

GENERAL

Freedom of Information Policy

User-group: 14-16 year old Students, FE Students, HE Students, International Students, Employers, Parents, Permanent Academic Staff, Part Time Hourly Paid Academic Staff, Permanent Support Staff, Temporary Support Staff, External Partners.

Category: Cross College Policies and Procedures.

Last Modified: October 2007.

Review Date: October 2008.

Approved By: Academic Board.

Commissioning

Author: John Buckley, Clerk: Directorate.

Contact Person: John Buckley, Clerk: Directorate, 01274 433468.

Person Responsible: Andy Welsh, Director of Corporate Services.

College Mission Statement: *“To help students from the region, nationally and internationally, achieve their potential, and make a rewarding contribution to their own communities.”*

Our Vision

Bradford College is aiming to be recognised as one of the UK's foremost colleges. It will have a unique range of courses extending a ladder of continuing provision from basic education to post-graduate degrees.

Competing with prestigious colleges and universities across Europe, Bradford College's global influence will grow as its international recruitment expands. This will be enhanced through an enlarged student population drawn to the region by its shortly-to-be inspirational campus located at the heart of the regenerated city centre.

Our Strategic Objectives

To accomplish the transformation of Bradford College we will:

1. Build a new **Learning College** modernising our traditions of service to the region
2. Focus the professionalism of all our staff on meeting the high standards of a **Quality College**
3. Open our doors to welcome the entire community into Bradford's **Inclusive College**
4. Listen carefully to the voice of learners as we fashion the **Responsive College**
5. Give employers skills and the enterprise they want from a ready for **Business College**

Policy Title: Freedom of Information Policy

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EXECUTIVE SUMMARY:

The policy document represents the College's response to the requirement under the Freedom of Information Act for publicly funded organisations, which include Further and Higher Education Colleges such as Bradford, to document and make available a publication scheme on the college web site.

This document advises how standard documents and information as defined within the Publication Scheme are to be accessed by members of the public. For other enquiries not directly covered by the Scheme it is the responsibility of the designated Freedom of Information officer to research and respond to requests for information which is not directly covered by the scheme and this process is explained within the document.

POLICY TITLE: Freedom of Information Policy

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 document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. 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, the public authority's commitment to make available the information described.
- 2.2 A 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 Higher Education/Further Education

- 3.1 Bradford College has adopted the model publication scheme developed for the Further Education sector and is therefore 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 is included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website:
www.jisc.ac.uk/index.cfm?name=maps overview

4. Who We Are

Bradford College Mission: 'to promote and underpin the local and national economy and the social fabric of Bradford by providing comprehensive education and training of recognised quality'

Policy Title: Freedom of Information Policy

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Bradford College is a general further and Higher Education College located in the City of Bradford. The College serves a large and diverse population in central Bradford and the surrounding areas of West and North Yorkshire. It also recruits nationally to its extensive higher education provision, especially in Education, Applied Social Sciences, Art and Design and Business and Management. It is one of the largest mixed economy Colleges in the country.

The College has two main sites in central Bradford, together with a large adult education centre in the north of the City and more than one hundred adult and community education venues across the Metropolitan District.

The College's provision covers a wide range of subject, professional and vocational areas. Courses are offered from entry to postgraduate level and include pre-vocational, GCSE, GCE 'A' level, GNVQ, AVCE, Edexcel HNC/D, first degree and master's degree. The college is a pathfinder Centre of Vocational Excellence (COVE) in applied sciences and also has COVE status for Beauty & Complementary Therapies and Gas.

Four key aims for the College are derived from its mission statement:

- i) To serve the local and national economies;
- ii) To service the social fabric of Bradford;
- iii) To make comprehensive provision shaped in response to the needs of the clients;
- iv) To ensure that the College's provision meets nationally recognised standards.

Within this scheme there are also links to relevant bodies who provide further information about the college, including UCAS, HEFCE, QAA for Higher Education, Learning & Skills Council and the Department for Education & Skills.

5. Accessing Information Covered by the Publication Scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

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

Mr John Buckley
The College Registrar
Bradford College
Great Horton Road
Bradford BD7 1AY 2

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What About Information Not Covered by the Publication Scheme?

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information, held by a public authority, which has not already been made available through its publication scheme.

6.2. Requests for information which is not covered by the publication scheme must be made in writing to:

John Buckley
Freedom of Information Officer
Bradford College
Great Horton Rd
Bradford BD7 1AY

A response will normally be made within 20 working days and a fee may be charged which will be calculated in accordance with the Fees regulations. However, information will not be required to be released where an exemption from the Act legitimately applies.

However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

7.1 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 writing to the Publication Scheme Co-ordinator below.

***Director of Systems and Information Services
Bradford College
Great Horton Road
Bradford BD7 1AY***

7.2 If we are 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

8. Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commission. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

Bradford College Freedom of Information Act Publication Scheme

Class	Name of Document/Description	Manner i.e. paper or electronic	Location	Fee
Governance				
Legal framework	This class contains information relating to how the College was established and its standing from the point of view of the law <ul style="list-style-type: none"> • Instruments & Articles of Government 	Paper/elec	Secretariat DFES website	
How the institution is organized	This class contains information relating to how the College management structure is organized and how each unit fits in the overall structure <ul style="list-style-type: none"> • Organisation Chart • Staff job descriptions • Committee structure • Committee terms of reference 	Paper/elec Paper Elec Elec	Secretariat Personnel Secretariat Secretariat	
Information on the institutional context	This class includes information on the institutional context <ul style="list-style-type: none"> • Mission Statement – included in Strategic Plan • Quality Assurance Handbook (guide to quality policies, procedures and practice) • Internal Verification Handbook (IV procedures and practices) • Strategic Plan • Annual Report 	Electronic Paper Paper/elec Electronic Paper	Secretariat CASLD CASLD Secretariat Secretariat	
Management structure	This class contains information relating to how the College management structure is organized and the function and purpose of each part of the management structure <ul style="list-style-type: none"> • Structure & Membership of Senior Management Team • Structure & Membership of Corporation • Committee Structure (Audit, Finance, Standards, Employment, Remuneration, Search committee) • Committee Terms of Reference & Standing Orders 	Electronic Electronic Electronic Electronic Paper Paper Paper Paper	Secretariat Secretariat Secretariat Secretariat Secretariat Secretariat Secretariat Secretariat	

Policy Title: Freedom of Information Policy

Author: John Buckley

Last Modified: October 2007

	<ul style="list-style-type: none"> • Code of Conduct (Practice for Corporation members) • Declaration of Interests • Corporation papers • Appointment, committees & procedures 		
Financial Resources			
Finance	<p>Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> • Budgets and accounts • Contracting – Included in the Financial Regulations • Goods and Services – Included in the Financial Regulations • Insurance- Included in the Financial Regulations • Pensions – Included in the Financial Regulations and detailed in the annual accounts • Remuneration of senior staff – detailed in the annual accounts • Travel and subsistence – Included in the Financial Regulations and detailed in the annual accounts 	Paper Paper Paper Paper Paper Paper	Director of Finance Director of Finance

Resource planning	<p>This class includes information that defines how the college undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.</p> <ul style="list-style-type: none"> • Financial Regulations • Annual accounts – financial year August to July. Document available in the February following year end • Annual budget – available in the three year financial forecast • Planning and budgeting procedures – Included in the Financial Regulations and Financial Procedures • Corporate Plan/Mission Statement – included within the Strategic Plan • Annual Report 	Paper/elec Paper Paper Paper Paper	Director of Finance Director of Finance Director of Finance Director of Finance Director of Finance Secretariat Secretariat
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Human Resources

Employment and employee relations	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Grievance Procedure • Disciplinary Procedure • Harassment Guidelines • Health and Safety Policy • Public Interest Disclosure Policy and Procedure • Sick pay and sick leave scheme for lecturers • Capability Procedure • Conduct and capability during probation procedure • Staff vacancies • Recruitment, selection and induction 	Electronic Electronic Electronic Paper/elec Paper Electronic Electronic Paper/internet Paper	Secretariat Secretariat Secretariat Secretariat Personnel Secretariat Secretariat Personnel Personnel
Equal opportunities/Diversity	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Equal Opportunities Policy • Race Equality Policy • Disability Statement • Diversity Statement 	Paper/elec Paper/elec Paper/elec Paper/elec	Secretariat Secretariat Secretariat Secretariat
Staff development	This class includes information on staff development and training <ul style="list-style-type: none"> • Staff Development Policy • Staff Development Schedule 	Paper Paper/intranet	CASLD CASLD
Physical Resources			

Estates	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Estates strategy and plan • Tendering policies • Catering policies • Cleaning policies • Grounds maintenance and upkeep • Recycling policies • Disposal policies • Map of main site 	Paper " " " " " "	Estates Manager " " " " " "
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Student Administration & Support			
Information on student admission, progression and completion	This class provides information on student admissions, student completions and relevant statistics <ul style="list-style-type: none"> • Guidance policy • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC • Student progression, retention and completion data • Destination survey summarised 'section 50' report on student destinations 	Paper Paper Paper Paper	Head of Student Services Directorate Directorate Head of Student Services

Student accommodation	This class includes information relating to: • Accommodation Services	Paper	Residence & Catering Manager
Student administration	This class includes information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, departments/college staff and the students themselves. • Student records policies and procedures • Security and data protection – included in the data protection policy, risk management plan and disaster recovery plan • Exams policy • Enrolment guide	Paper/elec Paper Electronic Electronic	Secretariat Secretariat Registrar Registrar
Student admission and enrolment	This class includes information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central admissions and departments. • Admissions and enrolment policies and procedures documents – details on the enrolment form and in the prospectuses and the student charter	Paper	Registrar
Student discipline: Examples of the type of information in this class include:			

<input type="checkbox"/> Disciplinary Procedures <input type="checkbox"/> Complaints Procedures		Paper/elec Paper	Registrar Registrar
Student learning support services	This class includes information on student support services from an academic and learning perspective • General information on Learning Support • Skills for Life policy • Additional Learning Support Policy • A Guide to Services and Facilities for Disabled students	Paper/elec Electronic Electronic Electronic	Head of Learning Support Skills for Life Co-ord Head of Learning Support “
Student liaison	This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups • Student Union Constitution • Student Council Constitution • Terms of reference of staff/student liaison committee(s)	Paper Paper Paper	Clerk to the Corporation “ “

Student policies	This class includes a guide to all student policies issued by the institution. <ul style="list-style-type: none"> • Mobile phone policy • Drugs policy • Attendance policy • Careers education and guidance • Freedom of speech code of practice • Harassment guidelines/students 	Not published Not published Paper/elec Paper/elec Paper/elec Paper/elec	Head of Student Services “ “ “
Student welfare	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Welfare/advice services • Health Services • Careers Services • Sports and recreational facilities • Housing • Finance 	Paper “ “ “ “	Head of Student Services “ “ “ “ “
Student associations and activities	This class contains 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. Examples of information include: <ul style="list-style-type: none"> • Students' Union Constitution, Code of Practice, List of Officers and any other related documents 	Paper	Clerk to the Corporation
Information Services			
Availability and conditions of use of facilities	Information in this class provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, email spamming of an external site) are appropriately dealt with. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Access to/use of Archives – detailed in the data protection policy • Staff handbook • ILT & Telephony Policy 	Paper Paper Paper	Registrar Personnel Directorate

<input type="checkbox"/> Data protection policy • Library opening times		Paper Paper/Elec	Registrar Manager of College Library Services
Mission statements and related documents	<input type="checkbox"/> Mission statements and related documents – included in the Strategic Plan and Self Assessment Reviews	Paper/Elec	Clerk to the Corporation

Policies with regard to data and information	Information in the 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 unauthorized access or disclosure. <ul style="list-style-type: none"> • Security policies – data protection policy and disaster recovery plan • Data retention and archive policies – data protection policy • Data protection statement/policies – data protection policy • Policies on CCTV monitoring, ILT and Telephony 	Paper Paper Paper Paper	Registrar Registrar Registrar ILT Manager
Procurement and disposal policies	Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds	Paper	Director of Finance
Teaching & Learning			
Academic year dates	<input type="checkbox"/> College calendar <ul style="list-style-type: none"> • Admissions Pack 	Paper/elec Paper/elec	Secretariat Registrar
Further course information	<input type="checkbox"/> College calendar <ul style="list-style-type: none"> • Enrolment pack • Prospectus • Course leaflets • Work experience procedures • Term dates 	Paper/elec “ “ Paper Paper Paper	Secretariat Registrar Reception/Internet Reception Departments Registrar
Information on internal procedures for assuring academic quality and standards	This class includes information about the institution's internal quality audit programmes and annual review. <ul style="list-style-type: none"> • New course proposal form • Course amendment form • Course evaluation survey • Student evaluation survey • Accessibility survey • Satisfaction survey (students view of their experience of teaching and wider aspect of college life) • Quality Assurance Handbook (guide to quality policies, procedures and practice) • Lesson observation policy • Self assessment procedures 	Paper/elec Paper Paper Paper Paper Paper Paper Paper	CASLD “ “ “ “ “ “
Tuition fees	<input type="checkbox"/> Information for home/EU students	Paper Paper	Registrar Head of

	• Information for international students		International Centre
External Relations			

Government and Regulatory relations	This class relates to the information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. <ul style="list-style-type: none"> • Ofsted inspection report • QAA reviews • Report/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc. 	Internet Paper/internet Paper	www.ofsted.gov.uk Dir of Acad Prog Published by the funding council annually and available on the LSC website www.los.gov.uk Ofsted inspection reports available on the DfES website www.dfes.gov.uk Other reports and returns please contact the Dir of S&IS for advice and details of addresses
Marketing and recruitment	This class includes publications relating to student recruitment (UK and International), including the college prospectus <ul style="list-style-type: none"> • Full time and part time prospectuses • Information about open days • Website • Marketing strategy 	Paper/internet Paper Internet Paper	Reception www.bradfordcollege.ac.uk Marketing www.bradfordcollege.ac.uk Marketing Manager
Public relations	This class should contain information that is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (i.e. contents of the 'welcome pack') 	Paper “ “ “ “	Marketing Manager Reception Reception Marketing Manager

PROCEDURES / GUIDELINES:

RELATED POLICIES:

APPENDICES: