



Weston College **Group**

FREEDOM OF INFORMATION POLICY AND PROCEDURE

FREEDOM OF INFORMATION POLICY AND PROCEDURE

CONTENTS

1	POLICY STATEMENT	3
2	WHAT IS A PUBLICATION SCHEME?	3
3	ACCESSING INFORMATION COVERED BY THE PUBLICATIONS SCHEME.....	3
4	WHAT ABOUT INFORMATION NOT COVERED BY THIS PUBLICATION SCHEME	3
5	RESPONSIBILITIES	4
	Compliance, monitoring and review.....	4
	Reporting.....	4
	Records management.....	4
6	APPENDIX	5

Change Control

Version:	1.0
Date approved by CLB:	01/09/2021 – via delegated authority
Date approved by Corporation:	N/a
Name and title of policy holder:	Jo Philpott - Clerk to the Corporation
Date issued:	September 2021
Review date:	August 2024

Version	Type – New/Replacement/Review	Date	History
1.0	New	September 2021	N/a – new policy

This policy applies to Weston College Group and all wholly owned subsidiary companies of the Weston College Corporation which include OLASS, West of England Institute, Forward Futures, SOMAX, Releasing New Potential, Inspirational Events and Investments

FREEDOM OF INFORMATION POLICY AND PROCEDURE

1 POLICY STATEMENT

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 (FOIA). 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.
- 1.3 Weston College is compliant with the requirement of the Further Education model provided by the Information Commission. The College is committed to making as much information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

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 '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, or information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3 ACCESSING INFORMATION COVERED BY THE PUBLICATIONS SCHEME

- 3.1 The classes of information we publish are described in Appendix A to this policy
- 3.2 Next to each class we have indicated the manner in which the information described will be available. Charges may apply to supplying material that we have to supply in hard copy.
- 3.3 To request information available through our publication scheme, that is not available on-line at <https://www.weston.ac.uk>, please contact: Clerk to the Corporation, Weston College, Knightstone Road, BS23 2AL or email principals.office@weston.ac.uk stating for the attention of the Clerk to the Corporation.
- 3.4 Please note that a publication scheme relates to 'published' Information. Therefore, material covered has already been prepared in a format ready for distribution.

4 WHAT ABOUT INFORMATION NOT COVERED BY THIS PUBLICATION SCHEME

- 4.1 Since January 2005 you have had the right, under the FOIA, to request any information held by a public authority, which it has not already made available through its publication scheme.
- 4.2 Requests should be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, calculated according to Fees Regulations. They are not required to release information to which an exemption in 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.
- 4.3 When dealing with a request for information which contains personal data, the College will consider the request under the appropriate FOIA section of the Data Protection Act 2018.
- 4.4 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:

FREEDOM OF INFORMATION POLICY AND PROCEDURE

Information Commissioner
Wycliffe House
Water Lane
WILMSLOW
Cheshire SK9 5AF

- 4.5 More information about the Freedom of Information Act is available on the Information Commissioner's website at: <http://www.ico.org.uk/>

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 This policy will be reviewed annually or when legislation is updated

Reporting

- 5.2 No additional reporting is required

Records management

- 5.3 Staff must maintain all records relevant to administering this policy and procedure using the Weston College (ISO) recordkeeping system.

FREEDOM OF INFORMATION POLICY AND PROCEDURE

6 APPENDIX - APPENDIX A

WESTON COLLEGE FREEDOM OF INFORMATION PUBLICATION SCHEME

The College will make a charge for paper documentation unless stated

Class	Description	P = Paper E = Electronic W = Website
1. Who we are and what we do		
1.1	Organisational information, structures, locations and contacts <ul style="list-style-type: none"> • Full-time and part-time prospectuses • Organisation structure charts • Terms of Reference of Committees • Terms of Reference of Groups 	P/E/W P/E P/E P/E
1.2	Legal Framework <ul style="list-style-type: none"> • Instrument and articles of government 	P/E
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it <ul style="list-style-type: none"> • Funding bodies • Local schools & universities • Local authorities • Awarding bodies • Employers • Training providers • Health and wellbeing bodies 	P/E
1.4	Location and contact details See College website (https://www.weston.ac.uk/)	W
1.5	Student activities <ul style="list-style-type: none"> • Student Council terms of reference, list of officers and related documents 	P/E
2. What we spend and how we spend it		
2.1	Funding / income / budgetary and account Information; expenditure <ul style="list-style-type: none"> • Annual statement of accounts • Budgets for current year 	P/E/W P/E
2.2	Financial audit reports Reports of financial auditors	P/E
2.3	Capital Programme <ul style="list-style-type: none"> • Finance minutes • Audit minutes 	P/E P/E
2.4	Financial regulations and procedures <ul style="list-style-type: none"> • Financial Regulations • Financial Procedures 	P/E
2.5	Staff pay and grading structures; Staff allowances and expenses <ul style="list-style-type: none"> • Salary scales for teaching and support • Staff expenses policy 	P/E P/E
2.6	Register of Suppliers; Procurement and tender procedures and reports; contracts <ul style="list-style-type: none"> • Financial procedures • Any contracts currently available for public tender 	P/E P/E
3. What our priorities are and how we are doing		
3.1	Annual Report	

FREEDOM OF INFORMATION POLICY AND PROCEDURE

	<ul style="list-style-type: none"> Principal's Updates Corporation Minutes 	P/E/W P/E
3.2	Corporate and business plans <ul style="list-style-type: none"> Strategic plan 2021-23 Corporation Minutes 	P/E/W P/E
3.3	Teaching and learning strategy; Academic quality and standards <ul style="list-style-type: none"> Curriculum and Quality Committee Minutes Strategic plan 2021-23 Self-Assessment report Quality Improvement Plan 	P/E P/E/W P/E P/E
3.4	External review information <ul style="list-style-type: none"> Ofsted reports Published performance tables 	P/E/W P/E/W
3.5	Corporate relations <ul style="list-style-type: none"> Full-time and Part-time prospectuses 	W
3.6	Government and regulatory reports <ul style="list-style-type: none"> Ofsted / other reports 	P/E/W
4. How we make decisions		
4.1	Minutes from governing body, council, academic boards and steering groups <ul style="list-style-type: none"> Governing body minutes Committee Minutes 	P/E
5. Our Polices and Procedures		
5.1	Policies and procedures for conducting College business <ul style="list-style-type: none"> Corporation Standing Orders Financial procedures Financial Regulations 	P/E
5.2	Procedures and policies relating to academic services <ul style="list-style-type: none"> Malpractice and Maladministration policy 	P/E
5.3	Procedures and policies relating to student services <ul style="list-style-type: none"> Admissions & Enrolments Policy Full-time and part-time prospectuses Fitness to Study Policy Complaints Policy Drugs & Alcohol Misuse Policy Health and wellbeing information/service Work Experience Policy Safeguarding Policy 	P/E
5.4	Procedures and policies relating to HR <ul style="list-style-type: none"> Capability Procedure Disciplinary Procedure Grievance Procedure DBS Policy & Procedure Work Life Balance Policy Flexible Working Policy Sickness Absence Policy Pensions Discretionary Policy Whistleblowing Policy 	P/E
5.5	Procedures and policies relating to recruitment <ul style="list-style-type: none"> Current vacancies and recruitment information 	P/E
5.6	Code of Conduct for members of governing bodies <ul style="list-style-type: none"> Code of Conduct Conflicts of interest Policy 	P/E
5.7	Equality, Diversity and Inclusion Policy	P/E/W
5.8	Health and Safety <ul style="list-style-type: none"> Health, Safety and Wellbeing Policy 	P/E/W

FREEDOM OF INFORMATION POLICY AND PROCEDURE

5.9	Estate Management <ul style="list-style-type: none"> • Property Strategy 	P/E
5.10	Complaints policies and procedures <ul style="list-style-type: none"> • Complaints Policy 	P/E/W
5.11	Records management and personal data policies <ul style="list-style-type: none"> • Privacy Notice • Document Retention 	P/E/W P/E
5.12	Charging regimes and policies <ul style="list-style-type: none"> • Full-time and part-time prospectuses • Fees Policy • Sub-contracting Policy 	P/E/W P/E/W P/E/W
6. Lists and Registers		
6.1	Any information we are currently legally required to hold in publicly available registers <ul style="list-style-type: none"> • Corporation members – register of interests 	P/E
6.2	Asset registers <ul style="list-style-type: none"> • Annual accounts 	P/E/W
7. The services we offer		
7.1	Prospectus and course content <ul style="list-style-type: none"> • Full-time and part-time prospectuses 	P/E/W
7.2	Health, welfare and counselling services <ul style="list-style-type: none"> • Health & Wellbeing service 	P/E/W
7.3	Careers advice <ul style="list-style-type: none"> • Information, advice & guidance 	P/E/W
7.4	Chaplaincy services & multi-faith provision <ul style="list-style-type: none"> • Chaplaincy Service 	W
7.5	Libraries & Study Centres <ul style="list-style-type: none"> • Resources • Computer and IT Facilities • Support/Customer Services • Printing, photocopying and scanning 	W
7.6/7.7	Sports and recreational facilities <ul style="list-style-type: none"> • Sports Academies • Campus facilities 	W
7.8	Advice and Guidance <ul style="list-style-type: none"> • Information, advice and guidance 	W
7.9	Media and Press releases	W