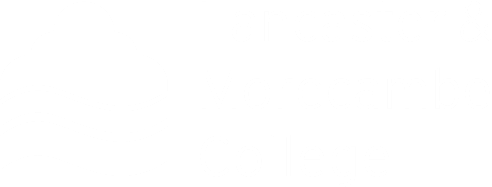
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| Freedom of Information Publication Scheme Policy |
|  |
| Lancaster & Morecambe College  Date: June 2022 |



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| --- | --- |
| Policy name: Freedom of Information Publication Scheme Policy | |
| Policy Owner: | Peter France |
| Date of Review: | June 2022 |
| Date Approved: |  |
| Next Review: | June 2023 |
| Responsibility for Review: | Vice Principal: Finance and Resources |
| Policy Review Frequency: | Annually |
|  |  |
| Applicable to staff: | Yes |
| Applicable to students: | No |
| Published on website: | Yes |
| Published on intranet: | Yes |
|  |  |
| Notes: |  |

FREEDOM OF INFORMATION PUBLICATION SCHEME 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 Vice Principal Finance and Resources. The College also complies with the General Data Protection Regulation (Regulation (EU) 2016/679) and all applicable laws relating to the collection and use of Personal Data and privacy and any applicable codes of practice issued by a regulator including in the UK, the Data Protection Act 2018 (see the College’s *Data Protection Policy*).

#### 2. REGISTER OF INTERESTS

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

The Register of Interests is maintained by the Governance Adviser and is available on the College website or by contacting the Governance Adviser.

#### 3. CONFIDENTIALITY

The Corporation has agreed that confidentiality must be observed in accordance with the Data Protection regulations and the exemptions in the Freedom of Information Act, which allow for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 2018 and information where a public interest test applies. The categories for determining confidentiality are:

1. personal information relating to an individual who may be identifiable from that information;\*
2. information provided in confidence by a third party who has not authorised its disclosure;\*
3. financial or other information relating to procurement decisions, during the course of those negotiations;
4. information connected to employee formal processes and wider employee relations matters during the course of negotiations;\*
5. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College;
6. legal advice received from or instructions given to the College legal advisors;
7. information planned for publication in advance of that publication;

1. information supplied by or relating to bodies dealing with security matters\*;

1. disclosure of information that would prejudice the effective conduct of public affairs;
2. commercially sensitive material or information; and/or

1. information accessible by other means.

#### 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 Corporation, in consultation with the Principal, agree the need for confidentiality has passed.

The need for continued confidentiality will be reviewed annually and, in this connection, the Governance Adviser will provide an annual report to the Corporation.

#### 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 its committees is not allowed.

Agendas and minutes are available for public inspection on the College website. Papers, excluding any marked confidential as detailed in Section 3 above, are available on request from the Governance Adviser.

#### 6. FREEDOM OF INFORMATION STATEMENT

A statement giving details of the College’s Freedom of Information Publication Scheme Policy 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

Certain 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 outlined in the Freedom of Information Publication Scheme Policy above.

# 3. RESPONSES TO FREEDOM OF INFORMATION PUBLICATION SCHEME REQUESTS

The Freedom of Information Act Publication Scheme sets out the manner in which available information is accessible. 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 for printed copies and some other alternative formats is £20.00 per paper requested (also available in Braille, large print, alternative language on request) but is free of charge if provided electronically. For staff and students, most of the information can be found on the College hub.

4. CONTACTS

Lancaster & Morecambe College website: [www.lmc.ac.uk](http://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

5. 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 | * Education Reform Act of 1988\* * Further and Higher Education Act 1992\* * Charities Act 1993\* * Learning and Skills Act 2000\*   \* The actual legislation is already publicly  available | www.legislation.hmso. gov. uk/acts.htm | No |
| * Instrument and Articles of Government | College website or Electronically | No |
| * 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 | * Organisational structure charts | Paper | Yes |
| 1.3 | Information on the institutional context | * Mission statement | College website | No |
| * Strategic Plan and Objectives | College website Paper | No  Yes |
| * Annual report/accounts | College website | Yes |
| * 2 year financial forecast | Paper | Yes |
| * Property strategy | Paper | Yes |
| * Quality Assurance policy and framework | Paper | Yes |
| * Teaching strategy and learning | Paper | Yes |
| * Human Resources strategy | Paper | Yes |
| 1.4 | Management structure | * College’s Corporation Membership | College website | No |
| * Code of Conduct for Corporation members | College website | No |
| * Corporation and Committee Standing Orders, including appointment committees and procedures | College website | No |
| * Description of sub-structures and committees including terms of reference and membership: * Health and Safety | Paper | Yes |
| * Minutes and papers of Corporation and Committee meetings   - Agenda and minutes  - Reports and papers | College website  Paper  Electronically | No  Yes  No |

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 | - Budgets and Accounts  - Contracting  - Purchasing  - Goods and Services  - Payments  - Travel and Subsistence  - Insurance  - Pensions | Paper | Yes |
| * Remuneration of senior staff as published in annual accounts | Annual report and Financial statements – college website | Yes |
| 2.2 | Resource planning | * Financial regulations including Procurement policy | Paper | Yes |
| * Annual accounts | College website | Yes |
| * Annual budget (as appears in final accounts) | Paper | Yes |
| * Planning and budgeting procedures | Paper (within the Financial Regulations) | Yes |
| * Corporate plan/Mission Statement | Paper | Yes |
| * Annual Report (combined document with annual accounts) | College website | 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 | - 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  Committees  - 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)  - Maternity/Paternity/Adoption/Parental/ Dependants policies and procedures  - leave policy and procedure  - Redundancy policy and procedure  - ~~Employment of Staff policy~~ | Electronic  Paper | No  Yes |
| 3.2 | Equality Opportunities and Diversity | - Equality, Diversity & Inclusion Policy: Single Equality Scheme | College website  ~~Paper~~ | No |
| 3.3 | Staff development | - Induction and Probation policy  - Performance Management policy  - Professional development policy  - ~~Industrial updating policy and~~  ~~procedure~~  ~~for teaching staff~~  - ~~Investors In People~~  - Salary review policy and procedure | Electronic  Paper | No  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:  - 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 | * 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 | * Accommodation policy/guidelines | Paper | Yes |
| 5.3 | Student administration | * Maintenance and management of student records * College Information Services * Information Security policy | Paper  Paper | Yes  Yes |
| 5.4 | Student admission and enrolment | * Admissions policy, procedure and quality standards * Enrolment policy and procedures * Examination policy and procedures | Paper  Paper  Paper | Yes  Yes  Yes |
| 5.5 | Student discipline | * 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 |
| * Support for Students policy | Paper | Yes |
| 5.7 | Student liaison | * Minutes of staff/course representatives meetings | Paper | Yes |
|  | Class | Description | Manner | Fee |
| 5.8 | Student policies | A guide to all student policies issued by the institution:   * 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) | Paper  Paper  Paper  Paper  Paper  Paper  Paper | Yes  Yes  Yes  Yes  Yes  Yes  Yes |
| 5.9 | Student welfare | * Welfare/advice services * Health services * Careers services * Sports and recreational facilities * Housing * Finance   This information is published in the student handbook (see 5.6) | College website | No |
| 5.10 | Student Associations and Activities | Information relating to the operation and activities of the Students Union   * 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).   * Opening hours of College Services | College website | Yes |
| * Opening hours of the Helpdesk | College website | No |
| * Who is allowed to use the facilities (for example categories of persons and their associated rights/levels of access | Paper | Yes |
| * Information Security policy (Play IT Safe document) | Paper | Yes |
| * 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 |
| * E-mail policy (staff) | Paper | Yes |
| * IT strategy | Paper | Yes |
| 6.1 | Availability and conditions of use of facilities | * 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 | * Quality Standards/Service level agreements | Paper | Yes |
| * Data Security policy | Paper | Yes |
| 6.3 | Policies with regard to data and information | 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 |
| * Procurement and Disposal of Equipment (see Financial Regulations 2.1) | Paper | Yes |
| 6.4 | Procurement and disposal policies | * Disposal of Electronic Stock/Media | Paper | Yes |
| * Guides to collections (e.g. classification guide) | Paper | Yes |
| 6.5 | Scope of collections held | * 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 | * College calendar | Paper  College website | Yes  No |
| 7.2 | Further course information | * Prospectus | Paper  College website | No  No |
| * LMC News | Paper  College website | No  No |
| * Course information sheets | Paper  College website | No  No |
| 7.3 | Information on internal procedures for assuring academic quality and standards | * Annual self-assessment report | Paper | Yes |
| * Course approval procedure | Paper | Yes |
| * Course/programme/subject self-assessment | Paper | Yes |
| * Inspection report(s) | Paper  Ofsted website | Yes  No |
| * Target setting policy | Paper | Yes |
| * External verification | Paper | Yes |
| Information on assessment procedures and outcomes   * Internal verification | Paper | Yes |
| Information on student satisfaction with their college experience, covering the view of students on:   * Student questionnaire/analysis | Paper | Yes |
| * Student focus groups | Paper | Yes |
| * Tutorial policy | Paper | Yes |
| * Library Services and IT support | Paper | Yes |
| * Lesson observation(s) | Paper | Yes |
| * Professional development to improve teaching performance, including peer observation and mentoring programmes | Paper | Yes |
| * Benchmarking report(s) | Paper | Yes |
|  | Class | Description | Manner | Fee |
| 7.4 | Staffing structure of Faculties / Sections | * Organisation chart * Job titles of academic staff and support staff (see 3.1) | Paper  Paper | Yes  Yes |
| * Telephone list (contact details for each Faculty/Section) | College website | No |
| 7.5 | Study assessment strategy | * Examination policy/procedures | Paper | Yes |
| * Appeals procedures (see 5.5) | Paper | Yes |
| 7.6 | Tuition fees | * Enrolment policy/guidelines (see 5.4) | Paper | Yes |
| * Fees policy | Paper | Yes |
| * 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) | * Mission statement (see 1.3) | College website | No |
| 8.2 | Fundraising (optional) | * European and Community Funding – external funding charter report * Fundraising policy | Paper  Paper | Yes  Yes |
| 8.3 | Government and Regulator regulations | * Annual report | Paper | Yes |
| * Reports to funding agencies | Paper | Yes |
| * 3 year development plan (see 1.3) | Paper | Yes |
| * Self-assessment report (see 7.3) | Paper | Yes |
| * Inspection report(s) | Paper  OFSTED Website | Yes  No |
| 8.4 | Marketing and recruitment | * Prospectus (see 7.2) | Paper  College website | No  No |
| * Open days (included in prospectus) | Paper  College website | Yes  No |
| * Entry requirements (see 5.1) | Paper  College website | Yes  No |
| * Course information sheets (see 7.2) | Paper  College website | No  No |
| * LMC News (see 7.2) | Paper  College website | No  No |
| 8.5 | Public relations | * Press releases | Paper | Yes |
|  |  | * Prospectus (see 7.2) | Paper  College website | No  No |
|  |  | * Course brochures (see 7.2) | Paper  College website | No  No |
|  |  | * Newsletters | Paper | Yes |
|  |  | * Student handbook (see 5.6) (information provided to an enrolled student) | Electronic (PDF Document) | Yes |

Initial Screening for Equality Impact Assessment (including Safeguarding)

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

PART ONE: INITIAL SCREENING

|  |  |
| --- | --- |
| Name of policy/Plan/Procedure being assessed:  Freedom of information policy (including access to meetings)  Is this a new or existing policy/function?  Existing ✓ New □ | Name of manager/group carrying out the assessment:  Peter France |
| 1. In which of the listed areas could the new/amended policy, plan or procedure have an impact?   These areas follow the College SES  NB: This could be positive as well as negative.  (please tick box) | □ Gender □ Race and Ethnicity  □ Disability □ Sexual Orientation  □ Age □ Religion/belief  □ Socio-Economic  □ Pregnancy/Maternity  □ Gender Reassignment  ✓ None expected  □ Marriage/Civil Partnership |
| 1. What are the risks of introducing this change to any of the above groups? | Not applicable |
| 1. What are the expected benefits of introducing this change to any of the above groups? | Not applicable |
| 1. Are there any areas or issues that could impact on the safety of staff or learners? | Not applicable |
| 1. What evidence do you have for the listed areas. | Not applicable |
| 1. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk? | Low risk |
| 1. Is there any further action to be taken as a result of completing this screening form?   *For example, a need to complete a full Equality Impact Assessment or to set the date of a review.* | Is a full screening Impact Assessment required?  Yes □ No ✓  If yes, please move to complete Part 2 overleaf  Date of review: June 2022 |
| Signed (completing Officer)  …  Job Title: Vice Principal - of Finance and Resources | Date of completion of Impact Assessment:  11/11/2020 |

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