

FREEDOM OF INFORMATION POLICY

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Freedom of Information Act Policy

The Act

The Freedom of Information Act 2000 requires the college, along with all other public authorities, to advise the public of its commitment to make available the information detailed in its chosen publication scheme.

The College's Commitment

The college is committed to making information available to you. The college is working hard to make information accessible and aims to avoid withholding information from the public without good reason. A great deal of information is available publicly through our website, through our offices and through our Learning Resource Centres.

The Publication Scheme and its Aims

The general aims of the scheme are:

- To make more information available to the public
- To inform the public of the types of information held by and available from the college
- To provide appropriate contact details for obtaining specific categories of information

Making a request

Any written request received by the college will be responded to within 20 working days. Where possible, we will provide the information in the manner you request, or in some cases allow you to view the information.

Records

A permanent record of all requests received and their processing is maintained within the Principal's Secretariat. All requests received are managed through that office.

Publication Scheme

Introduction

1. LEGAL REQUIREMENT

- 1.1 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.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. WHAT IS A PUBLICATION SCHEME?

- 2.1 A publication scheme is a guide to the information routinely published by a public authority, or which it is intended to publish. 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, a public authority's commitment to make available the information described.
- 2.2 The publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. THE 'MODEL' PUBLICATION SCHEME FOR FURTHER EDUCATION

- 3.1 The Isle of Wight College will adopt the new model publication scheme (2009) developed for all public authorities from 1 January 2009 and the college is committed to publishing the information it describes.
- 3.2 This model is designed for further education 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

- 4.1 The Isle of Wight College is the major provider of post-16 education on the Isle of Wight.

5. ACCESSING INFORMATION COVERED BY THE PUBLICATION SCHEME

- 5.1 The college's publication scheme is available on the college's website www.iwcollege.ac.uk and from Reception, upon request.
- 5.2 The classes of information we publish are described in the second part of the scheme.
- 5.3 Next to each class we have indicated the manner in which the information described will be available. Please read 7 below regarding the college's charging policy.

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

Principal's Secretariat
The Isle of Wight College
Medina Way
Newport
Isle of Wight
PO31 5TA

Telephone: 01983 526631
Email: FOI@iwcollege.ac.uk

5.5 Written Freedom of Information requests are recorded by the Principal's Secretariat on the FOI Request Register and are forwarded to the Information Officer. A written acknowledgement will be sent to the requester within 5 working days. A response will then be prepared by the Information Officer and returned to the requester within the statutory 20 working day period.

5.6 Many of the routinely published documents are available for free download on the college's website or we will provide printed copies of the documents within 5 working days.

5.7 If we have indicated that some information is available to 'View in college by appointment only', you will need to contact the college's Information Officer (details as above). You will then be contacted within 5 working days to invite you into college at a mutually convenient time to view the information.

5.8 Please note that a publication scheme relates to 'published' information. If the information you require is not available in a single document already produced in College as a matter of routine, we will do our best to direct you to a number of other documents that may provide the information you are requesting.

5.9 Requests for information that is not routinely available will have to be made in writing and, in general, public authorities will have 20 working days to respond.

6. WHAT ABOUT INFORMATION NOT COVERED BY THE PUBLICATION SCHEME?

6.1 From 1 January 2005 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.

6.2 The college will not be required to release information if any of the information requested falls under one of the 23 exemptions. However, it may be that the exemption covers only part of one specific document, and in this case we will release the information which is not exempt and explain to the applicant why it is not releasing exempt information.

7. CHARGING

7.1 Freedom of Information requests for information that is routinely available will be free of charge as it is envisaged that the cost in providing the information will be less than £450 as set down by the Lord Chancellor. If it becomes evident that the cost of retrieving information is likely to be above £450, the college will discuss charges with the individual requester prior to releasing the information.

8. FEEDBACK

- 8.1 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. Any questions, comments or complaints about this scheme should be sent in the first instance in writing to:

Assistant Principal (Resources)
The Isle of Wight College
Medina Way
Newport
Isle of Wight
PO31 5TA

- 8.2 If we are unable to resolve your complaint informally, please write to the Principal at the above address.

- 8.3 If we are still 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 website at: www.ico.gov.uk or the Department for Constitutional Affairs website at: www.foi.gov.uk.

Appendix A

The Isle of Wight College

Freedom of Information Act

Definition document for Colleges of Further Education

The college has a publicly accessible website www.iwcollege.ac.uk where information can be freely obtained.

Class of information	Description of information
Who we are and what we do Organisational information, structures, locations and contacts	
<ul style="list-style-type: none"> • Legal framework 	Information relating to the legal and corporate status of the institution.
<ul style="list-style-type: none"> • How the institution is organised 	Information about the management structure of the institution
<ul style="list-style-type: none"> • Partnership organisations 	Information for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.
<ul style="list-style-type: none"> • Location and contact details 	
<ul style="list-style-type: none"> • Student activity 	Information relating to the operation and activities of the Student association
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	
<ul style="list-style-type: none"> • Funding /income 	Information on the sources of funding and income, such as funding grants, tuition fees, endowment, rents and investment income (including investment strategy), as well as income generation schemes.
<ul style="list-style-type: none"> • Budgetary and account information: expenditure 	Annual statement of accounts and other information where money is being spent, where it is or has been planned to spend. Revenue budgets and budgets for capital expenditure.
<ul style="list-style-type: none"> • Financial audit reports 	
<ul style="list-style-type: none"> • Capital programme 	Information on major plans for capital expenditure, including any private finance initiative and public / private partnership contracts.
<ul style="list-style-type: none"> • Financial regulations and procedures 	
<ul style="list-style-type: none"> • Pay policy 	The statement of the college's policy and procedures regarding staff pay.
<ul style="list-style-type: none"> • Staff pay and grading structures 	

<ul style="list-style-type: none"> • Staff allowances and expenses 	Details of the allowances and expenses that can be incurred or claimed
<ul style="list-style-type: none"> • Governors' allowances 	Details of allowances or expenses that can be claimed or incurred and a record of total payments made to individual governors.
<ul style="list-style-type: none"> • Register of suppliers 	
<ul style="list-style-type: none"> • Procurement and tender procedures and reports 	Details of procedures used for the acquisition of goods and services. Contracts available for public tender and reports of successful tenders.
<ul style="list-style-type: none"> • Contracts 	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.	
<ul style="list-style-type: none"> • Annual report • Self-assessment report • Corporate and business plans • Teaching and learning strategy • Academic quality and standard • Most recent Ofsted inspection report • Privacy impact assessments 	Types of information that colleges would be expected to have readily available for publication
<ul style="list-style-type: none"> • External review information 	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.
<ul style="list-style-type: none"> • Corporate relations 	Information relating to the college's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes.
<ul style="list-style-type: none"> • Government and regulatory reports 	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	
<ul style="list-style-type: none"> • Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees. 	Minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private. These may include, but are not limited to, such items as teaching and learning committee minutes, minutes of staff / student consultation meetings and appointment committees.
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	
<ul style="list-style-type: none"> • Policies and procedures for conducting college business 	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information
<ul style="list-style-type: none"> • Procedures and policies relating to academic services 	Policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
<ul style="list-style-type: none"> • Procedures and policies relating to student services 	Policies and procedures that apply to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline.
<ul style="list-style-type: none"> • 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).

<ul style="list-style-type: none"> • Procedures and policies relating to recruitment 	Including details of current advertised vacancies.
<ul style="list-style-type: none"> • Equality and diversity policies; Equality Scheme 	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
<ul style="list-style-type: none"> • Estate Management 	Including disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
<ul style="list-style-type: none"> • Complaints policies and procedure 	
<ul style="list-style-type: none"> • Records management and personal data policies 	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.
<ul style="list-style-type: none"> • Fire plans 	
<ul style="list-style-type: none"> • Charging regimes and policies 	Details of any statutory charging regimes. 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	
<ul style="list-style-type: none"> • Information the college is currently legally required to hold in publicly available registers • Asset registers • Information asset register 	The location of public land and building assets and key attribute information that is normally recorded on an asset register, along with some other information from capital asset registers.
<ul style="list-style-type: none"> • CCTV 	Details of the locations of any overt CCTV surveillance cameras
<ul style="list-style-type: none"> • Disclosure logs 	Log indicating the information that has been provided in response to requests
<ul style="list-style-type: none"> • Register of interests kept in the college 	
<ul style="list-style-type: none"> • Senior staff declaration of interests 	To include the names, departments and job titles
<ul style="list-style-type: none"> • Register of gifts and hospitality provided to senior staff 	Details of gifts given or received; details of any hospitality afforded and by which organisation.
The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters.	
<ul style="list-style-type: none"> • Prospectus and course content • Services for outside bodies • Health including medical services • Welfare and counselling services • Funding, such as grants and bursaries, available to students • Careers advice • Chaplaincy services and multi-faith provision • Services for which the college is entitled to recover a fee together with those fees • Sports and recreation facilities • Facilities relating to music, art and other cultural activities • Museums, libraries, special collections and archives 	This includes details of the services which are provided by the college as a result of its role and responsibilities. It will also relate to information covered in other classes.
<ul style="list-style-type: none"> • Conference facilities 	
<ul style="list-style-type: none"> • Advice and guidance 	
<ul style="list-style-type: none"> • Media releases 	

Appendix B

The Isle of Wight College

Freedom of Information Act - Publication Scheme

The college has a publicly accessible website www.iwcollege.ac.uk where information can be freely obtained.

Class	Name of Document/Description	Manner (i.e. paper or electronic)	Location	Fee
Governance				
Legal framework	<ul style="list-style-type: none"> Instruments & Articles of Government 	Paper/electronic	Clerk's Office Further & Higher Education Act 1992	A Fee may be levied
How the institution is organised	<ul style="list-style-type: none"> Organisation Chart 	Paper/electronic	Principal's Office	A Fee may be levied
Information on the institutional context	<ul style="list-style-type: none"> Mission Statement – included in Strategic Plan 	Paper/electronic	Principal's Office	A Fee may be levied
Management structure	<ul style="list-style-type: none"> Structure & Membership of Senior Management team, Academic Board 	Paper/electronic	Principal's Office	A Fee may be levied
	<ul style="list-style-type: none"> Structure & Membership of Corporation 	"	Clerk's Office	
	<ul style="list-style-type: none"> Committee Structure (Audit, Finance, Education Standards, HR, Remuneration, Search committee) 	"	"	
	<ul style="list-style-type: none"> Committee Terms of Reference & Standing Orders 	"	"	
	<ul style="list-style-type: none"> Code of Conduct 	"	"	
	<ul style="list-style-type: none"> Declaration of Interests 	"	"	
	<ul style="list-style-type: none"> Corporation papers 	"	"	
Financial Resources				
Finance	<ul style="list-style-type: none"> End of year Accounts 	Paper/electronic	Finance	A Fee may be levied
	<ul style="list-style-type: none"> Contracting - Included in the Financial Regulations 	"	"	
	<ul style="list-style-type: none"> Goods and Services - Included in the Financial Regulations 	"	"	
	<ul style="list-style-type: none"> Pensions – Included in the Financial Regulations and detailed in the annual accounts 	"	"	
	<ul style="list-style-type: none"> Remuneration of senior staff – detailed in the annual accounts 	"	"	
	<ul style="list-style-type: none"> Travel and subsistence - Included in the Financial Regulations and detailed in the annual accounts 	"	"	
	<ul style="list-style-type: none"> Financial Regulations 	Paper/electronic	Finance	
Resource planning	<ul style="list-style-type: none"> Annual accounts – financial year August to July. Document available in the February following year end 	"	"	A Fee may be levied

	<ul style="list-style-type: none"> • Planning and budgeting procedures - Included in the Financial Regulations and Financial Procedures • Mission Statement – included within the Strategic Plan • Annual Report 	“	“	
		“	“	
Human Resources				
Employment and employee relations	<ul style="list-style-type: none"> • Staff Handbook • Grievance Procedure • Disciplinary Procedure • Harassment Guidelines • Public Interest Disclosure Policy and Procedure • Sick pay and sick leave scheme for lecturers • Capability Procedure • Conduct and capability during probation procedure • Staff vacancies • Job descriptions 	Paper/electronic “ “ “ “ “ “ “ “ “ “ Paper/Internet Paper	HR “ “ “ “ “ “ “ “ “ “ www.iwcollege.ac.uk HR	A Fee may be levied
Equal opportunities /Diversity	<ul style="list-style-type: none"> • Equal Opportunities Policy • Race Equality Policy • Disability Statement • Diversity Statement 	Paper/electronic “ “ “	Student Services “ “ “	A Fee may be levied
Staff development	<ul style="list-style-type: none"> • Staff Development Policy 	Paper/electronic	HR	A Fee may be levied
Physical Resources				
Estates	<ul style="list-style-type: none"> • Insurance certificates • Health and Safety Policy • Site Map • Contracted services contracts 	Paper/electronic “ “ “ “	Facilities “ “ “ “	A Fee may be levied
Student Administration & Support				
Information on student admission, progression and completion	<ul style="list-style-type: none"> • Guidance • Student achievements • Destination survey 	Paper/electronic “ “	Student Services Student Services “	A Fee may be levied
Student accommodation	N/A			
Student administration	<ul style="list-style-type: none"> • Student records policies and procedures – included in the data protection policy • Security and data protection - included in the data protection policy and disaster recovery plan 	Paper/electronic “	SMIS “	A Fee may be levied
Student admission and enrolment	<ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents –details on the enrolment form and in the prospectuses and the student charter 	Paper/electronic	Student Services	A Fee may be levied
Student discipline	<ul style="list-style-type: none"> • Disciplinary Procedures • Complaints Procedures 	Paper/electronic Paper/electronic	Student Services & Reception	A Fee may be levied
Student learning support services	<ul style="list-style-type: none"> • Learning support aims and objectives • Key Skills policy 		Student Services Curriculum	A Fee may be levied

Student liaison	<ul style="list-style-type: none"> • Student Association Constitution • Student membership of committees 	Paper/electronic “	Student Services “	A Fee may be levied
Student policies	<ul style="list-style-type: none"> • Mobile phone policy • Drugs policy • Academic misconduct policy • Academic conduct policy • Tutorial policy • Careers education and Guidance • Guidance policy • Harassment guidelines/students 	Paper/electronic “ “ “ “ “ “ “	Student Services “ “ “ “ “ “ “	A Fee may be levied
Student welfare	<ul style="list-style-type: none"> • Student diary (equivalent to student handbook) 		Student Services	A Fee may be levied
Student Associations and Activities	See student liaison above			
Student assessment strategy	<ul style="list-style-type: none"> • Examination schedules • Examination regulations 		Examination Office “	A Fee may be levied
Information Services				
Availability and conditions of use of facilities	<ul style="list-style-type: none"> • Acceptable use policy (Computers) 	Paper/Electronic	IT Support	A Fee may be levied
Policies with regard to data and information	<ul style="list-style-type: none"> • Data protection Policy • Data Security policies • Data retention 	Paper/electronic	Facilities SMIS Office “	A Fee may be levied
Procurement and disposal policies	<ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment (as per Financial Regulations appendix K and 20.8) 	Paper/electronic	Facilities	A Fee may be levied
Scope of collections held	<ul style="list-style-type: none"> • Computerised library system (catalogues the resources) subject Index 	Electronic	Learning resource Centre	
Teaching & Learning				
Academic year dates	<ul style="list-style-type: none"> • College calendar 	Paper/electronic	Student Services	A Fee may be levied
Further course information	<ul style="list-style-type: none"> • Enrolment pack • Prospectus • Course leaflets 	Paper Paper/Internet “	Student Services www.iwcollege.ac.uk Student Services	
Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • Accessibility survey • Satisfaction survey (students view of their experience of teaching and wider aspects of college life) • Internal Verification (procedures and practices) • Quality Manual (guide to quality policies, procedures and practice) • Planning and quality cycle 	Paper/electronic “ “ “ “	Facilities Quality “ “ “	A Fee may be levied
Tuition fees	<ul style="list-style-type: none"> • Information for home/EU students • Information for international students 	Paper/Internet “	Student Services International Office	A Fee may be levied
External Relations				
Government and Regulator relations	<ul style="list-style-type: none"> • Ofsted inspection report 	Paper/Internet	Quality www.ofsted.gov.uk	

Marketing and recruitment	<ul style="list-style-type: none"> • Full-time and part-time prospectus • Website 	Paper/Internet Internet	Reception www.iwcollege.ac.uk	
Public relations	<ul style="list-style-type: none"> • Press releases • Student newsletter • Student diary 	“ “ “	Marketing Student Services Student Services	A Fee may be levied

Appendix C

Freedom of Information Act Exemptions

1. Absolute Exemptions

Section 21: Information already available and accessible by other means.

Section 32: Court records

Section 40: Personal information

Section 41: Information that has been provided in confidence.

Section 44: Prohibited information.

2. Qualified Exemptions

Qualified exemptions are subject to the “Public Interest” test. There is a general presumption that information should be disclosed but it must be judged whether disclosure is in the public interest. In refusing to disclose particular information under “qualified exemption” it will be necessary to specify why that would be in the public interest.

Section 22: Information intended for future publication.

Section 36: Information prejudicial to the effective conduct of public affairs.

Section 42: Legal Professional Proceedings.

Section 43: Commercial interests.