

FREEDOM OF INFORMATION PUBLICATION SCHEME



Governance

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The information that Weston College generally makes available to the public is described in this Publication Scheme.

Information is grouped under the following categories:

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. **How we make decisions**
5. **Our policies and procedures**
6. **Lists and registers**
7. **The services we offer**

Next to each category of information we have indicated the manner in which the information described will be available.

Our standard is to provide information electronically however if required paper copies can be made available.

For items not routinely available the College will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information which will be charged at a flat rate of £25 an hour, regardless of the actual costs per hour, and these costs will be charged if applicable. There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450. We will also charge ten pence plus VAT per photocopy or scanned document and/or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

Please also refer to the Guide to the Publication Scheme

8. **Weston College and its Subsidiary Companies**

The Freedom of Information Publication Scheme covers Weston College and its Subsidiary Companies except where specified.

The Model Publication Scheme was adopted by the Corporation on the 18th December 2008, and the detailed Scheme approved by the Corporation on the 4th February 2010. This recent update was approved by the Corporation on 12th February 2015.

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SECTION 1: WHO WE ARE AND WHAT WE DO

Organisational information, structures, locations and contacts, constitutional and legal governance

DOCUMENTS	MANNER AVAILABLE
Legal Framework <ul style="list-style-type: none"> • Legal status conferred by the Further & Higher Education Act 1992 • The Instrument & Articles of Government 	Website Website/Electronic
How the College is organised <ul style="list-style-type: none"> • College organisational chart • Composition of the Corporation and its Committees • The Standing Orders of the Corporation • Committee Terms of Reference • Corporation Cycle of Business 	Website/Electronic Website/Electronic Website/Electronic Website/Electronic Website/Electronic
Locations and Contact Details <ul style="list-style-type: none"> • College Location Map/Directions • College Site Map • Halls of Residence • College Contact Details • Staff List with initials and job titles 	Website/Electronic Website/Electronic Website/Electronic Electronic Electronic
Partnership Organisations <ul style="list-style-type: none"> • North Somerset Enterprise and Technology College • Bristol Futures Academy • Inspirational Futures Trust • The Association of Colleges • North Somerset Council (access to Local Area Agreements) • Principals' Professional Council • Bath Spa University • University of the West of England • Bath University • West of England Local Enterprise Partnership 	Web links available via the College's website
Student Union <ul style="list-style-type: none"> • Student Union Constitution • Student Union Composition/Membership 	Electronic Electronic

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SECTION 2: WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Note: Information that may have implications for the College's commercial interests will be excluded from the publication scheme.

DOCUMENTS	MANNER AVAILABLE
Funding & Income/ Budgetary & Account Information	
<ul style="list-style-type: none"> • Three Year Financial Forecast/Annual Budget • Annual Report & Financial Statements • Financial Contracts with Higher Education Institutions 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Financial Audit Reports	
<ul style="list-style-type: none"> • Internal Audit Service Annual Report • Other Audit Reports 	<p>Electronic</p> <p>Electronic</p>
Capital Expenditure	
<ul style="list-style-type: none"> • Financial Regulations • Annual Report & Financial Statements 	<p>Electronic</p> <p>Electronic</p>
Capital Programme	
<ul style="list-style-type: none"> • Accommodation Strategy • Lease Agreements • Contracts/College Seal 	<p>Electronic</p> <p>Electronic</p> <p>Electronic/Paper</p>
Tendering/Procurement	
<ul style="list-style-type: none"> • Financial Regulations • Procurement Strategy • Register of Suppliers 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Staffing	
<ul style="list-style-type: none"> • Annual Report, including remuneration of Senior Postholders • Pension Schemes • Generic Pay Scales for Teaching Staff 	<p>Electronic</p> <p>Electronic/Paper</p> <p>Electronic</p>

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<ul style="list-style-type: none">• Generic Pay Scales for Support Staff	Electronic
General Expenditure	
<ul style="list-style-type: none">• Financial Regulations• Governors' Expenses• Travel & Subsistence Policy• Insurance Details	Electronic Paper Electronic Electronic / Paper

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SECTION 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
<i>Strategy and performance information, plans, assessments, inspections and reviews</i>	
DOCUMENTS	MANNER AVAILABLE
Annual Report	Electronic/Paper
Corporate and Business Plans <ul style="list-style-type: none"> • Mission Statement • Strategic Plan/Development Plan • College & Governance Development Plans • Corporation Cycle of Business • Accommodation Strategy • Quality Strategy 	Web/Electronic Electronic Electronic Web/Electronic Electronic Electronic
<ul style="list-style-type: none"> • HE Strategy 	Electronic
Academic Quality & Standards <ul style="list-style-type: none"> • Quality Strategy • Quality Assurance Procedures • Examination Results • Self- Assessment Reports (including recruitment, retention and achievement data) • Lesson Observation Grades • Principal's Report to Corporation • Safeguarding of Children & Vulnerable Adults Policy 	Electronic Electronic Web/Electronic Electronic Electronic Electronic Electronic
Teaching & Learning <ul style="list-style-type: none"> • Teaching & Learning Strategy • ILT Strategy • Equality & Diversity Strategy 	Electronic Electronic Electronic
External Reviews/Regulatory Reports <ul style="list-style-type: none"> • Ofsted Report • Provider Financial Assurance Reports 	Web/Electronic Electronic

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• Financial statements	Electronic
• Internal Audit Reports	Electronic
• Health & Safety 5 Star Audits	Electronic
• HE Reports (Integrated Quality & Enhancement Review - IQER)	Electronic
• Investors in People Audit	Electronic

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SECTION 4: HOW WE MAKE DECISIONS

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

DOCUMENTS	MANNER AVAILABLE
Corporation & Committee Meetings <ul style="list-style-type: none"> Corporation and Committee agendas Minutes of Corporation and Committee meetings (unless deemed confidential), once approved. Any public report, document, or other paper considered at every meeting The Principal/Chair's Report to the Corporation 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Governance <ul style="list-style-type: none"> Governor Appointment Process Search Committee Terms of Reference Standing Orders of the Corporation Committee Terms of Reference 	<p>Web/Electronic</p> <p>Web/Electronic</p> <p>Web/Electronic</p> <p>Web/Electronic</p>
Teaching & Learning <ul style="list-style-type: none"> Minutes of the Curriculum and Quality Management Group Meeting College Strategic Plan Senior Management Team Meetings (monthly) Middle Management Team Meetings (termly) 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Consultation with Unions <ul style="list-style-type: none"> Redundancy/Restructure Policy 	<p>Electronic</p>

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SECTION 5: OUR POLICIES AND PROCEDURES

Current written protocols for delivering our functions and responsibilities

DOCUMENTS	MANNER AVAILABLE
<p>Policies & Procedures for conducting College business</p> <ul style="list-style-type: none"> • Rules & Bye-Laws, including Instrument & Articles of Government, Corporation Standing Orders, Corporation Committee Terms of Reference, Code of Conduct etc. • Access to College Information • Freedom of Information Publication Scheme • Procedures for handling requests for information • Complaints Policy & Procedures 	<p>Web/Electronic</p> <p>Web/Electronic</p> <p>Web/Electronic</p> <p>Web/Electronic</p> <p>Web/Electronic</p>
<p>Policies & Procedures - Student/Academic Services</p> <ul style="list-style-type: none"> • College Prospectuses • College Charter • Admissions Policy • Fees Policy • Student Handbook • Student Code of Conduct • Student Disciplinary Policy & Procedures/Appeals Process • Complaints Policy & Procedure • Examination Procedures • Plagiarism Policy • Examination Appeals Process • Tutorial Handbook • Educational visits & students off college premises • Work Placement Policy • Library Plus Opening Hours • Copyright Guidelines 	<p>Web/Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Paper</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Paper</p> <p>Electronic</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic</p>

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<ul style="list-style-type: none"> • ICT Users Policy • Safeguarding Child Protection and Vulnerable Adults Policy 	<p>Electronic</p> <p>Web/Electronic/Paper</p>
Policies & Procedures - Human Resources	
<ul style="list-style-type: none"> • Recruitment Policy & Procedures + associated documents • Pay Policy • Staff Benefits Policy • Staff Handbook • Generic Terms and Conditions of Service/Salary Grades • Code of Conduct • Absence Control Policy • Stress Management Policy • Annual Leave Policy • Capability Policy • Flexible Working Policy • Disciplinary & Grievance Policy & Procedures • Harassment & Bullying Policy • Public Interest Disclosure (Whistleblowing) Policy • Redundancy Policy • Appraisal Policy • Investors in People reports • Staff Development Policy • Induction Programme 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Paper</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Equality & Diversity	
<ul style="list-style-type: none"> • Equality & Diversity Policy • Single Equality Scheme & Action Plan • Equality & Diversity Committee Membership • Equality & Diversity Committee Minutes 	<p>Website/Electronic</p> <p>Website/Electronic</p> <p>Electronic</p> <p>Electronic</p>

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Health & Safety <ul style="list-style-type: none"> • Health & Safety Policy & Procedures • Health & Safety Audit Reports • Risk Management Policy & Action Plan • Safeguarding of Children & Vulnerable Adults Policy 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic/Paper</p>
Estates <ul style="list-style-type: none"> • Financial Regulations - procurement procedures • Accommodation Strategy • Strategic Plan 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p>
Charging Policies <ul style="list-style-type: none"> • Fees Policy • Freedom Of Information Publication Scheme 	<p>Electronic</p> <p>Website/Electronic</p>
Records Management <ul style="list-style-type: none"> • Data Protection Policy • Retention of Documents Policy • Data Management Development Group Terms of Reference 	<p>Website/Electronic</p> <p>Electronic</p> <p>Electronic</p>

SECTION 6: LISTS AND REGISTERS	
<i>Information held in registers required by law and other lists and registers relating to the functions of the authority</i>	
DOCUMENTS	MANNER AVAILABLE
Legally required to hold in publicly available registers <ul style="list-style-type: none"> • Corporation members Register of Interests • Corporation members Register of Eligibility 	Electronic/Paper Electronic/Paper
Asset Registers <ul style="list-style-type: none"> • Central and Departmental Inventories 	Electronic/Paper
Disclosure Logs <ul style="list-style-type: none"> • Log recording information provided in response to a request under the Freedom of Information Act 	Electronic/Paper

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SECTION 7: THE SERVICES WE OFFER	
<i>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.</i>	
DOCUMENTS	MANNER AVAILABLE
<p>Prospectus and Course Content, including:</p> <ul style="list-style-type: none"> • College Calendar • Dates for academic year • Subject information sheets • HE Prospectus • Guide to Employers/Apprenticeships Guide • Student Handbook • Tutorial Handbook • Student Diary • Timetables • Examination timetable • Trips & Visits handouts • Work Placement Policy • LRC Policy - including online learning • Elective Programme 	<p>Website/Electronic/Paper</p> <p>Website/Electronic/Paper</p> <p>Website/Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p>
<p>Student Welfare/Advice & Guidance</p> <ul style="list-style-type: none"> • Learner Support Fund information • Programme for Additional Learning Support • Education Maintenance Allowance Scheme • Details of Counselling Service • Advice on Transport • Advice on Accommodation 	<p>Electronic/Paper</p> <p>Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p> <p>Electronic/Paper</p>

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<ul style="list-style-type: none">• Equality & Diversity Policy• Careers Advice/Open Evenings• Access to College Nurse	Web/Electronic/Paper Paper Paper
Sports & Recreational Facilities <ul style="list-style-type: none">• Programme for College Fitness Suite	Paper
Marketing & Media <ul style="list-style-type: none">• Press releases• Newsletters	Web/Electronic/Paper Web/Electronic/Paper

This Publication Scheme will be subject to amendment as new documentation/information is produced and made available to the public.