# Publications Scheme
# (Freedom of Information)

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| **Procedure name:** | **Publications Scheme (Freedom of Information)** |
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| **Created by:** | **Data Protection Officer** |
| **Approved by:** | **Executive Leadership Team** |
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# Contents

## 1. Purpose

In line with the Freedom of Information Act 2000, Warrington & Vale Royal College is committed to promote open access to information covered by its publication scheme.

Warrington & Vale Royal College has adopted the model publication scheme developed for the further education sector.

The information provided under the publication scheme falls into seven classes/categories:

- 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

## 2. Scope

The college recognises that it has a statutory obligation under the Freedom of Information Act 2000 to promote open access to information held by the college in carrying out its business activities.

The college will adhere to a publication scheme which will enable the direct download of publications and documents from its website or where necessary give direct contact details for information requests other than by download.

If the college cannot supply requested information an explanation will be given.

Some information is generally exempt from release.  Exemptions include:

- Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.

- Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.

- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.

- Investigations and proceedings. If an investigation is on-going it is unlikely that we will be able to let you have information until all proceedings are finalised.

- Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.

- Information that the Principal of the college decides is not in the public interest to disclose.
- Information provided on request will be free of charge (multiple copies will be charged per additional copy) unless otherwise indicated in the scheme

### 3. Responsibility

The Data Protection Officer will be responsible for the management and implementation of the scheme.

Overall responsibility lies with the Executive.

### 4. Procedure

The college publication scheme will be published on the college website and updated as required.

The public can download all documents available on the website free of charge.

For information not available on the website, the public can request copies in writing or by email.  Contact details will be published under the publication scheme.

The request should include name and address or email address and a clear description of the information required.

The college will endeavour to supply the information requested within 5 working days of receipt of the request.

The college will adhere to the publication scheme at all times (see Appendix 1).

### 5. Monitoring

The monitoring of this scheme will be the responsibility of the Data Protection Officer

**Appendix 1**

**WARRINGTON & VALE ROYAL COLLEGE**

**PUBLICATION SCHEME – INTRODUCTION**

**1      Legal requirement**

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000.  This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

**2      What is a publication scheme?**

A publication scheme is a document which describes the information a public authority publishes, or intends to publish.  In this context, 'publish' means to make information available, routinely.  These descriptions are called 'classes of information'.  The scheme is not a list of 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.

A publication scheme must set out the classes, or categories, of information published as listed below:

- 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

It must also make clear how the information described can be accessed and whether or not charges will be made. This is attached in the second part of the scheme.

**3      The 'model' publication scheme for higher education/further education**

Warrington & Vale Royal College has adopted the model publication scheme developed for the further education sector and is therefore committed to publishing the information it describes.

This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland.  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.  However, to reflect the diversity in size and function of institution, a number of optional classes of information are included.  As a result, models within the sector will vary slightly.  Any optional classes relevant to us have been included in our scheme.

## 4 Who we are/What we do

Warrington & Vale Royal College is a General Further Education College with campuses in Warrington & Winsford. Warrington & Vale Royal College was born out of the merger between Warrington Collegiate and Mid Cheshire College, which took place on the 1 August 2017.

## 5 Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme.

Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact:

Data Protection Officer
Warrington & Vale Royal College
Winwick Road
Warrington
WA2 8QA
Tel: 01925 494468
Email:lchurchill@wvr.ac.uk

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

## 6 What about information not covered by the publication scheme?

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public body to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

The college has to respond no later than 20 working days following the date of receipt of the request.

You should note we are not required to release information to which an exemption in the Act legitimately applies. However, where this is the case, we will explain to you why we are not releasing information and we may also have to justify this to the Information Commissioner.

Exemptions include:

- Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.

- Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.

- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.

- Investigations and proceedings. If an investigation is on-going it is unlikely that we will be able to let you have information until all proceedings are finalised.

- Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.

- Information that the Principal of the college decides is not in the public interest to disclose.

- Information in respect of which a claim to legal professional privilege or, in Scotland, to confidentiality of communications could be maintained in legal proceedings is exempt information.

- The duty to confirm or deny does not arise if, or to the extent that, compliance would involve the disclosure of any information (whether or not already recorded) in respect of which such a claim could be maintained in legal proceedings.

## 7    Our Policy on Charging for Information

Much of our information is available to you free of charge. However, Warrington & Vale Royal College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with that Act and any other relevant legislation.

The following criteria will be considered when determining costs:

- Identifying whether the college actually holds the information;
- Locating the information or documents containing the information;
- Retrieving such information or a document which may contain the information;
- Extracting the information from the document containing it (including editing or redirecting information). 9.3 The costs attributable to the time that person(s) are expected to spend on these activities on behalf of the College is set at £25 per person per hour.

If a charge for information is applicable, this will be notified and payment required prior to the information being provided.

## 8    Feedback

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.


Data Protection officer
Warrington & Vale Royal College
Winwick Road

Warrington
WA2 8QA
If we are unable to resolve any complaint, you can complain to the Information
Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

## 9    Further information

More information about the Freedom of Information Act is available on the Information
Commissioner's Office website at

https://ico.org.uk/

**WARRINGTON & VALE ROYAL COLLEGE**

**PUBLICATION SCHEME – Part 2**

**Appendix A**

**Model Publication Scheme for Further Education Colleges**

| **1. Who we are and what we do** Organisational information, structures, locations and contacts | | |
|---|---|---|
| **Class** | **Description** | **Manner** |
| Legal Framework | The College's legal status stems from the Further and Higher Education Act 1992, as amended by the Learning and Skills Act 2000. The 1992 Act established the College as an independent corporation, with exempt charity status. As a result, legally, the College's Corporation Board is responsible for how the College is run but within the framework of the 1992 Act, as set out in the Instruments and Articles of Government. Supporting Documents: <br><br>• Instruments and Articles of Government <br>• http://www.legislation.gov.uk/ukpga | Website <br><br>Government website |
| How the institution is organised | Details of Governing Board: <br><br>• Governor Code of Conduct <br>• Standing Orders <br>• Financial Plans <br>• Corporation and Committee Structure <br>• Committees (including membership) <br>• Terms of Reference <br><br>Details of College's Senior Leadership Team. <br><br>• Senior Leadership Team structure / role profiles <br><br>College policies and procedures | All available on the College website <br><br><br><br><br><br><br><br><br><br> Available on request Website / on request |

| Location and contact details | Details of College address, contact telephone numbers, email addresses, and directions | Website |
|---|---|---|

| Partnerships | Warrington & Vale Royal College work in partnership with:<br>• Funding Agencies<br>• Ofsted<br>• Awarding Bodies<br>• Employers<br>• Local Authorities<br>• FE Colleges<br>• University of Chester<br>• Warrington and Halton NHS Trust | All available on request |
| Marketing, recruitment and public relations | Publications relating to student recruitment and publicising our facilities and activities:<br><br>• Prospectus (including entry requirements for courses)<br>• Open days<br>• Press releases<br>• Course Brochures<br>• Newsletters<br>• Social Media | Website/Paper<br><br>Website/Social Media<br>Website<br>Website /Paper<br>Website / Paper<br>Social Media |

## 2. What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

| Class | Description | Manner |
|---|---|---|
| Funding/Income | Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income:<br><br>• Annual Report / Financial Statement<br>• Fee Policy<br>• Subcontractor fees and charges policy | All available on the website |

| Budgetary and account information | Annual statement of accounts and other information to allow the public to see where money is being spent:<br><br>• Annual Report / Financial Statement | |
|---|---|---|
| | | Website |

| Financial audit reports | Audit opinion as contained within the annual report and financial statements:<br><br>• Annual Report / Financial Statement<br>• External Audit Report (part of financial statement) | All available on the website |
|---|---|---|
| Capital programme | Information of major plans for capital expenditure.<br><br>Information related to capital expenditure upon completion of the project when accounts have been audited. | Available on request |
| Financial regulations and procedures | Financial regulations and procedures including procurement.<br><br>• Financial Regulations | Available on request |
| Register of Suppliers | A list of suppliers used within College | Available on request |
| Procurement and Tendering | • Details of procedures used for the acquisition of goods and services<br>• Supplier terms and conditions of goods and services | Available on request<br><br>Website |
| Staff pay and grading structures | • Remuneration of senior staff as published in financial statements<br>• Information on the grading structures used within College and the associated salaries<br>• Pension Scheme information as contained in the financial statements | Website<br>Available on request<br><br><br>Website |

## 3. What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews.

| Class | Description | Manner |
|---|---|---|
| Corporate and business plans | • Strategic plan | Available on request |
| Vision and values | • College vision and values | Website |
| Academic quality and standards | Information about the College's internal quality audit programme and annual review:<br><br>• Internal Quality Assurance policy | Website |

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| | • Internal quality assurance policy for non - accredited provision | Website |
| | Information on assessment procedures and outcomes:<br><br>• Non – Examination Assessment policy<br>Information relating to the College's performance and its standards.  The Self-Assessment Report includes:<br><br>• Achievement results<br>• Retention results<br>• Attendance levels | Available on request<br><br><br><br>Available on request |
| Government and regulatory reports | Information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing:<br><br>• Ofsted Inspection report<br><br>Government reports on FE such as:<br><br>• Qualification Success Rates | Ofsted website |

| | | Associated websites |
|---|---|---|
| | • Young Peoples Funding Agency<br>• Education and Skills Funding Agency<br>• National top ten point score per exam entry | |

## 4. How we make decisions
Decision making process and records of decisions.

| Class | Description | Manner |
|---|---|---|
| Minutes from the governing board/committee meetings | Supporting documents include minutes from Governing Board meetings:<br><br>• Full Governing Board<br>• Finance and Resources Committee<br>• Audit Committee<br>• Standards and Curriculum Committee<br>• Search and Governance Committee<br>• Senior Staff Salaries Committee | College website<br>Available on request<br>Available on request<br>Available on request<br>Available on request<br>Available on request |

## 5. Our policies and procedures
Written protocols, policies and procedures for delivering our services and responsibilities.

| Class | Description | Manner |
|---|---|---|
| Policies and procedures relating to academic services | • Acceptable Use of IT policy<br>• Non – Examination Assessment policy<br>• Learner Involvement policy<br>• Work Experience policy<br>• Student Assessment Malpractice policy<br>• Controlled Assessment policy<br>• Observation of Teaching, Learning and Assessment policy<br>• Internal Appeals policy | Website<br><br>All available on request |

| Policies and procedures relating to Learner services | • Admissions policy for Entry onto<br>• Full -Time Programmes Refund Policy<br>• HE Refund and Compensation policy<br>• Student Criminal Conviction policy<br>• External Speaker/Guest policy<br>• Student disciplinary policy<br>• Child and Vulnerable Adult Protection and Safeguarding policy<br>• Bullying and harassment policy<br>• Student drug and alcohol policy<br>• Student Health and wellbeing policy<br>• Personal Emergency Evacuation<br>• Plan policy<br>• Student Code of Conduct<br>• Student Medication policy<br>• Student Trips and Visits policy<br>• Exams and Assessment Access Arrangements Policy | Website<br><br>Website<br>All others available on the request |
|---|---|---|
| Policies and procedures relating to human resources | • Whistle blowing policy<br>• Working together policy<br>• Recruitment and selection procedure<br>• Family friendly procedures<br>• General leave policy<br>• Grievance policy<br>• Managing discipline policy<br>• Managing absence procedure<br>• Managing underperformance procedure<br>• Personal development procedure<br>• Recognition procedure<br>• Social Media Policy<br>• Teaching Staff probationary period policy<br>• Support Staff probationary period policy<br>• Acceptable Use of IT policy<br>• Retirement policy<br>• Travel and Expenses policy and procedure<br>• Staff Assessment Malpractice policy<br>• Staff Code of Conduct<br>• Excess Travel policy and procedure | All available on request |

| | | |
|---|---|---|
| | • Avoiding Redundancy procedure<br>• DBS and Rehabilitation of Offenders policy<br>• Overtime procedure<br>• Pension Scheme Regulations policy<br>• Conflict of Interest policy | |
| Equality and diversity | • Equality, Diversity & Inclusion Policy | Available on the website |

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|---|---|---|
| Health and safety / Estate management | • Health and safety policy<br>• CCTV policy<br>• Visitor policy<br>• Lone Working procedure<br>• First Aid policy<br>• Emergency Closing Down procedure<br>• Control of Substances Hazardous to health procedure<br>• Environmental and Sustainability policy | Website<br>All others available on request |
| Finance and Risk Management | • Risk Management policy<br>• Critical Incident Management Plan | All available on request |
| Complaints policies and procedures | • Customer Compliments and Complaints policy<br>• Persistent and Vexatious Complaints Policy | Website |

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|---|---|---|
| Records management and personal data policies and procedures | <ul><li>Freedom of information policy</li><li>Data protection policy</li><li>GDPR - Individual rights policy</li><li>Subject Access Rights procedure</li><li>Data breach notification policy and procedure</li><li>Data Retention policy</li><li>Information Security policy</li><li></li></ul> | Website<br>All others available on request |

### 6. List and registers
Information contained only in currently maintained lists and registers.

| Class | Description | Manner |
|---|---|---|
| Information we are legally required to hold in registers | <ul><li>Asset register</li><li>Freedom of Information requests log</li><li>Information asset register (IAR)</li><li>Data Breach Register</li></ul> | All available on request |

### 7. The services we offer
Information about the services we offer, including leaflets, guidance and newsletters.

| Class | Description | Manner |
|---|---|---|
| Prospectus and course offer | <ul><li>Prospectus and course offer</li></ul> | Website |
| Student enrolment and admission | Information relating to admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of students' records, the coordination of student funding arrangements:<br><ul><li>Non – Examination Assessment policy</li><li>Fee policy</li><li>College bursary funds policy</li><li>Admissions policy for Entry onto Full-Time Programmes</li></ul> | Available on request<br><br>All others available on the website |

| Welfare and counselling services | Information detailing Additional Learning Support offered:<br><br>• Learning Support Procedures | Website |
|---|---|---|
| Other student facilities | Student life page of the College websites, including:<br><br>• Extra - curricular programme<br>• Student social spaces<br>• College catering | All available on the website |