

The categories are:

1	INTRODUCTION
2	GENERAL INFORMATION
3	ACCESS TO INFORMATION
4	GOVERNANCE
5	FINANCIAL RESOURCES
6	CORPORATE PLANNING
7	PROCUREMENT
8	HUMAN RESOURCES
9	PHYSICAL RESOURCES
10	HEALTH AND SAFETY
11	DIVERSITY
12	STUDENT ADMINISTRATION AND SUPPORT
13	TEACHING QUALITY
14	INFORMATION SERVICES
15	EXTERNAL AND COMMUNITY RELATIONS
16	GOVERNMENT AND REGULATOR RELATIONS
17	ENVIROMENTAL INFORMATION

THE COLUMNS USED IN THIS MODEL PUBLICATION SCHEME ARE SHOWN BELOW

Column	Description
Class Name	Short name of the class of information
Class Description	What type of information is covered by the class
Examples/Comments	Examples and comments to aid both the college and the public to understand what type of information is covered by the class.

Manner of Publication

Information will normally be published on the college's web site, but the Commissioner has indicated that information which was solely available through a web site would generally not satisfy the Act's requirements and colleges should therefore make information available in a variety of formats wherever possible. Each college should therefore provide contact information for those wishing material in hard copy, or in some other format to meet the accessibility requirements of the Disability Discrimination Act. In cases where material is only available by inspection on the college's premises (e.g. because the material is too costly or difficult to produce in hard copy or electronic format, or is subject to conservation requirements) the college's scheme should state clearly the access arrangements.

Publication Timescale

In some of the Classes covered by this Model Publication Scheme, information is not published in accordance with this Model Publication Scheme until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

Documents common to all of Scotland's Colleges

The Commissioner looks for specific types of documents which should be included within a scheme in order to demonstrate that the authority has considered the public interest in formulating their scheme. For Scotland's Colleges these are:

- College prospectus
- Annual report
- Strategic plans
- Costs and fees charged to students
- Audited Accounts
- Recent HMIE reports
- Performance indicators
- List of publicly owned companies
- Board of Management minutes and minutes of board sub-committees
- Press releases and any news announcements from the college
- Environmental information

Most of this information is covered in some detail in the MPS. However each college should aim to have these key documents available and easily accessible to members of the public through the college web site.

Model Publication Scheme for Scotland's Colleges

1. Introduction

Newbattle Abbey College

Scotlands Colleges Publication Scheme
Produced as required by the Freedom of Information (Scotland) Act 2002

1.	INTRODUCTION TO THE PUBLICATION SCHEME	<p>The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.</p> <p>Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this publication scheme from time to time.</p> <p>The purpose of the publication scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information and informs you whether it is free, or if there is a charge for the information.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.</p> <p>Where information is not published under this publication scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to access information not available under the scheme.</p>
2.	ABOUT Newbattle Abbey College	<p>Newbattle Abbey College</p> <p>Newbattle Abbey College is an adult education residential college. The College was incorporated on the 1 August 2004 and is governed by the Newbattle Abbey College Board of Directors.</p> <p>Newbattle Abbey College is a national college and offers a one year full-time and two</p>

		<p>year part-time course in Arts and Humanities which is approved and validated by the Scottish Qualification Authority.</p> <p>The College is committed to inclusive learning. We are proactive in challenging discrimination and promoting diversity within our student and staff body. We have equality of opportunity policies and procedures in place that ensure we treat people equally.</p>
3.	PREPARING THE PUBLICATION SCHEME	<p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:</p> <ul style="list-style-type: none"> • the services we provide; • the costs of those services; • the standard of those services; • the facts that inform the decisions we take which are of importance to the public; and • the reasoning that informs our decisions. <p>In preparing this publication scheme Newbattle Abbey College has used the Model Publication Scheme which was prepared by Scotland's Colleges.</p>

4.	ACCESSING INFORMATION UNDER THE SCHEME	<p>Information available under our publication scheme will normally be available through the routes described below. <i>Section 12 – Classes of Information</i> provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.</p> <p>Online: Some information listed in our publication scheme is available to download from our website, www.newbattleabbeycollege.ac.uk.</p> <p>By email: If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.</p> <p>By phone: Information can also be requested from us over the telephone. Please call the Administration Supervisor on 0131 663 1921 to request information available under this scheme.</p> <p>By post: All information under the scheme will normally be available in paper copy form. Please address your request to:</p> <p>Administration Supervisor Newbattle Abbey College Newbattle Road Dalkeith Midlothian EH22 3LL</p> <p>When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see <i>Section 6: Our Charging Policy</i> for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.</p> <p>Personal visits: In limited cases, you may be required to make an appointment to view the information. In such cases, this will be set out within <i>Section 12 – Classes of Information</i>, and contact details will be provided within the relevant class.</p>
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4.	ACCESSING INFORMATION UNDER THE SCHEME (cont.)	<p>Advice and assistance: If you have any difficulty identifying the information you want to access, then please contact the Administration Supervisor on 0131 663 1921 or office@newbattleabbeycollege.ac.uk , who will be happy to help.</p>
5.	INFORMATION THAT WE MAY WITHHOLD	<p>All information covered by our publication scheme can either be accessed through our website or will be provided promptly following receipt of your request.</p> <p>Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in <i>Section 12 – Classes of Information</i>. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.</p> <p>Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation’s commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person’s personal information, and its release would breach data protection legislation.</p> <p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where the document containing the information cannot be released, it may, in many cases, be possible to provide copies with the withheld information edited out.</p> <p>If you wish to complain about any information which has been withheld from you, please refer to <i>Section 10 – Complaints</i>.</p>
6.	OUR CHARGING POLICY	<p>Unless otherwise stated in <i>Section 12 – Classes of Information</i>, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.</p> <p>We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.</p> <p>In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.</p> <p>Reproduction costs: Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).</p>

		<p>Computer discs will be charged at the rate of £1.00 per CD-Rom.</p> <p>Postage cost: We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p>
7.	OUR COPYRIGHT POLICY	<p>Newbattle Abbey College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.</p> <p>The publication scheme may, however, contain information where the copyright holder is not Newbattle Abbey College. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within <i>Section 12 – Classes of Information</i>.</p> <p>Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.</p>
8.	OUR RECORDS MANAGEMENT AND DISPOSAL POLICY	<p>Record Management and Document Retention Policy and Procedures</p> <p>The Document Retention and Records Management Policy provides information and guidance relating to the management and retention of documents held by the College. This includes paper and electronic documents and email. Procedures for managing, storing, retiring, disposing and archiving are included in this document. The Retention Schedule Categories for Completion gives details of retention periods relevant to Newbattle Abbey College.</p>
9.	FEEDBACK	<p>FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our publication scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:</p> <ul style="list-style-type: none"> • other information that you would like to see included in the publication scheme; • whether you found the publication scheme easy to use; • whether you found the publication scheme useful;

		<ul style="list-style-type: none"> • whether our staff were helpful; • other ways in which our publication scheme can be improved. <p>Please send any comments or suggestions to Administration Supervisor.</p>
10.	COMPLAINTS	<p>Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:</p> <p>Administration Manager</p> <p>Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.</p> <p>You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.</p> <p>The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:</p> <p>Scottish Information Commissioner Kinburn Castle Doubledykes Road St Andrews Fife KY16 9DS</p> <p>Tel: 01334 464610 Email: enquiries@itspublicknowledge.info Website: www.itspublicknowledge.info</p> <p>*verbal requests for environmental information are acceptable.</p>
11.	HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME	<p>If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998</p>

(DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this publication scheme, please write to the **Administration Supervisor**.

Charges for information not available under the publication scheme:

The charges for information which is available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which is **not** available under this publication scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the

		<p>charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.</p> <p>Charges are calculated on the basis of the actual cost to the authority of providing the information.</p> <ul style="list-style-type: none"> • Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying. • Postage is charged at actual rate for first class mail. • Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour. <p><i>Requests for your own personal data:</i> Administration Supervisor</p>
12.	CLASSES OF INFORMATION	1 INTRODUCTION 2 GENERAL INFORMATION 3 ACCESS TO INFORMATION 4 GOVERNANCE 5 FINANCIAL RESOURCES 6 CORPORATE PLANNING 7 PROCUREMENT 8 HUMAN RESOURCES 9 PHYSICAL RESOURCES 10 HEALTH AND SAFETY 11 DIVERSITY 12 STUDENT ADMINISTRATION AND SUPPORT 13 TEACHING QUALITY 14 INFORMATION SERVICES 15 EXTERNAL AND COMMUNITY RELATIONS 16 GOVERNMENT AND REGULATOR RELATIONS 17 ENVIRONMENTAL INFORMATION

More information is available in the Commissioner's Guide to Publication Schemes, available from the web site at <http://www.itspublicknowledge.info/>

2. General Information

This section covers general information about how to make contact with the college. It includes information about how to complain about the college, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

Class Name	Class Description	Examples/Comments
Name and address	The name of the college, and the address of its principal office	Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian EH22 3LL
Principal officers	Names of the principal officers of the college	Ann Southwood – Principal Norah Fitzcharles – Depute Principal Jackie Robertson – Administration Manager/Minute Secretary to the Board Brodies Secretarial Services Ltd – Company Secretary
Contact information	Information on how to contact the college	Main College contact is the Administration Supervisor.
Location	Information on the college's principal and other main locations, including campus maps	Location map and directions
Opening hours	Opening hours of the college's principal office	General information on administration office hours and restrictions during holiday periods.
Academic year dates	Information on the dates of the college's academic years	Dates for the current academic year as well as future academic years, as far as known.
Holidays	Dates of closure of the college	College Calendar.
Complaints	Procedures on how to complain about the college	Complaints procedure relating to academic and non academic matters and customer complaints.
Document serving	Arrangements for serving official documents on the college	The Memorandum and Articles of Association.
Freedom of Information contact	Central contact point for Freedom of Information inquiries	Administration Supervisor Tel: 0131 663 1921 Email: foi@newbattleabbeycollege.ac.uk

3. Access to Information

This section tells people how to request information from the college, under FOISA, EIRs and the DPA. It also covers institutional procedures for these pieces of legislation.

Class Name	Class Description	Examples/Comments
Freedom of Information requests	Details of how to request information from the college	Administration Supervisor. Publication Scheme, FOI Policy and Procedure, FOI Information Leaflet.
Personal information requests	Details of how to make subject access requests under the DPA	Administration Supervisor. Data Protection Policy and Procedure.
Environmental Information Requests	Details of how to request environmental information from the College	Drew Owenson Facilities Manager Newbattle Abbey College Dalkeith Midlothian EH22 3LL Tel: 0131 663 1921 Fax: 0131 654 0598
Freedom of information policies	Institutional Freedom of Information policies and procedures	Freedom of Information Policy and Procedure. Procedures for requesting reviews of the policy and how to make a complaint.
Data Protection policies	Institutional Data Protection policies and procedures	Data Protection Policy and guidelines for Procedures for Data Protection.
Environmental Policies	Institutional Environmental Policies and Procedures	Procedures for requesting reviews of the policy and how to make a complaint.

4. Governance

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

Class Name	Class Description	Examples/Comments
Legal Framework	Information on how the college was established and its standing from a legal perspective	The Trust Deed and Memorandum and Articles of Association have details of the College's institutional status. The incorporation of the College on 1 August 2004 brings the College within the scope of the Further and Higher Education (Scotland) Act 1992.
Governance Structure	The college's governance structures and operational procedures	Memorandum and Articles of Association
Conflict of interests	The college's conflict of interests policies	Board of Directors Declaration of Interest Forms completed by individual members. Members appointed to the Board of Management are expected to serve in a personal capacity and not represent any interests.
Register of interests	Institutional register of interests	Register of Interest for members of the College Board of Directors. This document can be viewed by contacting the Company Secretary at Brodies, 15 Atholl Crescent, Edinburgh.
Institutional structure	A description of the college's major organisational units and how these relate to each other	Organisational structure charts. Membership of the College Senior Management Team.
Major committees	The activities of major committees with devolved decision-making powers	Committee memberships and remits (e.g. Board of Management and Committees, Learning and Teaching Committee, Health & Safety Committee.) Group Remits document Memorandum and Articles of Association. Minutes and papers of meetings of Board of Management and other major committees. Calendar of meeting dates for Board of Management and other major committees

5. 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 substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

Class Name	Class Description	Examples/Comments
Financial statements	The college's annual accounts	College financial statements approved by the governing body
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	Senior Management Team minutes.
Budgets overview	Summary of budgetary allocations to major budgetary units	Financial forecast statements.
Financial regulations	College's financial administration manual	Purchasing and Value for Money Policies and Procedures. Travel Policy. Finance Policies and Procedures. Financial Regulations Procedure.
Insurance	Summary information on the college's major insurance policies	Insurance schedules.
Investments	Summary information on institutional endowments and investments	n/a

6. Corporate Planning

This section provides information on the college's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Description	Examples/Comments
Mission	College's Mission statement	Website, Strategic and Operational Plans.
Corporate plan	College's corporate or Strategic Plan	College Strategic Plans 2003-2006, 2004-2207, 2007-2012
Strategies	Major institutional strategy documents	College Strategic Plan
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	SFC reporting requirements. ASC Governance checklist. Operational Plan targets and monitoring. Annual/Course review documents.
Planning procedures	Internal procedures for planning and resource allocation	Financial Forecasting Return to SFC. Strategic Plan. ICT and Curriculum Development Plan.

7. Procurement

This section provides information about the college's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Description	Examples/Comments
Procurement policies	College's policies on major procurement exercises	Purchasing and Value for Money Policy and Procedures.
Procurement procedures	College's procurement and purchasing manuals	Purchasing and Value for Money Policy and Procedures.
Procurement contacts	Contact information for procurement and purchasing information	Facilities Manager – 0131 663 1921
Planned procurements	Summary information about the college's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	The size of the College is such that planned procurements do not fall within Provisional Information Notices.
Tender documentation	EU prescribed documentation for significant procurements	The size of the College is such that it currently does not fall within EU requirements.
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	The size of the College is such that it currently does not fall within EU requirements.

8. 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.

Class Name	Class Description	Examples/Comments
Staff profile	Statistical information on staff	College handbooks detail staff employed by the College. SFC Return. Equalities Annual Report.
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	Recruitment and Selection Policy and Procedure. Equalities and Inclusiveness Policies and Procedures.
Performance management	Policies and procedures relating to performance management	Staff Development Policy and Procedure. Staff Induction Policy and Handbook. Staff Professional Development Planning Procedure. Absence from Work Policies and Procedures. Stress Management.
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Equalities and Inclusiveness Policies and Procedures. Recruitment and Selection Policy.
Pensions	Policies and guidelines on pension arrangements for staff	Contribution rates (institutional and employee). Benefits and benefit accrual rates. Funding valuations of pension schemes.
Discipline	Disciplinary procedures and policies	Disciplinary Policy and Procedure. Absence from Work Policies, Complaints Policy. Procedures for dealing with discrimination and harassment Appendix 8.
Grievance	Grievance procedures and policies	Grievance Policy and Procedure. Unlawful Discrimination and Harassment.
Race relations	Race equality policies	Race Equality Policy Appendix 5, Race Equality Scheme, Race Equalities Action Plan.
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Disability Equality Scheme and Action Plan, Gender Equality Scheme and Action Plan, Race Equality Scheme and Action Plan, Equalities Annual Report, Equalities and Inclusiveness Policies and Procedures (8 appendices) and Equal Pay Policy Statement.
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	Code of Public Interest Disclosure.

Class Name	Class Description	Examples/Comments
Staff development	Policies and procedures relating to the ongoing development of staff	Induction Policy, Staff Induction Handbook, Staff Development Policy, Staff Development Action Plan and Staff Training Opportunities.
Staff records	The college's policy on the collection, maintenance and use of personal information about staff.	Data Protection Policy and Procedure, Records Management and Document, Retention Policy and Procedure, Records Management Administration Procedure and Data Protection Guidelines for Staff Handling Data.
Staff facilities	Description of the facilities and services available to members of staff.	Staff Induction Handbook.

9. Physical Resources

Colleges are often substantial land and property owners in their own right. Classes in 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 its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the college's commercial interests.

Class Name	Class Description	Examples/Comments
Description of estate	Overview of the college's estate	Location, size, usage, and condition of major buildings. Details of listed building status.
Estate development plans	Plans for major changes to the estate	Campus Development Plan.
External funding	Plans for use of major external capital and other sources of external funding	Minutes of Senior Management Team meetings. Minutes of Board of Directors meetings.
Buildings under construction	Summary information about buildings under construction	There are no buildings under construction.
Maintenance	Maintenance arrangements and policies for buildings and grounds	Conditional Survey. Maintenance Schedules.
Estates indicators	Performance indicators on major estates functions	The College does not hold any information under this class.
Environmental policies	The college's environmental policies, practices and overview of their impact	Asbestos Management Policy Asbestos Register

10. Health and Safety

This section covers information about the college's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Description	Examples/Comments
Policies	Policies, procedures and guidelines relating to health and safety	Health and Safety Manual. Asbestos Management Policy. Fire Evacuation procedure. Fire Safety and Evacuation Policy and Procedure for Staff. First Aid, Procedure for completion of Accident/Incident Book, Employee Health and Safety Handbook, Student Health and Safety Handbook, Procedure for In House Personal Hygiene and Regulations.
Annual Reports	Reports to governing body on health and safety issues	Health and Safety Committee Minutes, Board of Directors Minutes.
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	Health and Safety manual/Handbooks, Risk Assessments, Health and Safety Committee Minutes, Asbestos Register, Fire Logs, Accident and Incident reporting.
Statistics	Summary statistics on accidents and incidents within the college	Health and Safety Minutes.
Support structures	Information on the college's support structures for health and safety	Competent Advisor contract. Health and Safety Policies and Procedures. Minutes of Health and Safety Committee. Group Remits document.
Contact information	Details of how to get information about health and safety issues	Staff, Student Health and Safety Handbooks, Health and Safety Committee Minutes, Health and Safety Manual.

11. Diversity

This section provides information about the college's diversity and equality policies and procedures.

Class Name	Class Description	Examples/Comments
Disability policies	Policies, procedures and guidelines relating to support and equality for disabled people	College policies within the Equalities and Inclusiveness Framework Appendices 1 and 4. Disability Equality Scheme, Disability Action Plan and Equal Pay Policy Statement.
Support structures	A description of the college's support structures for disability issues	Academic Guidance Procedure, Core Skills and Learning Support Policy and Procedure. Equalities Committee remit, membership and minutes.
Contacts	Details of how to get information about support for disabled people	Equalities Committee, Student A-Z Handbook, College Website, Student Academic Handbook, Core Skills and Learning Support Policy and Procedure.
Accessibility of buildings and services	The levels of accessibility of each of the college's main buildings and services.	Disability Action Plan Accessibility Audits.
Strategies	The college's diversity and equality strategies.	Disability Equality Scheme. Gender Equality Scheme. Race Equality Scheme. Disability Equality Duty Annual Report Dec 2008.
Statistics	Summary statistics on support for disability within the college.	Equalities Stats, Equalities Committee Minutes.

12. Student Administration & Support

This section contains information on how the college manages the administration and progression of their students from admission to course completion, including student support services.

Class Name	Class Description	Examples/Comments/Comments
Course information	Programmes offered by the college	College prospectus, College website.
Admissions	The college's admissions procedures and policies	College prospectus, College website, Student Admissions and Recruitment Procedure, Academic Guidance Procedures, Equality and Inclusiveness Policy.
Fees and charges	Tuition fees and other charges to students	Residential lease for residential accommodation. Further Education Bursary and Financial Information for Award Enquirers.
Registration	The college's arrangements for registering students	Student enrolment procedures. Induction week procedures.
Assessments	Arrangements for assessments and examinations	Assessment and Moderation Policy Assessment Schedule, Student Attendance and Progress Policy, Academic Handbook, Student Complaints – Academic Matters, Student Disciplinary Policy, Student Appeals Procedure, Core Skills Policy and Learning Support, Statement on Approach to Learning and Teaching.
Progression	Regulations governing student progression	Student Academic Handbook. SWAP Progression Routes.
Learning support services	Description and availability of the academic and non-academic learning support services offered by the college.	Student Academic Handbook, A-Z Student Handbook, Academic Guidance Procedure, Core Skills and Learning Support Statement, Prospectus
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	Minutes of SMT and SRC meetings.
Student welfare	A description of the availability and range of the college's welfare and advice services.	Student A-Z Handbook, Student Academic Handbook, Academic Guidance Procedure, Student Residential Handbook.

Chaplaincy services	A description of the college's chaplaincy services.	A-Z Student Handbook.
Health services	A description of the medical support services provided by the college for students.	A-Z Student Handbook, First Aid Policy and Procedure, Student Residential Handbook.
Careers services	Availability, conditions of use and range of services offered by the college's careers service	A-Z Handbook, Academic Guidance Procedure, Student Academic Handbook.
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the college	Student A-Z Handbook.
Student records	The college's policies on the collection, maintenance and use of personal information about students.	Data Protection Policy, Data Protection Guidelines, Freedom of Information Policy and Publication Scheme, Records Management and Document Retention Policy and Procedure, Records Management Administration Procedure.
Student discipline	The college's policies and procedures for disciplinary proceedings against students	Student Disciplinary Policy, Complaints Procedures Academic Matters, Complaints Procedures – Non Academic Matters, Academic Handbook, Appeals Procedure, Student Attendance and Progress Policy.
Student accommodation	Availability, conditions of use and range of accommodation services offered by the college	Residential Handbook, Residential Students Lease.
Graduation arrangements	Information about awards ceremonies	Award letters, Student Academic Handbook, College website.
Student complaints	Procedures for dealing with student complaints about the college	Complaints Procedure – Academic Matters, Complaints Procedure – Non Academic Matters, Appeals Procedure.
Relationship with the Students Union/ Association	The legal and structural basis of the college's relationships with the Students Union/Association	A-Z Student Handbook, Group Remits Policy, Memorandum and Articles of Association, Academic Guidance Procedure.
Students Union/ Association and clubs ¹	Information on the operation and activities of the Students Union and other student clubs	Student Academic Handbook, Student A-Z Handbook, Academic Guidance Procedure, College website.

¹ Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.

13. Teaching Quality

This section contains information regarding the management of teaching quality in the college including mechanisms for reviewing and ensuring the quality of teaching provided.

Class name	Class Description	Examples/Comments
Programme approval	Programme approval and monitoring arrangements	SQA approval documents, SWAP approval documents, Assessment and Moderation Policy and Procedure.
Student satisfaction	Anonymous summary results of surveys of student satisfaction with the College	Pre Course Survey, Post Semester Survey data, Post Course Survey data, Post Induction Survey data, Student Focus Groups data.
Institutional internal reviews	Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards	Annual Course Review, Self Evaluation Element B.
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Scottish Qualification Authority Approval Documents.
Validation	A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	SQA Approval Documents. External Validation Reports.
Quality assurance assessments of the college's provision	Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.	External Validation Reports, SQA Approval Documents, HMIe Review Reports.

14. Information Services

This section covers those 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 each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the public and it is this type of information that is included here.

Class Name	Class Description	Examples/Comments
Library facilities	Availability and conditions of use of library facilities. Library catalogue if publicly available.	Prospectus, website, Library Information Checklist, Guidelines on how to use the Library, ICT Users Agreement, Academic Handbook.
Computing facilities	Availability and conditions of use of computing facilities	Academic Handbook, Computer Users Agreement, Email Policy, Data Protection Policy, Data Protection Guidelines.
Other information facilities	Availability and conditions of use of facilities	Training and Conference Information Pack, Training and Conference Booking Conditions/Agreement. ICT Users Agreement, Email Policy, Academic Handbook.
Major strategy documents	High-level aims and strategies of information services units	ICT Strategy.

15. External and Community Relations

This section covers information relating to the college's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Class Name	Description	Examples/Comments
Alumni	Arrangements for keeping in touch with former staff and students	Website
Community Relations	Description of the facilities and services available to the local community	Conference and Training Facilities Pack, External Newsletter, Learning and Teaching Material for local schools, Open Days publicity, website, 70 th Anniversary, HLF publication.
Development activities	Promotional material relating to institutional fundraising objectives	Campus Development Plan, Heritage website, Marketing Plan.
Public Relations	Information created specifically to publicise facilities and activities.	Press releases. College website. Newsletter, Promotional Pack, Newbattle Abbey College DVD.

16. Government and Regulator Relations

This section covers information the college provides to government and external regulators. By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the college has links with.

Class Name	Description	Examples/Comments
Funding body statistical reports and returns	Information that the college is legally obliged to make available to its funding body	SFC statistical returns
HMIE reports	Reports on College by Her Majesty's Inspectorate of Education (HMIE)	College reviews and follow-up reports. Subject reviews and follow-up reports.
Other statutory reports	Information which the College is legally required to publish	End of Year Accounts.
Information on student admission, progression and completion	Statistical information on these matters which the college is required by the Funding Council to publish	Information on: FES Returns.

17. Environmental Information

This section covers information the College holds relating to environmental issues.

Class Name	Description	Examples/Comments
Legislation	Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it	http://www.hmsso.gov.uk/legislation/scotland/ssi2004/20040520.htm
Policy Relating to the Environment	Policies, plans and programs held by the College and relating to the environment	Policy under development
Progress Reports	Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form	Duty of care certificate <ul style="list-style-type: none"> • General waste • Biological waste
Reports on the Status of the Environment	Reports held by the College on the state of the environment	Environmental Condition Report on Newbattle Abbey College Lord Ancrums Woodlands Management Plan (F.C.S)
Monitoring of activities effecting the Environment	Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	Feasibility Study on Bio-mass boilers. Energy Performance Certificate Energy saving audit by Energy Saving Trust
Authorisations	Authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found	N/A
Environmental Impact Studies	Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, coastal and	Environmental Condition Report on Newbattle Abbey College Lord Ancrum Woodlands Management Plan (F.C.S)

Class Name	Description	Examples/Comments
	marine areas, biological diversity and its components, genetically modified organisms and the interaction among those elements effecting the college.	
Information of Facts Used in Framing Environmental Policies	Facts and analysis of facts which the college considers relevant and important in framing major environmental policy proposals	N/A