



# **POLICY ON ACCESS TO INFORMATION & PUBLICATION SCHEME (FOI)**

**2016/17**

## **Purpose**

The Freedom of Information Act 2000 (section 19) stated that all colleges must adopt a FOI publication scheme. The purpose of the Act was to promote greater openness by public authorities, which include further education colleges.

It is the responsibility of everyone in the organisation to understand and implement this policy

<b>Policy Number and Version:</b>	<b>DP (01) v1</b>
<b>Authorisation Body:</b>	<b>Senior Leadership Team</b>
<b>Approval Date:</b>	<b>June 2017</b>
<b>Next Review:</b>	<b>January 2019</b>
<b>Responsible Manager:</b>	<b>Head of MIS and Examinations</b>

## **Introduction**

The Blackpool Sixth Form College (the college) has adopted this Model Publication Scheme, produced in October 2008 by the Information Commissioner's Officer for further education colleges. The Scheme provides a description of the 'classes' or types of information that the Information Commissioner expects colleges of further education to make available – see below.

In addition, 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 attached in Appendix 1.

## **Main classes of information**

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

## **How to access information**

The college will make available information it holds under the guide at Appendix 1 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 at Appendix 1 in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at [www.blackpoolsixth.ac.uk](http://www.blackpoolsixth.ac.uk) or other websites as indicated. Other documents may only be available in hard copy and most will be provided on request subject to Confidentiality and Commercial Sensitivity restrictions.

We ask that requests are made in writing to the Clerk to the Corporation and a response will normally be made within 20 working days.

## **Charging Policy**

The college will produce publications and documents in electronic formats where it is reasonably practical to do so.

Printed information on courses and services offered by the college is available, usually free of charge, as are packs issued to people responding to notices of job vacancies. For items, not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the college will usually make a charge. The charge will normally comprise the cost of photocopying or scanning and / 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.

## **Contact and Complaints**

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

Clerk to the Corporation  
The Blackpool Sixth Form College  
Blackpool Old Road  
Blackpool  
FY3 7LR

## **Complaints outside the College**

The college will do everything in its power to meet enquirers' information needs. However, if the college is unable to resolve any issue raised, 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.

# APPENDIX 1

## GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

(all requests via the **FOI Officer** [foi@blackpoolsixth.ac.uk](mailto:foi@blackpoolsixth.ac.uk))



Some documents can be found on the college website, where appropriate:

[www.blackpoolsixth.ac.uk](http://www.blackpoolsixth.ac.uk),

*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 FOI Officer.*

*[foi@blackpoolsixth.ac.uk](mailto:foi@blackpoolsixth.ac.uk)*

*Some information may, in some circumstances, be exempt from disclosure.*

**N.B.** *Some information listed may be within other documents e.g. Student Handbook or Financial Regulations*

1 Who we are and what we do		
Sub classes		Information
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>• <a href="#">Instrument and Articles of Government</a></li> <li>• Legal status - conferred by the Further and Higher Education Act 1992</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>• <a href="#">List of Governors</a></li> <li>• <a href="#">Corporation (Governing Body) and Committee Membership</a></li> <li>• <a href="#">Standing Orders</a></li> <li>• Terms of Reference and membership of Corporation and its Committees</li> </ul>
1.3	<b>Organisations The Blackpool Sixth Form College works in partnership with</b>	<ul style="list-style-type: none"> <li>• FCAT</li> <li>• Funding Agencies</li> <li>• Ofsted</li> <li>• Examining Boards</li> <li>• Partner Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Other Schools</li> <li>• FE Colleges</li> <li>• Fylde Coast Teaching School</li> </ul>

1.4	<b>Location and contact details</b>	<p>Switchboard: 01253 394911  Email: <a href="mailto:enquiries@blackpoolsixth.ac.uk">enquiries@blackpoolsixth.ac.uk</a>  Website: <a href="http://www.blackpoolsixth.ac.uk">www.blackpoolsixth.ac.uk</a></p> <p>Address:  The Blackpool Sixth Form College  Blackpool Old Road  Blackpool  FY3 7LR</p>
1.5	Student activities	<ul style="list-style-type: none"> <li>• Student Council</li> </ul>

## 2 What we spend and how we spend it

Sub classes		Documents
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>• Contracting and Tendering Procedures (within Financial Regulations)</li> <li>• Insurance certificate</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> </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>
2.5	<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 and pay</li> </ul>
2.7	<b>Contracts</b>	<p><i>Detail of any contracts valued over £100,000 is available on request- subject to Confidentiality and Commercial sensitivity restrictions</i></p>

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

Sub classes		Documents
3.1	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Annual Report of the Corporation</li> <li>• College Self-Assessment Report and Quality Improvement Action Plans (SAR/QIP)</li> </ul>
3.2	<b>Corporate and Business Plans</b>	<ul style="list-style-type: none"> <li>• Strategic / Development Plan</li> <li>• College Self-Assessment Report and Quality Improvement Action Plans (SAR/QIP)</li> </ul>

3.3	<b>Teaching &amp; Learning Strategy</b>	<ul style="list-style-type: none"> <li>• Student support and supervision arrangements (ALS) [within Student Handbook]</li> <li>• Tutorial management</li> <li>• Lesson Observations Procedure / annual summary</li> </ul>
3.4	<b>Academic Quality &amp; Standards</b>	<ul style="list-style-type: none"> <li>• Annual Self-Assessment Report (SAR)</li> <li>• Course Portfolio i.e. Prospectus</li> <li>• Student Questionnaires</li> <li>• Assessment Policies</li> <li>• Quality Policy</li> </ul>
3.5	<b>Corporate Relations</b>	<ul style="list-style-type: none"> <li>• Marketing Strategy</li> </ul>
3.6	<b>Government &amp; Regulatory Reports</b>	<ul style="list-style-type: none"> <li>• Ofsted Inspection Report: last report can be accessed at <a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130744">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130744</a></li> </ul>

#### 4 How we make decisions

Sub classes		Documents
4.1	<a href="#"><u>Minutes from Corporation and its Committees</u></a>	<ul style="list-style-type: none"> <li>• Minutes and Agenda of Corporation (Governing Body) meetings</li> <li>• Agenda for Corporation Committees</li> <li>• All papers for Corporation and Committee meetings are deemed Confidential, as are Minutes of Committee meetings under Data Protection or Commercial Sensitivity issues</li> </ul>

#### 5 Our policies and procedures

Sub classes		Documents
5.1	<b>Policies and procedures for conducting college business</b>	<ul style="list-style-type: none"> <li>• <a href="#"><u>College Policies</u></a></li> </ul>
5.2	<b>Procedures and policies relating to academic services</b>	<ul style="list-style-type: none"> <li>• Examination policy</li> <li>• Admissions and enrolment</li> <li>• 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/Planner 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 and Hardship Funds</li> </ul> </li> <li>• Learning development and support</li> <li>• Services for students with special needs</li> <li>• Opening hours of libraries, study and IT centres</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 Policy</li> <li>• Sickness Absence Policy</li> <li>• Public interest disclosure “whistleblowing” (for compliance with the Public Interest Disclosure Act)</li> <li>• Staff Training and Development Policy</li> <li>• Induction procedures</li> <li>• Investors in People Assessment Report</li> </ul>
5.5	<b>Code of Conduct for members of governing bodies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Code of Conduct for members of the Corporation</a></li> </ul>
5.6	<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• <a href="#">All Equality and Diversity Policies</a></li> </ul>
5.7	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Health and Safety Policy</li> </ul>
5.8	<b>Estate management</b>	<ul style="list-style-type: none"> <li>• Property Strategy and Plan</li> <li>• Tendering Policies within Financial Regulations</li> </ul>
5.9	<b>Complaints policies and procedures</b>	<ul style="list-style-type: none"> <li>• <a href="#">Compliments, Concerns and Complaints Policy</a></li> <li>• Complaints against the Corporation (Governing Body) [within Standing Orders]</li> <li>• Complaints about the Freedom of Information Procedures (Publication Scheme)</li> </ul>
5.10	<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>
<b>6 Lists and Registers</b>		
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>• A Register of Interests is held</li> </ul>
6.2	<b>Asset registers</b>	<ul style="list-style-type: none"> <li>• An Asset register is held</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>• The Prospectus includes               <ul style="list-style-type: none"> <li>❖ Term dates</li> <li>❖ Structure of courses</li> <li>❖ Qualification offered</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>• Within Student Handbook and Staff induction materials</li> </ul>
7.3	<b>Careers and IAG Advice</b>	<ul style="list-style-type: none"> <li>• Within Student Handbook</li> </ul>
7.4	<b>Chaplaincy Services</b>	<ul style="list-style-type: none"> <li>• Within Student Handbook</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>• Examination Re-sit Fee Policy</li> </ul>
7.6	<b>Sports &amp; recreational facilities</b>	<ul style="list-style-type: none"> <li>• See Student Handbook</li> </ul>
7.7	<b>Advice and guidance</b>	<ul style="list-style-type: none"> <li>• See Student Handbook</li> </ul>