

## **Freedom of Information Act 2000**

### **PUBLICATION SCHEME**

#### **Introduction**

The Freedom of Information Act 2000 requires all public authorities, including further education colleges, to adopt a publication scheme.

Bicton College has adopted the Model Publication Scheme produced by the Information Commissioners Office for further education colleges in October 2008. The scheme describes the classes and types of information that colleges are expected to make available.

The College is also required to produce a guide to the specific information held under each of the classes of information identified in the scheme.

#### **How to obtain information**

Bicton College will make available information listed in the publication scheme unless identified as not available under one of the exemptions provided for by the legislation. Documents which are routinely available to the public are identified in the Guide in the descriptions of classes of information.

Some documents covered by the scheme are published in electronic format on the College's website at [www.bicton.ac.uk](http://www.bicton.ac.uk). Other documents may be available in electronic format or may only be available in hard copy and will be provided on request.

Requests should be made in writing and a response will normally be made within four weeks. A request form is attached to this document.

#### **Charging policy**

Information on courses and services offered by the College in printed documents is available free of charge. The College may be able to provide this information in other formats where it is practical to do so. For information or documents not routinely available, the College may make a charge. This charge will normally be the cost of reproducing the information or document in the format requested, postage and any other direct costs incurred in producing the information.

#### **Contact**

The contact for requests for information and documents, or questions about this policy or the publication scheme is :-

Clancy Kitson  
Bicton College  
East Budleigh  
Budleigh Salterton  
Devon EX9 7BY

Telephone 01395 562370  
E mail [CJKitson@bicton.ac.uk](mailto:CJKitson@bicton.ac.uk)

### **Complaints**

The College will make all reasonable efforts to provide the information requested. However in case of complaint, this should be addressed to the contact at the address above in the first instance. If the College is unable to resolve the complaint, enquirers have the right to complain to the Office of the Information Commissioner at the address below:-

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **BICTON COLLEGE PUBLICATION SCHEME**

### **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**

## **Model Publication Scheme for Further Education Colleges Descriptions of the Main Information Classes and Sub Classes**

### **Who we are and what we do**

Organisational information, structures, locations and contacts.  
We would expect information in this class to be current information only.

### **Legal framework**

Information relating to the legal and corporate status of the institution.

### **How the institution is organised**

Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.

### **Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it**

On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.

### **Location and contact details**

If possible, named contacts should be given in addition to contact phone numbers and email addresses.

### **Student activities**

Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.  
We would expect as a minimum that financial information for the current and previous two financial years should be available.

### **Funding / income**

Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).

### **Budgetary and account information**

Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included.

### **Financial audit reports**

### **Capital programme**

Information on major plans for capital expenditure including any public private partnership contracts.

### **Financial regulations and procedures**

### **Staff pay and grading structures**

This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.

### **Register of suppliers**

### **Procurement and tender procedures and reports**

Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.

### **Contracts**

We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

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

Strategies and plans, performance indicators, audits, inspections and reviews. We would expect information in this class to be available at least for the current and previous three years.

Below is a list of the type of information that we would expect colleges of further education to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

## **Annual report**

### **Corporate and business plans**

### **Teaching and learning strategy**

### **Academic quality and standards**

Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.

### **External review information**

This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

### **Corporate relations**

Information relating to the college's links with employers and the development of learning programmes.

### **Government and regulatory reports**

For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.

### **How we make decisions**

Decision making processes and records of decisions.  
We would expect information in this class to be available at least for the current and previous three years.

### **Minutes from governing body, council, academic boards and steering groups**

We would expect minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public.

### **Teaching and learning committee minutes**

### **Minutes of staff / student consultation meetings**

### **Appointment committees and procedures**

## **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current information only.

### **Policies and procedures for conducting college business**

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included. In Wales it will include the Welsh Language Scheme in accordance with the Welsh Language Act 1993 and in Northern Ireland the equality scheme/statement produced in accordance with section 75 of the Northern Ireland Act 1998.

### **Procedures and policies relating to academic services**

Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.

### **Procedures and policies relating to student services**

This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

### **Procedures and policies relating to human resources**

This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).

### **Procedures and policies relating to recruitment**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

### **Code of Conduct for members of governing bodies**

### **Equality and Diversity**

This will also include policies, statements, procedures and guidelines relating to equal opportunities.

## **Health and Safety**

### **Estate management**

This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.

### **Complaints policies and procedures**

Complaints procedures will include those covering requests for information and operating the publication scheme.

### **Records management and personal data policies**

This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.

### **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.

### **Lists and registers**

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

### **Any information we are currently legally required to hold in publicly available register**

#### **Asset registers**

We would not expect colleges to publish all details from all asset registers. We would expect some information from capital asset registers to be available.

#### **Disclosure logs**

Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

### **The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information. While the first class provides information on the roles and

responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes.

Examples of other services that could be included are:

**Prospectus and course content**

**Health advice**

**Careers advice**

**Chaplaincy services**

**Services for which the college is entitled to recover a fee together with those fees**

**Sports and recreational facilities**

**Museums, libraries, special collections and archives**

It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.)

**Conference facilities**

**Advice and guidance**

**Local campaigns**

**Media releases**

## GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

This list shows the types of documents that the College holds. It is not a complete list. If a document you require is not listed in this guide please contact the College. Please note that some information may be exempt from disclosure in some circumstances.

<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 Government</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 management structure chart</li> <li>• College academic year calendar</li> <li>• College policies</li> <li>• List of Governors</li> <li>• Register of Interests of Governors</li> <li>• Board of Governors and Committee structure chart</li> <li>• Standing orders</li> <li>• Terms of Reference of the Board of Governors and Committee</li> </ul>
1.3	<b>Lists of information relating to organisations it works in partnership with and any companies wholly owned by it</b>	<ul style="list-style-type: none"> <li>• Learning and Skills Council</li> <li>• Ofsted</li> <li>• Department for Innovation, Universities and Skills</li> <li>• Department for Children, Schools and Families</li> <li>• Examining Board</li> <li>• Further Education Colleges</li> <li>• Higher Education Institutions</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Sector Skills Councils</li> </ul>
1.4	<b>Location and contact details</b>	<ul style="list-style-type: none"> <li>• Telephone 01395 562300</li> <li>• Email <a href="mailto:enquiries@bicton.ac.uk">enquiries@bicton.ac.uk</a></li> <li>• Website <a href="http://www.bicton.ac.uk">www.bicton.ac.uk</a></li> <li>• Address</li> </ul> <p>Bicton College East Budleigh Budleigh Salterton</p>

		Devon EX9 7BY
<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 Board of Governors</li> <li>• Annual audited financial statements</li> <li>• Contracting and 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 Board of Governors</li> <li>• Management accounts as reported to Board of Governors</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>• Reports to Board of Governors on progress of capital projects</li> <li>• Annual capital budget as approved by Board of Governors</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>Register of suppliers</b>	<ul style="list-style-type: none"> <li>• Register of College suppliers</li> </ul>
2.8	<b>Procurement and tender procedures</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>• Reports to Board of Governors</li> </ul>
<b>3. What our priorities are and how we are doing</b>		
<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 and Learning Strategy</b>	<ul style="list-style-type: none"> <li>• Student support and supervision arrangements (ALS)</li> <li>• Tutorial management</li> <li>• Lesson observation procedure / reports (as presented to Education and Standards Committee)</li> </ul>
3.4	<b>Academic quality</b>	<ul style="list-style-type: none"> <li>• Self Assessment Report</li> </ul>

	<b>and standards</b>	<ul style="list-style-type: none"> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Course portfolio</li> <li>• Student satisfaction 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 ( as reported to Education and Standards Committee)</li> </ul>
3.6	<b>Corporate relations</b>	<ul style="list-style-type: none"> <li>• Marketing strategy</li> </ul>
3.7	<b>Government and regulatory reports</b>	<ul style="list-style-type: none"> <li>• Ofsted inspection report : last report can be accessed at <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</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>• Minutes and papers of Board of Governors meetings and Academic Board. <i>Occasionally, papers presented to or minutes of meetings will be confidential due to Data Protection and Commercial Sensitivity issues. Such items are reviewed annually for release.</i></li> </ul>
4.2	<b>Teaching and learning Committee Minutes</b>	<ul style="list-style-type: none"> <li>• Minutes of Education and Standards Committee meetings</li> </ul>
4.3	<b>Minutes of staff / student consultation meetings</b>	<ul style="list-style-type: none"> <li>• Minutes of Student Council and course representatives meetings</li> </ul>
4.4	<b>Appointment committees and procedures</b>	<ul style="list-style-type: none"> <li>• Search Committee Minutes</li> <li>• Appointment procedures for Governors</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>• College 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>• Examination special arrangements</li> <li>• Admission and enrolment</li> <li>• Policy on plagiarism</li> <li>• External examination bodies regulations</li> </ul>
5.3	<b>Procedures and</b>	<ul style="list-style-type: none"> <li>• Student Handbook including information on</li> </ul>

	<b>policies relating to student services</b>	<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> <li>• Learning development and support</li> <li>• Services for students with special needs</li> <li>• Opening hours for library, study and ILT services</li> <li>• Guide to Library services and 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>• Local recognition and procedural agreement</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</li> <li>• Staff Training and Development policy</li> <li>• Induction</li> <li>• Probationary review</li> <li>• Appraisal Scheme</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 the governing body</li> </ul>
5.7	<b>Equality and diversity</b>	<ul style="list-style-type: none"> <li>• Disability Equality Duty</li> <li>• Equal Opportunities &amp; Diversity Policy</li> <li>• Gender Equality Duty</li> <li>• Race Equality Policy</li> </ul>
5.8	<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Health and safety Policy</li> </ul>
5.9	<b>Estate management</b>	<ul style="list-style-type: none"> <li>• Property strategy</li> </ul>
5.10	<b>Complaints policies and procedures</b>	<ul style="list-style-type: none"> <li>• Student / Customer concerns and complaints policy</li> <li>• Staff Complaints procedure</li> <li>• Complaints against the Governing body</li> <li>• Complaints about the Freedom of Information procedures</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 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 policies</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 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</li> </ul>
7.2	<b>Health Advice</b>	<ul style="list-style-type: none"> <li>Student handbook</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 fees policy</li> <li>Residential accommodation charges</li> </ul>
7.6	<b>Sports and 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>Information document</li> </ul>
7.8	<b>Conference facilities</b>	<ul style="list-style-type: none"> <li>Information Brochure</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>Promotional materials</li> </ul>
7.11	<b>Media releases</b>	<ul style="list-style-type: none"> <li>Press releases</li> </ul>



**Freedom of Information Act 2000  
Information Access Request Form**

**Please read the College Access to information Policy and Publication Scheme before completing this form. It provides more details on Freedom of Information requests and explains what is expected from you and what you should expect from us.**

Please complete all parts of this form 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 a separate sheet if necessary.**

(please provide as much detail as possible about the information you would like to have so that we can identify and process your request promptly)

.....
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(please provide any other details which may help us to process your request including the required format of information requested)

.....
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**4. Data Protection Notice** – The personal details you have provided to Bicton College on this form will be used to process your request for information. These will also be used to maintain a register of requests so that we can monitor our responses. We will not disclose your details to external third parties without your consent.

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

**Please note- if the information you have requested requires us to charge a fee, we will advise you on receipt of your request. If you choose to accept this charge, we will process your request on receipt of payment.**

Please send the completed form to

The PA to the Principal  
Bicton College  
East Budleigh  
Budleigh Salterton  
Devon EX9 7BY

Telephone number 01395 562300  
Fax 01395 567502  
E-mail enquiries@bicton.ac.uk