

FREEDOM OF INFORMATION POLICY

Including access to meetings

1. INTRODUCTION

The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000 (FOIA). Details are available on the college website or by contacting the Director of Finance and Resources. The College also complies with the Data Protection Act 1998 and ensures that personal data is dealt with appropriately – see paragraph 3 on confidentiality.

2. REGISTER OF INTERESTS

Governors and senior members of staff and managers are required to complete a declaration of interest form for inclusion in the Register of Interests and to inform the Clerk to the Corporation of any changes during the year. The declarations are renewed annually in the autumn term.

The Register of Interests is kept by the Clerk and can be inspected during office hours at Lancaster and Morecambe College, Morecambe Road, Lancaster, LA1 2TY.

3. CONFIDENTIALITY

The Board has agreed that confidentiality must be observed in accordance with the Data Protection Act 1998 and the exemptions in the Freedom of Information Act, which allows for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 1998 and information where a public interest test applies. The categories for determining confidentiality are:

- a. personal information relating to an individual;*
- b. information provided in confidence by a third party who has not authorised its disclosure;*
- c. financial or other information relating to procurement decisions, during the course of those negotiations;
- d. information relating to employee relation matters during the course of negotiations;*
- e. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College;

- f. legal advice received from or instructions given to the College legal advisors;*
- g. information planned for publication in advance of that publication; and/or
- h. commercially sensitive material or information.

4. CONFIDENTIAL MINUTES

Items marked * to remain confidential for all time. Remaining items, which relate mainly to commercially sensitive information, contracts, acquisition or disposal of property etc. to remain confidential until the Principal and appropriate member of the Senior Management team, in consultation with the Chair, agree the need for confidentiality has passed.

The need for continued confidentiality to be reviewed annually and, in this connection, the Clerk to the Corporation will maintain a register of confidential items.

5. ATTENDANCE AT CORPORATION AND COMMITTEE MEETINGS BY MEMBERS OF THE GENERAL PUBLIC AND THE MEDIA/PRESS

The Corporation has decided that attendance by the public or by the media / press at meetings of the Corporation and committees is not allowed.

However, agendas, papers and minutes are available for public inspection at the College Library or the Clerk's Office and also on the internet.

6. FREEDOM OF INFORMATION STATEMENT

A statement giving details of the College's Freedom of Information Policy and Publication Scheme has been prepared for issue to any member of the public enquiring about the availability of information related to the College. This is produced as Annex A to this policy. It is available on the college website.

FREEDOM OF INFORMATION STATEMENT

1. POLICY

Information about College activities and meetings of the Corporation, College and committees is available to the public through the Freedom of Information Act Publication Scheme. The Scheme includes classes of information under the following headings:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations

2. CONFIDENTIAL INFORMATION

Some information held by the College is confidential in compliance with the Data Protection Act and the exemptions allowed in the Freedom of Information Publication Scheme. The Policy provides further detail.

3. RESPONSES TO ENQUIRIES

The Freedom of Information Act Publication Scheme sets out the manner in which information is available. Most of this can be found on the college website or a hard copy can be provided on request. The College will endeavour to provide information promptly. The Charging Policy is £20.00 per paper requested (also available in Braille, large print, alternative language on request). For staff and students most of the information can be found on the college intranet.

4. CONTACTS

Lancaster & Morecambe College website: www.lmc.ac.uk

Vice Principal - Finance and Resources
Lancaster and Morecambe College
Morecambe Road
Lancaster
LA1 2TY

Tel: 01524 521355
Email: p.france@lmc.ac.uk

GOVERNANCE

Introduction

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, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	<ul style="list-style-type: none"> ▪ Education Reform Act of 1988* ▪ Further and Higher Education Act 1992* ▪ Charities Act 1993* ▪ Learning and Skills Act 2000* <p>* The actual legislation is already publicly available</p>	www.legislation.hmso.gov.uk/acts.htm	No
		<ul style="list-style-type: none"> ▪ Instruments and Articles of Government 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Financial Memorandum 99/38 ▪ Audit Code of Practice 	https://www.gov.uk/government/organisations/skills-funding-agency	No
1.2	How is the institution organised	<ul style="list-style-type: none"> ▪ Organisational structure charts 	Paper	Yes
1.3	Information on the institutional context	<ul style="list-style-type: none"> ▪ Mission statement 	College website	No
		<ul style="list-style-type: none"> ▪ Strategic Objectives 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Annual report/accounts 	Paper	Yes
		<ul style="list-style-type: none"> ▪ 3 year development plan 	Paper	Yes
		<ul style="list-style-type: none"> ▪ 2 year financial forecast 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Property strategy 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Quality Assurance policy and framework 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Teaching strategy and learning ▪ Human Resources strategy 	Paper	Yes
1.4	Management structure	<ul style="list-style-type: none"> ▪ Information booklet – Governance matters 	College website	No
		<ul style="list-style-type: none"> ▪ College's Corporation Membership 	College website	No
		<ul style="list-style-type: none"> ▪ Code of Conduct for Corporation members 	College website	No
		<ul style="list-style-type: none"> ▪ Standing Orders 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Governors induction/training policy 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Description of sub-structures and committees including terms of reference and membership: <ul style="list-style-type: none"> - Corporation - Search and Governance - Audit - Remuneration - Health and Safety 	<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div style="text-align: center;">Paper</div> </div>	Yes

	Class	Description	Manner	Fee
1.4	Management structure	<ul style="list-style-type: none"> ▪ Minutes and papers of Corporation and Committee meetings <ul style="list-style-type: none"> - Agenda and minutes - Reports and papers 	College website Paper	No Yes
		<ul style="list-style-type: none"> ▪ Appointment Committees and procedures (Search and Governance Committee as above) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Procedures for Elections 	Paper	Yes

FINANCIAL RESOURCES

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division 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 this publication.

	Class	Description	Manner	Fee
2.1	Finance	<ul style="list-style-type: none"> - Budgets and Accounts - Contracting - Purchasing - Goods and Services - Payments - Travel and Subsistence - Insurance - Pensions 	} Paper	Yes
		<ul style="list-style-type: none"> ▪ Remuneration of senior staff as published in annual accounts 	Annual report and Financial statements – paper	Yes
2.2	Resource planning	<ul style="list-style-type: none"> ▪ Financial regulations including Procurement policy 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Annual accounts 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Annual budget (as appears in final accounts) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Planning and budgeting procedures 	Paper (within the Financial Regulations)	Yes
		<ul style="list-style-type: none"> ▪ Corporate plan/Mission Statement 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Annual Report (combined document with annual accounts) 	Paper	Yes

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. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<ul style="list-style-type: none"> - Induction guidelines/assessment - Recruitment and selection policy and procedure - Generic terms and conditions of employment - Staffing structure/Faculty/Section Organisation charts - Salary grades - Terms of Reference of Consultative Committee - Grievance policy and procedures - Disciplinary policy and procedures - Capability policy and procedures - Harassment/Bullying policy and procedure - Health and Safety policy and procedures - Public Interest Disclosure (Whistle blowing policy and procedure) - Information Security policy - Code of Ethics (including Code of Conduct) - Adoption/Parents/Dependants policies and Procedures - Maternity leave policy and procedure - Redundancy policy and procedure - Employment of Staff policy 	} Paper	Yes
3.2	Equality Opportunities and Diversity	<ul style="list-style-type: none"> - Equal opportunities policy, procedure and guidelines, including Race Equality and the Disability Discrimination Act 	College website Paper	No Yes
3.3	Staff development	<ul style="list-style-type: none"> - Induction - Probationary review policy and procedure - Annual review and development policy and procedure - Professional development policy and procedure - Industrial updating policy and procedure for teaching staff - Investors In People - Salary review policy and procedure 	} Paper	Yes

PHYSICAL RESOURCES

Introduction

Institutions are often substantial land and property owners in their own right. 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.

	Class	Description	Manner	Fee
4.1	Estates	Examples of the type of information in this class include: <ul style="list-style-type: none"> - Property strategy (see 1.3) - Location map and site addresses - Site plans - Tendering policy (within Financial Regulations 2.1) - Catering services (within Financial Regulations 2.1) - Cleaning policy - Environmental (including recycling) policy - Disposal policy (within Financial Regulations 2.1) - Lettings policy - Contractors (information and guidelines) 	 Paper	Yes

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.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> ▪ Minimum entry requirements (student entry qualifications for courses) ▪ The range of student entrants classified by age, gender, ethnicity and disability as returned to the EFA / SFA ▪ Student progression, retention and completion data ▪ Data on qualifications awarded to students (destinations data) 	} Paper	Yes
5.2	Student accommodation	<ul style="list-style-type: none"> ▪ Accommodation policy/guidelines 	Paper	Yes
5.3	Student administration	<ul style="list-style-type: none"> ▪ Maintenance and management of student records ▪ College Information Services ▪ Information Security policy 	Paper Paper	Yes Yes
5.4	Student admission and enrolment	<ul style="list-style-type: none"> ▪ Admissions policy, procedure and quality standards ▪ Enrolment policy and procedures ▪ Examination policy and procedures 	Paper Paper Paper	Yes Yes Yes
5.5	Student discipline	<ul style="list-style-type: none"> ▪ Disciplinary/exclusion policy and procedure for students ▪ Complaints policy and procedure ▪ Appeals policy and procedure (assessment/grading) 	Paper Paper Paper	Yes Yes Yes
5.6	Student learning support services	▪ Student handbook	Paper	Yes
		▪ Prospectus	Paper	Yes
		▪ Learning policy	Paper	Yes
		▪ Guidance policy	Paper	Yes
		▪ Disability statement (services for students with special needs)	Paper	Yes
		▪ College charter	Paper	Yes
		▪ Customer Service Charter	Paper	Yes
		▪ Learner support fund policy and procedure	Paper	Yes
5.7	Student liaison	<ul style="list-style-type: none"> ▪ Support for Students policy ▪ Minutes of staff/course representatives meetings 	Paper Paper	Yes Yes

	Class	Description	Manner	Fee
5.8	Student policies	<p>A guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> ▪ Policies relating to students not included anywhere in the PS ▪ Anti-bullying policy and procedure ▪ Child Protection procedure ▪ Full-time Student Contract ▪ Drugs policy and procedure ▪ Student induction ▪ Smoking policy and procedure ▪ Reference to student policies included elsewhere in the PS (see 5.3, 5.4, 5.5, 5.6) 	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
5.9	Student welfare	<ul style="list-style-type: none"> ▪ Welfare/advice services ▪ Health services ▪ Careers services ▪ Sports and recreational facilities ▪ Housing ▪ Finance <p>This information is published in the student handbook (see 5.6)</p>	College website	No
5.10	Student Associations and Activities	<p>Information relating to the operation and activities of the Students Union</p> <ul style="list-style-type: none"> ▪ Students' Union constitution, code of practice, list of officers 	Paper	Yes

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.

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 general public, and it is information of this nature that is included within this section.

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

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	Information which provides details about who can access systems and services and the facilities that they can access (that rules exist to ensure that breaches of conditions of use e.g. breach of copyright, e-mail spamming of an external site and are appropriately dealt with). <ul style="list-style-type: none"> ▪ Opening hours of College Services 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Opening hours of the Helpdesk 	College website	No
		<ul style="list-style-type: none"> ▪ Who is allowed to use the facilities (for example categories of persons and their associated rights/levels of access 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Information Security policy (Play IT Safe document) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Code of Conduct (Students) for Computer Use (for other student policies, see reference to other relevant student policies see 5.3, 5.4, 5.5, 5.6) 	College website	No
		<ul style="list-style-type: none"> ▪ E-mail policy (staff) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ IT strategy 	Paper	Yes
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> ▪ Archiving guidelines (information will only be available for the previous 5 years) 	Paper	Yes

	Class	Description	Manner	Fee
6.2	Mission statements and related documents	▪ Computer Services Mission Statement	Paper	Yes
		▪ Quality Standards/Service level agreements	Paper	Yes
6.3	Policies with regard to data and information	▪ Data Security policy	Paper	Yes
		▪ Archiving policies (how long is it kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics)	Paper	Yes
		▪ Data Protection Statements/Policies (included in Information Security policy 6.1)	Paper	Yes
		▪ Policy on RIPA etc.	Paper	Yes
6.4	Procurement and disposal policies	▪ Procurement and Disposal of Equipment (see Financial Regulations 2.1)	Paper	Yes
		▪ Disposal of Electronic Stock/Media	Paper	Yes
6.5	Scope of collections held	▪ Guides to collections (e.g. classification guide)	Paper	Yes
		▪ Scope and availability of catalogues (e.g. on-line catalogues)	Paper	Yes

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. (Institutions may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education (Cooke report)*).

	Class	Description	Manner	Fee	
7.1	Academic year dates	<ul style="list-style-type: none"> ▪ College calendar 	Paper College website	Yes No	
7.2	Further course information	<ul style="list-style-type: none"> ▪ Prospectus 	Paper College website	No No	
		<ul style="list-style-type: none"> ▪ LMC News 	Paper College website	No No	
		<ul style="list-style-type: none"> ▪ Course information sheets 	Paper College website	No No	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> ▪ Annual self-assessment report 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Course approval procedure 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Course/programme/subject self-assessment 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Inspection report(s) 	Paper Ofsted website	Yes No	
		<ul style="list-style-type: none"> ▪ Target setting policy 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ External verification 	Paper	Yes	
		Information on assessment procedures and outcomes			
		<ul style="list-style-type: none"> ▪ Internal verification 	Paper	Yes	
		Information on student satisfaction with their college experience, covering the view of students on:			
		<ul style="list-style-type: none"> ▪ Student questionnaire/analysis 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Student focus groups 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Tutorial policy 	Paper	Yes	
		<ul style="list-style-type: none"> ▪ Library Services and IT support 	Paper	Yes	
<ul style="list-style-type: none"> ▪ Lesson observation(s) 	Paper	Yes			
<ul style="list-style-type: none"> ▪ Professional development to improve teaching performance, including peer observation and mentoring programmes 	Paper	Yes			
<ul style="list-style-type: none"> ▪ Benchmarking report(s) 	Paper	Yes			

	Class	Description	Manner	Fee
7.4	Staffing structure of Faculties / Sections	<ul style="list-style-type: none"> ▪ Organisation chart ▪ Job titles of academic staff and support staff (see 3.1) 	Paper Paper	Yes Yes
		<ul style="list-style-type: none"> ▪ Telephone list (contact details for each Faculty/Section) 	College website	No
7.5	Study assessment strategy	<ul style="list-style-type: none"> ▪ Examination policy/procedures 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Appeals procedures (see 5.5) 	Paper	Yes
7.6	Tuition fees	<ul style="list-style-type: none"> ▪ Enrolment policy/guidelines (see 5.4) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Fees policy 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Course information sheets (see 7.2) 	Paper	Yes

EXTERNAL RELATIONS

Introduction

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

By virtue of its nature most institutions 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 with which the institution has links.

	Class	Description	Manner	Fee
8.1	Community liaison (optional)	<ul style="list-style-type: none"> ▪ Mission statement (see 1.3) 	College website	No
		<ul style="list-style-type: none"> ▪ Community newsletter 	Paper College website	Yes No
8.2	Fundraising (optional)	<ul style="list-style-type: none"> ▪ European and Community Funding – external funding charter report ▪ Fundraising policy 	Paper Paper	Yes Yes
8.3	Government and Regulator regulations	<ul style="list-style-type: none"> ▪ Annual report 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Reports to funding councils 	Paper	Yes
		<ul style="list-style-type: none"> ▪ 3 year development plan (see 1.3) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Self-assessment report (see 7.3) 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Inspection report(s) 	Paper OFSTED Website	Yes No
8.4	Marketing and recruitment	<ul style="list-style-type: none"> ▪ Prospectus (see 7.2) 	Paper College website	No No
		<ul style="list-style-type: none"> ▪ Open days (included in prospectus) 	Paper College website	Yes No
		<ul style="list-style-type: none"> ▪ Entry requirements (see 5.1) 	Paper College website	Yes No
		<ul style="list-style-type: none"> ▪ Course information sheets (see 7.2) 	Paper College website	No No
		<ul style="list-style-type: none"> ▪ LMC News (see 7.2) 	Paper College website	No No
8.5	Public relations	<ul style="list-style-type: none"> ▪ Press releases 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Prospectus (see 7.2) 	Paper College website	No No
		<ul style="list-style-type: none"> ▪ Course brochures (see 7.2) 	Paper College website	No No
		<ul style="list-style-type: none"> ▪ Newsletters 	Paper	Yes
		<ul style="list-style-type: none"> ▪ Student handbook (see 5.6) (information provided to an enrolled student) 	Paper	Yes

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Procedure being introduced/renewed.

PART ONE: INITIAL SCREENING

<p>Name of policy/Plan/Procedure being assessed:</p> <p>Freedom of information policy (including access to meetings)</p> <p>Is this a new or existing policy/function? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/></p>	<p>Name of manager/group carrying out the assessment:</p> <p>Peter France</p>
<p>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES</p> <p>NB: This could be positive as well as negative. (please tick box)</p>	<p><input type="checkbox"/> Gender <input type="checkbox"/> Race and Ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Religion/belief <input type="checkbox"/> Socio-Economic <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership</p>
<p>2. What are the risks of introducing this change to any of the above groups?</p>	<p>Not applicable</p>
<p>3. What are the expected benefits of introducing this change to any of the above groups?</p>	<p>Not applicable</p>
<p>4. Are there any areas or issues that could impact on the safety of staff or learners?</p>	<p>Not applicable</p>
<p>5. What evidence do you have for the listed areas.</p>	<p>Not applicable</p>
<p>6. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk?</p>	<p>Low risk</p>
<p>7. Is there any further action to be taken as a result of completing this screening form? <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review.</i></p>	<p>Is a full screening Impact Assessment required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please move to complete Part 2 overleaf</p> <p>Date of review: March 2014</p>
<p>Signed (completing Officer)</p> <p></p> <p>.....</p> <p>Job Title: Vice Principal - of Finance and Resources</p>	<p>Date of completion of Impact Assessment: 05/09/2016</p>

This document should be securely stored with the relevant policy/procedure