



Publication Scheme and Freedom of Information Requests

Introduction

The College recognises its obligations under the Freedom of Information Act 2000 and wishes to make publicly available College policies, College records and other information.

The policies, records and other information available from the College are based on the Model Publication Scheme agreed between the Association of Colleges and the Information Controller at the Data Protection Agency. The Deputy Principal (Finance & Administration) is the College's nominated Data Controller as required under the Act.

Some information held by the college is confidential or commercially sensitive, and will be withheld from any documentation or other information generally provided. Further information on when a request may be refused can be found on the Information Commissioner's Office website at:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

Fees

The College as a rule would wish to issue information free of charge. Where information requested consists of simple hardcopies of an available document, then no fees will be required.

However, fees will be requested in any of the following situations:

- large number of copies of a single document are requested
- large number of copies of separate documents are requested
- request is made for information which has to be specifically extracted from the College systems and records

In these instances, it will involve the College in having to allocate specific resources to ensure the information is collated and despatched as soon as possible. Fees will depend on the amount of time required by College staff but will be a minimum of £20 and a maximum of £50. Any fees required will be advised at the time the request is made and will be payable in advance.

College Website

Many of the College papers and policy documents are available on the College Website and this is indicated against each individual item in the following sections. The College website address is www.farnborough.ac.uk

Freedom of Information Requests

Requests for information not covered by the publication scheme:

- you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme;
- requests must be made in writing;
- the College will respond within 20 working days;
- the College will not be required to release information to which an exemption in the Act legitimately applies and will explain why if this is the case;
- any charges for information are explained in the section above "Fees".

Any comments or queries concerning this Publication Scheme should be referred to:

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The Sixth Form College Farnborough
Prospect Avenue
Farnborough
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Main Switchboard: 01252 688200

All requests under the Publication Scheme or Freedom of Information Scheme should be made by e-mailing admin@farnborough.ac.uk or calling 01252 688200

Index of Sections

The following pages detail documents available and how they will be provided:

W – Website H – Hard Copy

1. Who 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. Our Policies and Procedures
5. The service we offer and external relations
6. Information Services

2. What we spend and how we spend it:

2.1	Finance	<ul style="list-style-type: none"> • Annual report and accounts • College Income, Expenditure and Balance Sheet • Corporation Financial Objectives and Achievements • Summary salary costs of Senior Staff and other staff • Summary of Insurance Cover 	H	Deputy Principal (Finance and Administration)
2.2	Financial regulations and procedures	<ul style="list-style-type: none"> • Register of Interests (Staff with significant budgets) • Financial regulations • College contracts entered through the college formal tendering process • List of contractors • List of suppliers • Financial statements • Procurement and Tendering Guidelines • Project Management Guidelines 	H	Deputy Principal (Finance and Administration)
2.3	Services for which the college is entitled to recover a fee together with those fees	<ul style="list-style-type: none"> • Conditions of hire of the College premises 	H	College Services Manager

3. What our priorities are and how we are doing:

3.1	Annual report	<ul style="list-style-type: none"> • Annual Self-assessment Report • Annual Report and Accounts 	H	Executive Office Manager
3.2	Corporate and business plans	<ul style="list-style-type: none"> • Mission statement • Strategic Action Plan • Strategic Plan 	H	Executive Office Manager
3.3	Teaching and learning strategy	<ul style="list-style-type: none"> • Enrichment • Examination entry policy and procedures • Examination results • List of external examination bodies with website addresses • Student destinations • Trips and educational activities guidance 	H	Registry Manager
3.4	Academic quality and standards	<ul style="list-style-type: none"> • Classroom observation guidance 	H	Deputy Principal (Curriculum and Innovation)
3.5	External review information	<ul style="list-style-type: none"> • Ofsted inspection reports • Value Added Data 	W W	www.ofsted.gov.uk

4.2	Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Policies • Capability • Disciplinary • Grievance • Health and safety policy and procedures • Pay structure • Redundancy • Sickness and Ill Health • Staff code of conduct • Staff harassment policy • Voluntary Redundancy • Guidance • Joint Staff Group - Terms of Reference 	H	HR Manager
4.3	Procedures and policies relating to recruitment and staffing	<ul style="list-style-type: none"> • Current job vacancies and application packs • Induction of new staff • Job descriptions • Performance Review and Development • Salary scales and grades 	H	HR Manager
4.4	Equality and diversity Staff and Students	<ul style="list-style-type: none"> • Equality and Diversity Action Plan • Equal Opportunities Policy • Equality and Diversity Report and Action Plan • Disability Policy 	W W W H	HR Manager
4.5	Health and Safety	<ul style="list-style-type: none"> • Health and safety policy and procedures • Safeguarding and Child Protection Policy • Safeguarding Annual report 	H W H	Deputy Principal: (Finance and Administration) (Student Services) (Student Services)

4.6	Estate Management	<ul style="list-style-type: none"> • Accommodation Strategy 	H	Deputy Principal (Finance and Administration)
4.7	Complaints policies and procedures	<ul style="list-style-type: none"> • Complaints procedure • Freedom of Information • Whistleblowing Policy 	W W H	Deputy Principal (Finance and Administration)
4.8	Records management and personal data policies	<ul style="list-style-type: none"> • Data Protection Policy • E-Safety Policy 	W	Deputy Principal (Finance and Administration)

5. The service we offer and external relations:

5.1	Prospectus and course content	<ul style="list-style-type: none"> • Prospectus • Course guide • Academic term dates • Forthcoming events 	W	Executive Office Manager
5.2	Health advice	<ul style="list-style-type: none"> • Health advice is available from the College Nurses • Staff and Student counselling service available 	H	Student Services Office Manager
5.3	Summary information on student admission, progression and completion	<ul style="list-style-type: none"> • The range of student entrants classified by age, gender and ethnicity • Student progression, retention and completion data 	H	Registry Manager
5.4	Student Administration	<ul style="list-style-type: none"> • Access to Student Records - Control of Information, Section 4 • Guidelines for References • Guidelines for UCAS Predicted Grades 	H	Student Services Office Manager
5.5	Media releases	<ul style="list-style-type: none"> • Press releases and current news • College Newsletter 	W	Executive Office Manager
5.6	Fundraising	<ul style="list-style-type: none"> • Gift Aid application 	H	Student Services Office Manager

6. Information Services:

6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> • Learning Resource Centre – Guidelines for Users • Use of Other Facilities • Use of College Facilities Out of Hours Policy • Use of College facilities by outside Users 	H	Help Desk – Learning Resource Centre Student Services Office Manager College Services Manager
6.2	Control of data and other information	<ul style="list-style-type: none"> • Control of Information Policy 	W	Deputy Principal (Finance and Administration)

Author: Deputy Principal (Finance and Administration)
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JSG: N/A
Corporation Committee: Finance, Strategy and Estates
Website: Yes
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