

# HIGHBURY COLLEGE PORTSMOUTH

## IT Services

### Access to Information & Publication Scheme

#### **1. Background / Introduction**

- 1.1 Highbury College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.
- 1.2 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, which include further education colleges.
- 1.3 Highbury College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges in October 2008. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available.
- 1.4 In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is covered under section 3 of this policy.

#### **2. How to Access Information**

- 2.1 Highbury College will make available information it holds whether or not listed in the Guide to the Publication Scheme if assessed reasonable and unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.
- 2.2 Some documents covered by the scheme are published in electronic format via the college's website at [www.highbury.ac.uk](http://www.highbury.ac.uk) or other websites as indicated. Some documents are only available in hard copy and will be provided on request.
- 2.3 A Freedom of Information request form is attached to this policy as section 4
- 2.4 Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College may make a charge. The charge will normally comprise the cost of photocopying or scanning (current

photocopying charges and scanning charges are each 10p plus VAT per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the College may waive the fee at its absolute discretion.

- 2.5 The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Freedom of Information Officer  
Highbury College  
Tudor Crescent  
Portsmouth PO6 2SA

Tel 02392 88 2813  
Email [foi@highbury.ac.uk](mailto:foi@highbury.ac.uk)

- 2.6 The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

- 2.7 We ask that requests are made in writing and a response will normally be made within 20 working days.

### **3. Publication Scheme**

- 3.1 Guide to the documents available under the Publication Scheme is presented below.
- 3.2 This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the Freedom of information Officer. Some information may in some circumstances be exempt from disclosure.
- 3.3 Items with an asterisk \* are held on the College website at [www.highbury.ac.uk](http://www.highbury.ac.uk)

<b>1 Who we are and what we do</b>		
<b>Sub classes</b>		<b>Documents</b>
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>• Instrument and Articles of Governance</li> <li>• Legal status - conferred by the Further and Higher Education Act 1992 <a href="http://www.legislation.hmso.gov.uk/acts.htm">http://www.legislation.hmso.gov.uk/acts.htm</a></li> <li>• Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li> </ul>
1.2	<b>How the institution is organised</b>	<ul style="list-style-type: none"> <li>• College structure charts</li> <li>• Introduction to the College</li> <li>• College Calendar*</li> <li>• College Policies*</li> <li>• List of Governors*</li> <li>• Register of Interests of Governors</li> <li>• Governing Body and Committee structure chart*</li> <li>• Standing Orders*</li> <li>• Terms of reference &amp; membership of Governing Body and committees*</li> </ul>
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b>	<ul style="list-style-type: none"> <li>• SFA</li> <li>• Ofsted</li> <li>• DIUS</li> <li>• DCSF</li> <li>• Examining Boards</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Sector Skills Councils</li> <li>• HEFCE</li> </ul>
1.4	<b>Location and contact details</b>	<p>Switchboard 02392 38 3131  Email: <a href="mailto:info@highbury.ac.uk">info@highbury.ac.uk</a>  Website: <a href="http://www.highbury.ac.uk">www.highbury.ac.uk</a></p> <p>Address:  Highbury College  Tudor Crescent  Portsmouth, Hants, PO6 2SA</p>
1.5	<b>Student activities</b>	<ul style="list-style-type: none"> <li>• Students' Union Constitution</li> <li>• List of Officers</li> </ul>
<b>2 What we spend and how we spend it</b>		
<b>Sub classes</b>		<b>Documents</b>

2.1	<b>Funding/ income</b>	<ul style="list-style-type: none"> <li>• Annual Budget as approved by Corporation</li> <li>• Annual audited financial statements</li> <li>• Purchasing / Tendering procedures</li> <li>• Insurance policy</li> <li>• Pension schemes</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence rates</li> </ul>
2.2	<b>Budgetary and account information</b>	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Annual budget as approved by Corporation</li> <li>• Management accounts as reported to Corporation</li> </ul>
2.3	<b>Financial audit reports</b>	<ul style="list-style-type: none"> <li>• Annual financial statements and regularity audit report</li> <li>• Annual internal audit report</li> </ul>
2.4	<b>Capital programme</b>	<ul style="list-style-type: none"> <li>• Project Manager reports to Corporation on progress of capital projects</li> <li>• Annual capital budget as approved by Corporation</li> </ul>
2.5	<b>Financial regulations and procedures</b>	<ul style="list-style-type: none"> <li>• Financial regulations, including procurement policy</li> </ul>
2.6	<b>Staff pay and grading structures</b>	<ul style="list-style-type: none"> <li>• Salary grades &amp; pay structure</li> </ul>
2.7	<b>Register of suppliers</b>	<ul style="list-style-type: none"> <li>• Register of College suppliers</li> </ul>
2.8	<b>Procurement and tender procedures and reports</b>	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Contracting and tendering procedures</li> </ul>
2.9	<b>Contracts</b>	<ul style="list-style-type: none"> <li>• Annual report on contracts valued over £20,000</li> </ul>

### **3 What our priorities are and how we are doing**

<b>Sub classes</b>		<b>Documents</b>
3.1	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Annual report*</li> </ul>
3.2	<b>Corporate and Business Plans</b>	<ul style="list-style-type: none"> <li>• Strategic plan</li> </ul>

3.3	<b>Teaching &amp; Learning Strategy</b>	<ul style="list-style-type: none"> <li>• Student support and supervision arrangements (ALS)</li> <li>• Tutorial management</li> <li>• Lesson Observations procedure/ feedback</li> </ul>
3.4	<b>Academic Quality &amp; Standards</b>	<ul style="list-style-type: none"> <li>• Annual Self-Assessment Report</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Course Portfolio</li> <li>• Student Perception Survey</li> <li>• Assessment appeals</li> <li>• Course reviews</li> <li>• Internal verification</li> <li>• External Verifier report action plans</li> <li>• Quality policy</li> </ul>
3.5	<b>External Review Information</b>	<ul style="list-style-type: none"> <li>• List of external reviews and outcomes (reported to Planning &amp; Performance Committee)</li> </ul>
3.6	<b>Corporate Relations</b>	<ul style="list-style-type: none"> <li>• Marketing strategy</li> </ul>
3.7	<b>Government &amp; Regulatory Reports</b>	<ul style="list-style-type: none"> <li>• Ofsted Inspection Report : last report can be accessed at</li> <li>• <a href="http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130697/(type)/524288,1048576/(typename)/Colleges">http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130697/(type)/524288,1048576/(typename)/Colleges</a></li> </ul>
<b>4 How we make decisions</b>		
<b>Sub classes</b>		<b>Documents</b>
4.1	<b>Minutes from governing body, council, academic boards and steering groups</b>	<ul style="list-style-type: none"> <li>• <i>Minutes* and papers of Governing Body meetings and Steering Groups etc.</i> Remuneration Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential but the reasons for this will be given, including the date of review or release.</li> </ul>
4.2	<b>Teaching and learning committee minutes</b>	<ul style="list-style-type: none"> <li>• Minutes of Management Boards meetings</li> </ul>
4.3	<b>Minutes of staff / student consultation meetings</b>	<ul style="list-style-type: none"> <li>• Minutes of Course Representatives committees</li> </ul>

4.4	<b>Appointment committees and procedures</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures*</li> <li>• Appointment procedures for Governors and External Members*</li> </ul>
<b>5 Our policies and procedures</b>		
<b>Sub classes</b>		<b>Documents</b>
5.1	<b>Policies and procedures for conducting college business</b>	<ul style="list-style-type: none"> <li>• College Policies</li> <li>• Management Procedures</li> </ul>
5.2	<b>Procedures and policies relating to academic services</b>	<ul style="list-style-type: none"> <li>• Examination management</li> <li>• Examinations special arrangements</li> <li>• Admissions &amp; Enrolment</li> <li>• Policy on plagiarism</li> <li>• External examination bodies regulations</li> </ul>
5.3	<b>Procedures and policies relating to student services</b>	<ul style="list-style-type: none"> <li>• Student Handbook including information on <ul style="list-style-type: none"> <li>❖ Welfare/advice services</li> <li>❖ Health services</li> <li>❖ Careers services</li> <li>❖ Sports and recreational facilities</li> <li>❖ Finance</li> </ul> </li> <li>• Learning development and support</li> <li>• Services for students with special needs</li> <li>• Opening hours of libraries</li> <li>• Guide to Library Services and Library rules</li> <li>• Copyright guidelines</li> <li>• IT usage - codes of practice</li> </ul>
5.4	<b>Procedures and policies relating to human resources</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Grievance policy</li> <li>• Disciplinary &amp; Performance policy</li> <li>• Harassment and bullying policy</li> <li>• Sickness Absence/Leave Policy</li> <li>• Health and safety policy</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Staff Training and Development Policy</li> <li>• Induction</li> <li>• Probationary review</li> <li>• Performance Development Review Scheme</li> <li>• Investors in People Assessment report</li> </ul>

5.5	<b>Procedures and policies relating to recruitment</b>	<ul style="list-style-type: none"> <li>Recruitment Policies and procedures</li> </ul>
5.6	<b>Code of Conduct for members of governing bodies</b>	<ul style="list-style-type: none"> <li>Code of Conduct for members of governing body</li> </ul>
5.7	<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>Single Equality Scheme</li> <li>Equal Policy</li> <li>Race Equality Policy</li> <li>Equalities Targets</li> </ul>
5.8	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy</li> </ul>
5.9	<b>Estate management</b>	<ul style="list-style-type: none"> <li>Property strategy and plan</li> <li>Tendering policies</li> <li>Disposal policies</li> </ul>
5.10	<b>Complaints policies and procedures</b>	<ul style="list-style-type: none"> <li>Student/ Customer Concerns &amp; Complaints Procedure</li> <li>Staff Complaints Procedure</li> <li>Complaints against the Governing Body (in Standing Orders)*</li> <li>Complaints about the Freedom of Information procedures (Publication Scheme)*</li> </ul>
5.11	<b>Records management and personal data policies</b>	<ul style="list-style-type: none"> <li>IT Security policies</li> <li>Data retention and archive policy</li> <li>Data protection policy *</li> <li>Access to information/ publication scheme*</li> </ul>
5.12	<b>Charging regimes and policies</b>	<ul style="list-style-type: none"> <li>Tuition Fees Policy including <ul style="list-style-type: none"> <li>➤ Information for home/EU students</li> <li>➤ Information for international students</li> <li>➤ Information on other charges</li> </ul> </li> </ul>

## **6 Lists and Registers**

We expect this to be information contained only in currently maintained lists and registers.

<b>Sub classes</b>		<b>Documents</b>
6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>	<ul style="list-style-type: none"> <li>Register of Interests</li> </ul>
6.2	<b>Asset registers</b>	<ul style="list-style-type: none"> <li>Asset register</li> </ul>

6.3	<b>Disclosure logs</b>	<ul style="list-style-type: none"> <li>• Freedom of Information/ Data Protection Requests log</li> </ul>
<b>7 The services we offer</b>		
<b>Sub classes</b>		<b>Documents</b>
7.1	<b>Prospectus and Course content</b>	<ul style="list-style-type: none"> <li>• Course leaflets*</li> <li>• Prospectus including* <ul style="list-style-type: none"> <li>❖ Term dates</li> <li>❖ Structure of courses</li> <li>❖ Qualification gained</li> <li>❖ Changing courses</li> <li>❖ Work experience</li> </ul> </li> </ul>
7.2	<b>Health Advice</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Staff induction materials</li> </ul>
7.3	<b>Careers Advice</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
7.4	<b>Chaplaincy Services</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	<ul style="list-style-type: none"> <li>• Tuition fee policy*</li> </ul>
7.6	<b>Sports &amp; recreational facilities</b>	<ul style="list-style-type: none"> <li>• Student Handbook*</li> </ul>
7.7	<b>Museums, libraries, special collections and archives</b>	<ul style="list-style-type: none"> <li>• Library catalogues</li> </ul>
7.8	<b>Conference facilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.9	<b>Advice and guidance</b>	<ul style="list-style-type: none"> <li>• Student Handbook*</li> </ul>
7.10	<b>Local campaigns</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.11	<b>Media releases</b>	<ul style="list-style-type: none"> <li>• Press releases*</li> </ul>



#### 4. Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/ Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

##### 1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)	
.....	
First Name	Surname
.....	
Address	
.....	
Telephone	E-mail address
.....	

##### 2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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**3. Other Information** (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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**4. Data Protection Notice** – The personal details you have provided to Highbury College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature .....
Date ..... ....

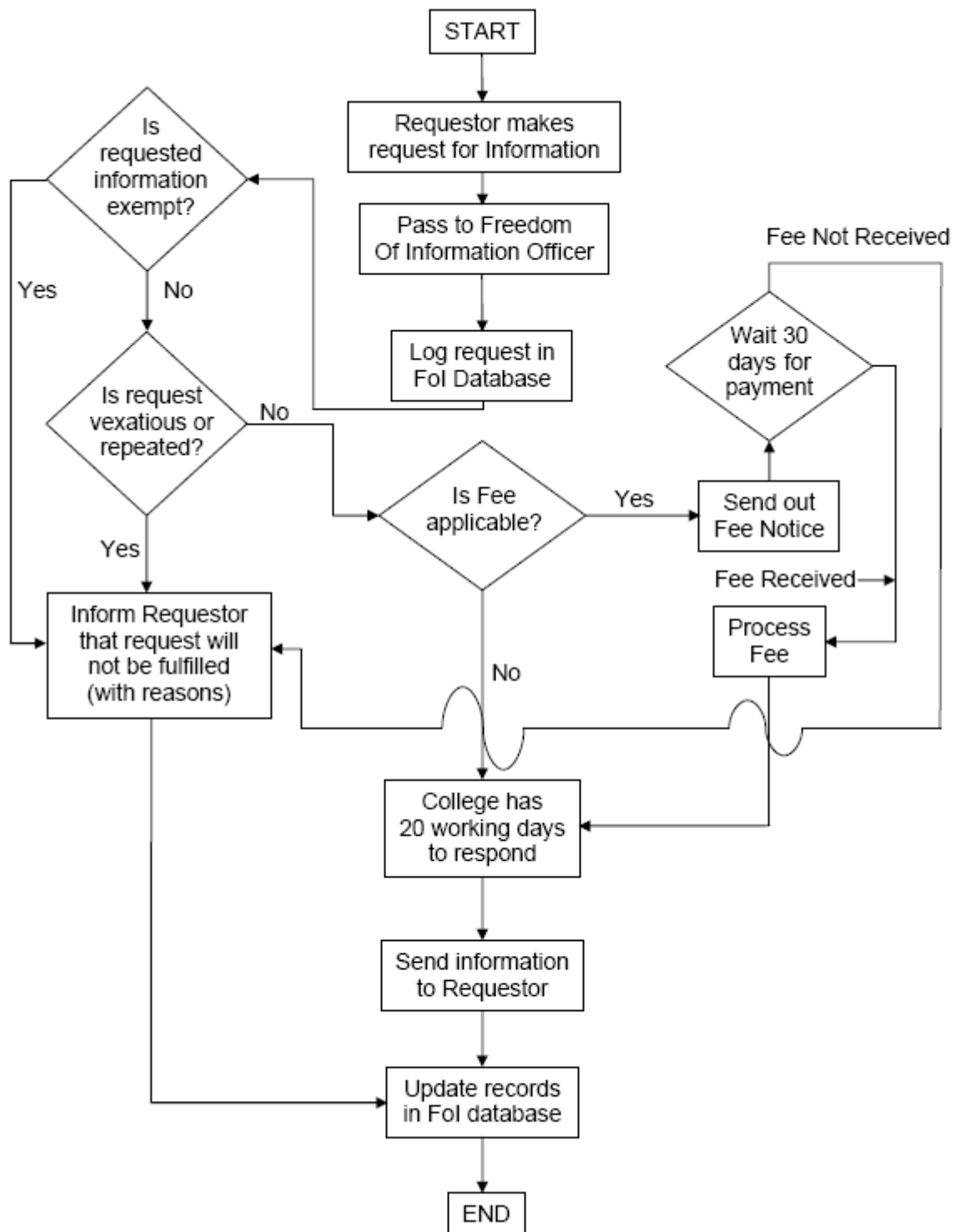
**Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment**

Please send your completed request form to :

Freedom of Information Officer  
Highbury College  
Tudor Crescent  
Portsmouth  
PO6 2SA

Telephone number: 02392 882813  
E-mail: [foi@highbury.ac.uk](mailto:foi@highbury.ac.uk)

## 5. Freedom of Information Procédure



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