

# Greenhead College Corporation



## FREEDOM OF INFORMATION POLICY

*(including publication scheme)*

# **GREENHEAD COLLEGE FREEDOM OF INFORMATION POLICY**

## **Introduction**

The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000 (FOIA). Details are available on the college website or by contacting the College or Clerk to Governors. The College also complies with the Data Protection Act 1998 and ensures that personal data is dealt with appropriately – see paragraph 4 on confidentiality.

## **Identification of Chair, Principal and Clerk to Governors**

The name and contact details for the Chair, Principal and Clerk to the Corporation are published in the College Prospectus and in the Publication Scheme.

## **Register of Interests**

Governors, members of the Corporation and college budget holders are required to complete a declaration of interest form for inclusion in the Register of Interests and to inform the Clerk to Governors of any changes during the year. The declarations are renewed annually in the autumn term.

The Register of Interests is kept by the Clerk to Governors and can be inspected during office hours at Greenhead College by prior arrangement.

## **Confidentiality**

The Board has agreed that confidentiality must be observed in accordance with the Data Protection Act 1998 and the exemptions in the Freedom of Information Act, which allows for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 1998 and information where a public interest test applies. The categories for determining confidentiality are:

- a. personal information relating to an individual;
- b. information provided in confidence by a third party who has not authorised its disclosure;
- c. financial or other information relating to procurement decisions, including information relating to the college negotiating position, during the course of those negotiations;
- d. information relating to the negotiating position of the College in employment relations matters, during the course of those negotiations;
- e. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- f. legal advice received from or instructions given to the College legal advisors;
- g. information planned for publication in advance of that publication; and/or

- h. information not otherwise covered above, but considered to be commercially sensitive **by the Principal**

### **Confidential minutes**

Where information has been recorded in the confidential minutes of a meeting, the Clerk to Governors will review these prior to the preparation of the papers for the meeting at which the confidential minutes would be approved. In consultation with the Chair of the Board or relevant committee, a decision will be made regarding the criteria for maintaining confidentiality of the minutes.

### **Attendance at Board, College Council and committee meetings by members of the general public and the media/press**

The Board has decided that attendance by the public or by the media / press at meetings of the Board, College Councils and committees is not allowed. In exceptional circumstances the Board may decide (by a majority vote) to allow members of the public or media / press to attend for all or a specific part of a particular Board, College Councils or committee meeting.

### **Freedom of Information Statement**

A statement giving details of the College's Freedom of Information Policy and Publication Scheme has been prepared for issue to any member of the public enquiring about the availability of information related to the College

## **1 Policy**

Information about College activities and meetings of the Corporation Board, and College and committees is available to the public through the Freedom of Information Act Publication Scheme. The Scheme includes classes of information under the following headings:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations

## **2 Confidential Information**

Some information held by the College is confidential in compliance with the Data Protection Act and the exemptions allowed in the Freedom of Information Publication Scheme. The Policy provides further detail.

## **3 Responses to Enquiries**

The Freedom of Information Act Publication Scheme sets out the manner in which information is available. Most of this can be found on the college website or a hard copy can be provided on request. College will endeavour to provide information promptly and without making a charge unless significant work is involved. The Charging Policy and Scale of Charges are set out in the Publication Scheme. Any charges will be notified in advance to the person making the request to check that they wish to proceed.

## **4 Contacts**

Greenhead College website: [www.greenhead.ac.uk](http://www.greenhead.ac.uk)

Greenhead College, Greenhead Road, Huddersfield, HD1 4ES  
Tel 01484 422032

Clerk, Greenhead College, Greenhead Road, Huddersfield. HD1 4ES  
Tel: 01484 422032 Fax 01484 518025

## Freedom of Information Act 2000

# PUBLICATION SCHEME

### MAIN CATEGORIES

The main groups of classes of information in the model publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

The columns used are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

## 1. Governance

### Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of Greenhead College's corporations is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is already publicly available, for example on the HMSO web site (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>).</p> <p>Further information includes the Instrument and Articles of Government for the College.</p>	<p>Internet</p> <p>Paper</p>	
1.2	How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Organisational structure chart</li> <li>• Description of work/responsibilities of departments</li> <li>• Prospectus</li> </ul>	<p>Internet, Intranet &amp; paper</p>	
1.3	Information on the institutional context	<ul style="list-style-type: none"> <li>• The college mission statement which is in the prospectus and the charter and appears on the college website</li> <li>• Relevant sections of the corporation's strategic plan and the college Self Assessment Report</li> <li>• The college's quality assurance policies and procedures: these are in the Self Assessment Report and described in our 'ALPS' *and 'Student Monitoring, Guidance and Support'* publications</li> <li>• The college Prospectus</li> </ul>	<p>Paper (and internet as noted)</p>	<p>All free but for *: £50 each</p>

1.4	Management structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure.</p> <ul style="list-style-type: none"> <li>• The composition, roles and responsibilities of the Corporation, including the names of members</li> <li>• Codes of Conduct for members of the governing body</li> <li>• Description of the sub-structures and committees supporting them.</li> <li>• Terms of reference, membership and mode of operation of all committees in the formal structure</li> <li>• Code of practice for college elections (e.g. student council) and committee procedures</li> <li>• Minutes and papers of Governing Body, Corporation meetings, Sub-Committees etc</li> <li>• Search committee and procedures</li> </ul>	Paper	
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## 2. Financial Resources

### Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Class covers accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	<ul style="list-style-type: none"><li>• Budgets and accounts: periodic reports to corporation</li><li>• Goods and services: see Financial Procedures Handbook</li><li>• Insurance agreements</li><li>• Pensions scheme information – this is already publicly available from the relevant pensions organisations</li><li>• Remuneration of senior staff (published in annual accounts)</li><li>• Travel and subsistence: published on expenses and CPD forms</li></ul>	Paper	
2.2	Resource planning	<ul style="list-style-type: none"><li>• Financial regulations</li><li>• Annual accounts</li><li>• Annual budget (as it appears in the final accounts)</li><li>• Planning and budgeting procedures</li><li>• Corporate plan/Mission statement</li><li>• Annual report</li></ul>	Paper	

### 3. Human Resources

#### Introduction

This section covers information on the institution's strategy and management of Human Resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers HR policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• Support Staff and Teaching Staff Handbooks as agreed by the National Joint Council for Staff in Sixth Form Colleges</li> <li>• Discipline and Grievance procedures and policies</li> <li>• Disciplinary and Capability procedures and policies</li> <li>• Health and Safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act): Governors' Register of Interests</li> <li>• Job vacancies: advertisements within college, in local and national press, according to post</li> </ul>	Paper	
3.2	Equality and Diversity	The college policy relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability. This also incorporates the Race Equality Policy, as required under the Race Relations Amendment Act of 2000	Paper & electronic	
3.3	Human Resources strategy	This class sets out the general aims of the institution, priority areas and plans for addressing them. This area is addressed in the the college's Strategic Plan.	Paper	

3.4	Staff development	<ul style="list-style-type: none"> <li>• Induction – details of areas covered and procedures</li> <li>• Policies and procedures relating to probation - this is detailed in the generic contract</li> <li>• Policies and procedures pertaining to appraisal - this is detailed in the PSP procedures agreed by the Joint Council (see above)</li> <li>• Policies and procedures relating to the on-going development of staff: these are related in the Self Assessment Report and separate documents filed in the staffroom</li> </ul>	Paper	
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## 4. Physical Resources

### Introduction

Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.<sup>1</sup>

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<ul style="list-style-type: none"><li>• Accommodation Policy</li><li>• Tendering policies – these are essentially decreed by the LSC and European Law</li><li>• Grounds maintenance is addressed through the Accommodation Strategy</li><li>• Building maintenance and upkeep: ongoing accommodation strategy</li><li>• Map of main site</li><li>• Address of main site</li><li>• Map of routes to the main site</li></ul>	Paper	

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<sup>1</sup> The types of information and documents listed in the classes are examples only and not mandatory, eg 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

## 5. Student Administration and Support

### Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student progression, retention and completion data</li> <li>• Data on qualifications awarded to students</li> <li>• Data on employment/training outcomes for students</li> </ul> <p>This information is extensively repeated in publications such as the Self Assessment Report, the Exam Results and Destinations booklet, and corporation agendas and minutes.</p>	Paper, some electronic	
5.2	Student accommodation	The college policy on access funds alludes to how students could apply for support with accommodation costs: this is pointed to in the student handbook/diary.	Paper	
5.3	Student administration	<ul style="list-style-type: none"> <li>• Security and data protection policy and procedure documents</li> </ul>	Paper	
5.4	Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents: these policies are summarised in the prospectus. There are also procedures for disabled applicants, available, like the Prospectus, in Braille, large print or as a voice recording on request.</li> </ul>		
5.5	Student discipline	The college's policies on student discipline and complaints are detailed in the Student handbook.	Paper	

5.6	Student learning support services	This appears in the Student Handbook and Prospectus. <ul style="list-style-type: none"> <li>• Learning development and support</li> <li>• Personal development advice</li> <li>• Services for students with special needs</li> </ul>		
5.7	Student liaison	<ul style="list-style-type: none"> <li>• Terms of reference of staff/student liaison committee (the Student Council)</li> <li>• Minutes of Student Council meetings</li> </ul>	Paper	
5.8	Student policies	<ul style="list-style-type: none"> <li>• Other policies include the Personal Tutors' Handbook*, and the Internet Security Policy^</li> </ul>	*Paper ^electronic	
5.9	Student welfare	<ul style="list-style-type: none"> <li>• Welfare/advice services – Student handbook and Prospectus</li> <li>• Health services - ditto</li> <li>• Careers services - ditto</li> <li>• Sports and recreational facilities – Prospectus and Enrichment leaflets</li> <li>• Financial support – Student handbook and Access policy</li> </ul>	Paper and on-line	
5.10	Student Associations and Activities	<ul style="list-style-type: none"> <li>• Student Council Constitution, List of Officers etc</li> <li>• Enrichment leaflets, published termly</li> <li>• Prospectus</li> </ul>	Paper	

## 6. Information Services

### Introduction

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>Library opening hours: student handbook, prospectus and poster displays</li> <li>The general rules and conditions of use (eg no smoking/drinking/eating, policies with regard to law such as copyright, computing code of practice, data protection) and also policies on IT monitoring, logging, disabling use etc. are advertised in induction sessions and on-screen at log-on*</li> <li>For other student policies, see other relevant student policies above</li> </ul>	Paper *also electronic	
6.2	Mission statements and related documents	Self Assessment Report, Prospectus*	Paper *electronic	
6.3	Policies with regard to data and information	<p>Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.</p> <ul style="list-style-type: none"> <li>The college subscribes to LSC and financial authority archiving policies</li> <li>The college's Data Protection Act returns</li> <li>Policy on CCTV monitoring</li> </ul>		
6.4	Procurement and disposal policies	<ul style="list-style-type: none"> <li>Policy relating to the procurement and disposal of equipment – this is in the Financial Procedures handbook</li> </ul>	Paper	
6.5	Scope of collections held	<ul style="list-style-type: none"> <li>Library catalogue</li> </ul>	Paper	

## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	The dates for the current academic year as well as future academic years (as far as is known) are published in the prospectus* and the Governors' minutes.	Paper *also electronic	
7.2	Further course information	Each department publishes a leaflet describing, where relevant, the following information: <ul style="list-style-type: none"> <li>• Structure of courses</li> <li>• Qualification(s) gained</li> <li>• Changing courses</li> <li>• Work experience</li> </ul> <p>Also in the Prospectus</p>	Paper and electronic	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• This class is extensively covered in the Self Assessment Report which summarises, in the introduction, quality procedures</li> <li>• There is a policy on the introduction of new curriculum areas</li> <li>• The college disseminates its processes widely through conferences: some of this literature is available (costs negotiable)</li> <li>• Examiners' and Moderators' reports, unless confidential to the exam board or an individual Annual monitoring and review processes</li> <li>• External assessment procedures are published by national awarding bodies (e.g. AQA, Edexcel and OCR)</li> <li>• Department leaflets</li> <li>• The results of student and parent satisfaction surveys with various aspects of college are published in the SAR, and in an annual Parental Response publication</li> <li>• Documentation on the college peer observation scheme and PSP observation is available on the staff intranet</li> </ul>		
7.4	Staffing structure of schools/ departments	<ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each department</li> </ul>		

7.5	Student assessment strategy	<p>The college follows the policies published by external exam boards (AQA, Edexcel, OCR): information</p> <ul style="list-style-type: none"> <li>• Examination periods (published in the College Calendar)</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• Policy on plagiarism</li> </ul>		
7.6	Tuition fees	<ul style="list-style-type: none"> <li>• Prospectus</li> </ul>		

## 8. External Relations

### Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies<sup>2</sup>, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
8.1	Community liaison <b>(Optional)</b>	<ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Workshadowing scheme documents sent to parents</li> </ul>		
8.2	Fundraising <b>(Optional)</b>	<ul style="list-style-type: none"> <li>• Annual August letter to parents</li> </ul>		
8.3	Government and Regulator relations	<ul style="list-style-type: none"> <li>• Annual Examination Results and Destinations booklet</li> <li>• Self Assessment Report (shared with local LSC)</li> <li>• OFSTED Inspections</li> <li>• Miscellaneous returns to LSC, DfES etc.</li> </ul>		
8.4	Marketing and recruitment	<ul style="list-style-type: none"> <li>• Prospectus: this includes details of the following -               <ul style="list-style-type: none"> <li>○ Open days (also advertised by poster, newspaper advertisement, letters to schools, through careers service publications etc.)</li> <li>○ Entry requirements</li> <li>○ Widening participation</li> </ul> </li> </ul>		

<sup>2</sup> Where these are already in the public domain web links should be provided or details of how they can be obtained.

8.5	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course brochures</li> <li>• Half-termly Newsletters</li> <li>• Current information provided to enrolled students (ie contents of the August 'welcome pack')</li> </ul>		
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Approved by the Policy committee      May 2011

Approved by the Corporation              June 2011

***“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.***

Policy Owner: Peter Gordziejko – Assistant Principal