College Policy

Freedom of Information Act Publication Scheme

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FREEDOM OF INFORMATION PUBLICATION SCHEME

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.

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 The College of Haringey, Enfield & North East London is an autonomous further education corporation set up under Further and Higher Education Act 1992. It is a major provider of further education in Haringey and Enfield. 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, of if you have any questions, comments or complaints about this scheme, please make your requests to the Publication scheme contact person.

**The Head of Governance
(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@conel.ac.uk

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

7.1   You have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including 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 the 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.**
1.1	**Location of contact details**	• Information on location and contact details for the College e.g. name, phone numbers, email addresses	www.conel.ac.uk
1.2	**Legal Framework**	• How the institution was established and it's standing from the point of view of the law. Instrument of Articles of Government legal status conferred by Further and Higher Education Act 1992	http://www.legislation.gov.uk/ukpga/1992/13/contents
1.3	**The College's decision-making structure**	• How the College's management structure is organised and the function and purpose of each part of the management structure	Principal
1.4	**How the College is organised**	• 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 groups • Appointment committees and procedures. • Organisational Structure Charts • Description of work/responsibilities of units	Head of Governance www.conel.ac.uk www.conel.ac.uk
1.5	**List of information**	• Organisations the College works in partnership with e.g. Employer Providers	Head of Governance www.conel.ac.uk
1.6	**Student activity**	• Student Union and associated clubs • Governor/Student Forum • School representative Forum(s) • Enrichment activities	Vice Principal Curriculum & Learner Experience

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**	• Sources of Funding and income e.g. funding grants, tuition fees, endowment and investment income (including investment strategies)	Vice Principal Finance & Resources
2.2	**Budgetary, Account information and Financial audit reports**	• Annual statement of accounts, including financial audit reports • Capital programmes • Financial regulations and procedures. • Procurement and tender procedures and reports • Contracts • Suppliers • Staff pay award and grading structures	www.conel.ac.uk Head of Governance for audit reports Vice Principal Finance & Resources for financial information Director of Human Resources for staff information

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 • Teaching and Learning Strategy • Academic Quality Standard	Vice Principal Finance & Resources Vice Principal Curriculum & Learner Experience
3.1	**External Review Information**	• Annual Monitoring Visits • College Committees	Vice Principal Curriculum & Learner Experience Head of Governance www.conel.ac.uk
3.3	**Corporate Relations**	• Links with employers. • Development learning programmes.	Vice Principal Curriculum & Learner Experience
3.4	**Government and regulatory reports**	• Accreditation and monitoring reports by professional, statutory or regulatory bodies (Ofsted) • Information given to funding or monitoring bodies	www.ofsted.gov.uk Vice Principal Finance and Resources

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**	• Minutes from the governing body and its committees • Appointment of Staff	Head of Governance www.conel.ac.uk Director of Human Resources

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**	• Codes of Practice • Memoranda of Understanding • Procedural rules • Standing orders • Procedures for handling requests for information	Head of Governance www.conel.ac.uk www.conel.ac.uk
5.2	**Procedures and policies relating to academic services (some of these policies may already be covered in class 3)**	• 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	Vice Principal Curriculum & Learner Experience www.conel.ac.uk
5.3	**Procedures and Policies relating to student services**	Policies and Procedures as they apply to: • Student admission and registration • Accommodation • Management of student record systems • Assessment of external qualifications • Internal student complaints and appeals. • Student disciplinary code	Vice Principal Curriculum & Learner Experience

5.	Our Policies and procedures Current written protocols and procedures for delivering services and responsibilities		
Sub classes		**Description Covers information relating to:**	**Where available –**
5.4	**Procedures and Policies relating to human resources**	Full range of human resources policy and procedures such as: • Terms of conditions of employment • 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	Director of Human Resources
5.5	**Procedures and Policies relating to staff recruitment**	• Recruitment Selection Procedure • List of job vacancies	Director of Human Resources www.conel.ac.uk
5.6	**Equality and Diversity**	• Policy • College statement • Guidelines relating to equal opportunities – face, gender, disability, sexual orientation	www.conel.ac.uk www.conel.ac.uk Vice Principal Curriculum & Learner Experience
5.7	**Estate Management**	• Disposal Policy • Estates strategy and plan • Facilities management policies • Grounds and building maintenance	Vice Principal Finance & Resources
5.8	**Records management and personal data policies**	• Security Policies • Retention policies • Achievement policies • Data protection (including data sharing) policies	Vice Principal Finance & Resources www.conel.ac.uk
5.9	**Other Policies and procedures**	• Code of conduct from members of the governing body • Complaints policy and procedures (including request for information and operation of this publication scheme) • Health and Safety	Head of Governance Head of Governance Vice Principal Finance & Resources

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: • Buildings • Computer Equipment • Computer Software • Furniture and Other • Inherited Land • Motor Vehicles	Vice Principal Finance & Resources

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**	• Prospectus and course content • Health Advice • Welfare and Finance advice • Mentoring • Enrichment • Advice and Guidance • Careers Services • Safeguarding • Media releases/campaigns • Marketing and Advertisement materials and activities	www.conel.ac.uk Vice Principal Curriculum & Learner Experience