

COLLEGE POLICY

The College of
Haringey, Enfield
and **North East London**



Freedom of Information Act Publication Scheme

Lead responsibility: Vice Principal Finance & Resources

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INTRODUCTION

1. Legal Requirement

- 1.1 Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (ie government and other public sector organisations, including Universities and Further Education Colleges).
- 1.2 Public authorities are defined in the act and include further education colleges.
- 1.3 The College of Haringey Enfield & North East London scheme follows the Model Publication Scheme produced for Universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland.

2. What is the publication scheme

- 2.1 The publication scheme is a guide to the information routinely published by the College of Haringey Enfield & North East London, or which it is intended to publish. The Scheme provides a description of the “classes” of information published.
- 2.2 The scheme does not list the actual publications, because this will change as new material is published or existing material revised. It is however the public authority’s commitment to make available the information described.

3. Who we are

- 3.1 College of Haringey Enfield & North East London is an autonomous further education corporation set up under Further and Higher Education Act 1992. It is the major provider of further education in Haringey, North East London. The college offers a wide range of vocational and academic courses. It also has an active Website with contact details.

4. The ‘model’ publication scheme for further education

- 4.1 The College of Haringey Enfield & North East London has developed a model publication scheme prepared for the Further Education sector and is committed to publicising the information described.
- 4.2 The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector.

5. How do I obtain information covered by the publication scheme?

- 5.1 The College of Haringey Enfield & North East London will make available items which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.
- 5.2 Not all specific information committed to each class will be routinely available e.g. some information will be held on the intranet or as hard copy. The Website will explain how the information can be obtained.

6. How much do printed publications cost?

- 6.1 Printed information on courses and services offered by the college are available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5.
- 6.2 If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please make your requests to the Publication scheme contact person.

**The Corporation Secretary
(Freedom of Information)
The College of Haringey Enfield & North East London
High Road Tottenham,
London N15 4RU**

**Tel: 020 8442 3020
Fax: 020 8442 3085
Email: nshoffman@staff.conel.ac.uk**

7. What about information not covered by the publication scheme?

- 7.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including a college such as the College of Haringey Enfield & North East London, which they have not already made available through their publication scheme.
- 7.2 Requests will have to be made in writing and in general public authorities will have 20 working days to respond. They may charge a fee, which will be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However public authorities maybe required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commission.

8. Feedback

- 8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome

suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication scheme contact person specified in 6.2.

- 8.2 If you have a complaint we are unable to resolve, you have the right to complain to the Information Commissioner, the independent body that oversees the implementation of the Freedom of Information Act.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

CLASSES OF INFORMATION

The publication scheme has been created in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or which exemptions could be claimed. Individual items of information or documents can be omitted if they are exempt, provided that college makes clear what has been omitted and why. Personal data and information that affects the commercial operations of an institution are two examples of exempt information.

The main group of classes of information in the publication are:

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

The columns used in the Publication scheme are detailed on the pages that follow.

1. Who we are and what we do Organisational information, structure, locations and contacts, constitutional and legal governance. It provides information about the roles and responsibilities of the college.			
Sub classes: Examples of the type of information that fit in the class.		Description: Brief description to help the public understand what type of information is available.	Where available – Indicates the media by which the information will be provided e.g. paper or electronically.
1.1	Location of contact details	<ul style="list-style-type: none"> Information on location and contact details for the college e.g. name, phone numbers, email addresses 	www.conel.ac.uk
1.2	Legal framework	<ul style="list-style-type: none"> How the institution was established and it's standing from the point of view of the law. Instrument of Articles of Government 2008 legal status conferred by Further and Higher Education Act 1992 	http://www.education.gov.uk/search/results?q=further+%26+higher+education+act
1.3	The College's decision-making structure	<ul style="list-style-type: none"> How the College's management structure is organised and the function and purpose of each part of the management structure 	Clerk to the Corporation
1.4	How the College is organised	<ul style="list-style-type: none"> Statutory Bodies i.e. bodies the College is obliged to have by law Codes of conduct for members of the Governing Body Substructures and the Committees supporting them Objectives on which the organisational structure is based Terms of reference, membership and mode of operation of all boards and committees in the formal structure Codes of Practice for College elections and committee procedures Minutes and Agendas of Governing Body, Committees, Academic Board and steering/working 	Clerk to the Corporation

		<p>groups</p> <ul style="list-style-type: none"> • Appointment committees and procedures. • Organisational Structure Charts • Description of work/responsibilities of units 	
1.5	List of information relating to organisations CONEL's works in partnership with and any companies wholly owned by it.	<ul style="list-style-type: none"> • Organisations the college works in partnership with e.g. Employer Providers, community contacts, exam bodies • Companies wholly or partly owned by the college 	Clerk to the Corporation
1.6	Student activity	<ul style="list-style-type: none"> • Student Union and associated clubs. • Governor/Student Forum • School representative Forum(s) • Enrichment activities 	Director of Learner Support

2. What we spend and how we spend it
Financial Information relating to projected and actual income and expenditure, tendering procurement, contact and financial audit. Information that may damage the institution's commercial interests will be excluded from publication.

Sub classes		Description	Where available –
2.1	Funding/Income	<ul style="list-style-type: none"> • Sources of Funding and income eg. Funding grants, tuition fees, endowment and investment income (including investment strategies) 	Director of Finance
2.2	Budgetary, Account information and Financial audit reports	<ul style="list-style-type: none"> • Annual statement of accounts – <ul style="list-style-type: none"> - Financial audit reports - Capital programmes - Financial regulations and procedures. - Staff pay award and grading structures. - Register of suppliers - Procurement and tender procedures and reports - Contracts 	<p>Clerk to the Corporation for Audit committee report.</p> <p>Director of Finance.</p>

3. What our priorities are and how we are doing Strategies and plans, performance indicators, audits inspection and reviews.			
Sub classes		Description Covers information relating to:	Where available –
3.1	Reports/Plans	Annual Reports Corporate and Business Plans	Director of Finance
		Teaching and Learning Strategy Academic Quality Standard	Head of Quality
3.2	External Review Information	<ul style="list-style-type: none"> • Annual Monitoring Visits • College Committees 	Clerk to the Corporation
3.3	Corporate Relations	<ul style="list-style-type: none"> • Links with employers • Development learning programmes 	Clerk to the Corporation
3.4	Government and regulatory reports	<ul style="list-style-type: none"> • Accreditation and monitoring reports by professional, statutory or regulatory bodies (Ofsted) • Information given to funding or monitoring bodies 	www.ofsted.gov.uk
4. How we make decisions Decision making processes and records of decision. Some information from Corporation and committee minutes will be exempt where it contains personal information or that which may damage the commercial interest of the college or threaten health and safety of individuals			
Sub classes		Description Covers information relating to:	Where available –
4.1	Record of Decisions	<ul style="list-style-type: none"> • Minutes of from governing body, academic board, CLEG, curriculum and non curriculum committees <p>These would include:</p> <ul style="list-style-type: none"> - Corporation committees - Teaching and learning committee - staff/learner consultation meetings. 	Clerk to the Corporation

		<ul style="list-style-type: none"> - Appointment committees - Procedures for different committees 	
5. Our Policies and procedures Current written protocols and procedures for delivering services and responsibilities			
Sub classes		Description Covers information relating to:	Where available –
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> • Codes of Practice • Memoranda of Understanding • Procedural rules • Standing orders • Procedures for handling requests for information 	Clerk to the Corporation
5.2	Procedures and policies relating to academic services (some of these policies may already be covered in class 3)	<ul style="list-style-type: none"> • Policies and procedures related to changing courses • Regulation and policy on student assessment. • Appeal procedures • Policy on breach of assessment regulations • College Development Plan • College Quality Strategy 	From Head of Quality
5.3	Procedures and Policies relating to student services.	Policies and Procedures as they apply to: <ul style="list-style-type: none"> • Student admission and registration • Accommodation • Management of student record systems • Assessment of external qualifications • Internal student complaints and appeals. • Student disciplinary code 	From Director of Learner Support
5.4	Procedures and Policies relating to human resources	Full range of human resources policy and procedures such as: <ul style="list-style-type: none"> • Terms of conditions of employment 	Director of Human Resources

		<ul style="list-style-type: none"> • Collective bargaining. • Consultation with Trade Unions • Recruitment (details of current vacancies to be made available). • Grievance • Disciplinary • Harassment and bullying • Public internet disclosure • Staff Development – Induction, Probation, Appraisal, promotion 	
5.5	Procedures and Policies relating to recruitment	<ul style="list-style-type: none"> • Recruitment Selection Procedure • List of job vacancies 	Director of Human Resources
5.6	Equality and Diversity	<ul style="list-style-type: none"> • Policy • College statement • Guidelines relating to equal opportunities – face, gender, disability, sexual orientations 	Head of Quality
5.7	Estate Management body	<ul style="list-style-type: none"> • Disposal Policy • Estates strategy and plan • Facilities management policies • Grounds and building maintenance 	Head of Estates
5.8	Records management and personal data policies.	<ul style="list-style-type: none"> • Security Policies • Retention policies • Achievement policies • Data protection (including data sharing) policies 	Director of LDMIS
5.9	Other Policies and procedures	<ul style="list-style-type: none"> • Code of conduct from members of the governing body. • Health and Safety • Complaints policy and procedures (including request for information and operation of a publication scheme) 	Clerk to the Corporation Health & Safety Manager Director of Human Resources and student handbook

6. List of Registers Includes information contained in currently maintained lists and registers.			
Sub classes		Description Covers information relating to:	Where available –
6.1	List of Asset registers	Categories of asset registers: <ul style="list-style-type: none"> • Buildings • Computer Equipment • Computer Software • Furniture and Other • Inherited Land • Motor Vehicles 	Director of Finance
7. The Service we offer Information about the services the college offers including: leaflets, guidance, newsletters etc. An extension of part of the first class of information and includes details of the services provided by the college as a result of the rates and responsibilities detailed in class 1.			
Sub classes		Description Covers information relating to:	Where available –
7.1	Services offered	<ul style="list-style-type: none"> • Prospectus and course content • Health Advice • Welfare and Finance advise • Mentoring • Enrichment (sport and non sport) • Advice and Guidance • Careers and Connexion Services • Multi – Faith Chaplaincy • Media releases/campaigns • Marketing and Advertisement materials and activities 	www.conel.ac.uk Director of Learner Support Head of Marketing