LINCOLN COLLEGE

FREEDOM OF INFORMATION
PUBLICATION SCHEME

POLICY HR/PO/52

SPONSOR

Group Director of HR & Student Support Services

EQUALITY AND DIVERSITY STATEMENT

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

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PUBLICATION SCHEME

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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 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.

3   WHO WE ARE

3.1   Lincoln College is a large general further education (GFE) College and is one of six GFE Colleges in the county of Lincolnshire. It has three main campuses: two in Lincolnshire (Lincoln and Gainsborough) plus one in Newark in the County of Nottinghamshire. The College also provides courses in the community and at a number of county venues notably for learners with learning difficulties. The College encompasses Britain's first Air & Defence Career College (A&DCC) in Lincoln, a Construction Career College in Gainsborough and a pathfinder employer-engagement project with the Dixons-Carphone Group in Newark.

The College offers courses in 24 learning areas and covers all of the 15 Subject Sector Areas (SSAs). The majority of learners are enrolled on courses in preparation for life and work, health public services and care, science and mathematics, language literature and culture, arts media and publishing, leisure travel and tourism, retail and commercial enterprise, engineering and construction. The College has its own work based learning contract and offers Work Place Learning both directly and via a consortium of sub-contractors that it manages. The College is part of Lincoln College Group which currently includes Gainsborough and Newark academies, two Colleges in the Kingdom of Saudi Arabia and international delivery on mainland China.
More information can be found at: http://www.lincolncollege.ac.uk

4   ACCESSING INFORMATION COVERED BY THE PUBLICATION SCHEME

4.1   The classes of information we publish are described in the second part (Appendix 1) of the scheme.

4.2   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.

4.3   To request information available through our publication scheme, please contact the college's Group Director of HR & Student Support Services using the form located at appendix 2.

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

5   WHAT ABOUT INFORMATION NOT COVERED BY THE PUBLICATION SCHEME?

5.1   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.

5.2   Requests will have to be made in writing to the Group Director of HR & Student Support Services using the form located at appendix 2. We will respond within 20 working days and may charge a fee, which will be calculated according to Fees Regulations.

6   FEEDBACK

6.1   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.

Group Director of HR & Student Support Services
Lincoln College
Monks Road
Lincoln
LN2 5HQ

6.2   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.

7   FURTHER INFORMATION

More information about the Freedom of Information Act is available on the Information Commissioner's website at www.ico.org.uk

APPENDIX 1

PUBLISHED INFORMATION

1   GOVERNANCE

This section covers information relating to the way the college is governed and how decisions are made. It includes information on the legal status of the college, 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 college or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	This class contains information relating to how the college was established and its standing from the point of view of the law. Ultimately the corporate status of some FE 'corporations' will be conferred by the relevant statutes, in particular the Education Reform Act of 1988, the Further and Higher Education Act 1992 and the Education Act 2011. The actual legislation is often already publicly available, for example on the HMSO web site: (www.legislation.hmso.gov.uk/acts.htm) and need not be duplicated.	Electronically	None
		Every educational institution (university, further or higher education college) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.	Electronically	
1.2	How the institution is organised	This class contains information relating to how the individual units of the college are organised and where each unit fits in the overall structure of the college.

Examples of the type of information in this class include: | Electronically | None |

			Organisational structure charts • Description of work/ responsibilities of units		
1.3	Information on the institutional context	This class should include information to be made available by FE corporations on: • The Lincoln College Group Strategic Plan • Statement of the FE corporation's quality assurance policies and procedures • The FE corporation's learning and teaching strategy and periodic reviews of progress	Electronically	None
1.4	Management structure	This class contains information relating to how the college's management structure is organised and the function and purpose of each part of the management structure. Examples of the type of information in this class include: • Description of Statutory Bodies (e.g. Governing Body, Corporation). In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest • Codes of Conduct for members of governing bodies • Description of the sub-structures and committees supporting them. This may include Academic Boards, Boards of Governors and Steering Groups. These may have 'Standing Orders' that indicate the mode of operation • Objectives on which the structure is based • Terms of reference, membership and mode of operation of all boards and committees in the formal structure	Electronically	None

		• Code of practice for college elections and committee procedures • Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc • Appointment committees and procedures		

2   FINANCIAL RESOURCES

This section covers information on the college's strategy and management of financial resources.   The Finance Unit provides accounting and financial management 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.

	Class	Description	Manner	Fee
2.1	Finance	Examples of the type of information in this class include policies and procedures relating to: • Annual Accounts • Financial Regulations • Regularity Reports • Financial Audit Reports • Banking • Insurance • Pensions	Electronically	None
2.2	Resource planning	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. Examples of the type of information include: • Budgets and Forecasts • Financial Plan • Fixed Assets • Annual Report and Accounts	Electronically	None

3   HUMAN RESOURCES

This section covers information on the college'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).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	Examples of the type of information in this class include: • Policies, statements, procedures and guidelines relating to recruitment • Terms and conditions of employment • Salary grades • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached • Grievance procedures and policies • Disciplinary procedures and policies • Harassment and bullying policy • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff	Electronically	None
3.2	Equal opportunities /Diversity	Examples of the type of information in this class include: • Staff policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, disability, race, gender, religion or belief, sexual orientation, marriage and civil partnership and pregnancy and maternity.	Electronically	None

	Class	Description	Manner	Fee
3.3	Staff development	This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include: • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures relating to performance management	Electronically	None

4   PHYSICAL RESOURCES

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the college's management of its physical resources. Information that provides specific details of the college's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Manner	Fee
4.1	Estates	Examples of the type of information in this class include: • Estates strategy and plan • Procurement Process for Maintenance, FM Contracts including Compliance, Minor Works & Capital Works; detailed in Financial Regulations • Layout Plans of the Estate • Contractor Management Policy • Vehicle Fleet Policy • Asbestos Management Policy • Facilities Management Software • Map of Main Site	Electronically	None

5   STUDENT ADMINISTRATION AND SUPPORT

This section contains information on how the college 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.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	This class includes information relating to: • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to the ESFA, HEFCE and Local Authorities • Student progression, retention and completion data • Data on qualifications awarded to students • Data on employment/training outcomes for graduates/students	Electronically	None
5.2	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 Admissions & Enrolment staff, school/college staff and the students themselves. Examples of the type of information in this class include: • Student records policies and procedures documents • Security and data protection policy and procedure documents	Electronically	None
5.3	Student	This class includes information	Electronically	None

	admission and enrolment	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 or equivalent and school/faculty/college staff. An example of the type of information in this class is: • Admissions and enrolment policies and procedures documents		
5.4	Student discipline	This class includes information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include: • Code of student discipline and other policy and procedure documents • Internal student complaint and appeals procedures	Electronically	None
5.5	Student Services	Examples of the type of information in this class include: • Learning development and support • Personal development advice • Services for students with Learning Difficulties or Disabilities	Electronically	None
5.6	Student Voice, Student President and Executive Committee	This class includes information relating to the structure and functioning of staff/student consultative committees or other student voice groups. Examples of the type of information	Electronically	None

	Class	Description	Manner	Fee
		in this class include: • Terms of reference of staff/student voice committee(s) • Minutes of previous staff/student liaison committee(s) meetings		
5.7	Student policies	This class includes a guide to all student policies issued by the institution: • Policies relating to students not included elsewhere in the Publication Scheme	Electronically	None
5.8	Student welfare	Examples of the type of information in this class include: • Welfare/advice services • Health services • Careers services • Youth and Wellbeing Common Room • Housing • Finance • Counselling • Mental Health Support	Electronically	None

6   CENTRAL INFORMATION SERVICES

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

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	Information in these classes 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	Electronically	None

		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: • Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems • Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access) • The general rules and conditions of use (e.g. no smoking/drinking/ eating, the existence of policies with regard to law such as copyright, computing code of practice, data protection). • Access to/use of Archives, including how far back in time information exists and if so to what extent it is available • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here		
6.2	Mission statements and related documents	This class includes information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.	Electronically	None
6.3	Policies with regard to data and information	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. Examples of the type of information	Electronically	None

		in this class include:		
		• Data protection statements/ policies		
		• Policies on CCTV monitoring etc.		
6.4	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. Examples of the type of information in this class include: • Policies relating to the procurement and disposal of equipment • Collection management/ preservation strategy (including policy on disposal of stock)	Electronically	None

7   LEARNING AND TEACHING

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

	Class	Description	Manner	Fee
7.1	Academic year dates	This class includes information on dates for the current academic year as well as future academic years (as far as is known).	Electronically	None
7.2	Further course information	This class includes information relating to particular schools and departments, also information relating to programmes and qualifications. Examples of the type of information in this class include: • Term dates • Structure of courses	Electronically	None

		• Qualification gained • Work experience		
7.3	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. It should also include information on the college's internal procedures for assuring academic quality and standards. Examples of the type of information in this class include: a) Information on programme approval, monitoring and review: • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies b) Information on assessment procedures and outcomes: • Assessment strategies, processes and procedures c) Information on student satisfaction with their college experience, covering the views of students on: • Arrangements for academic and tutorial guidance, support and supervision • Library services and IT support • Suitability of accommodation, equipment and facilities for teaching and learning • Perceptions of the quality of teaching and the range of teaching and learning methods • Assessment arrangements • Quality of pastoral support d) Information and evidence	Electronically	None

		available to teams undertaking internal reviews of quality and standards in relation to: • The effectiveness of learning and teaching, in relation to programme aims and curriculum content as they evolve over time • The availability and use of specialist equipment and other resources and materials to support teaching and learning • Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes • The use of external benchmarking and other comparators		
7.4	Staffing structure of schools/ departments	This class includes information about staff roles within schools and departments, together with organisational charts. Examples of the type of information in this class include: • Job titles of academic staff and support staff • Contact details for each school/department	Electronically	None
7.5	Student assessment strategy	This class includes information on the regulations and/or policy governing student assessment. Examples of the type of information in this class include: • Examination periods • Examination regulations • Appeal procedures • Policy on plagiarism • External examination bodies	Electronically	None

	Class	Description	Manner	Fee
7.6	Tuition fees	This class includes information relating to tuition fees for UK students, EEA students and other international students, including information on when tuition fees will be payable and how to pay. Examples of the type of information in this class include: • Information for home/EEA students • Information for international students • Information on other charges	Electronically	None

8   EXTERNAL RELATIONS

This section covers information relating to the college's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students. By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

	Class	Description	Manner	Fee
8.1	Government and Regulator relations	This class relates to the information that the institution 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. Examples of the type of information in this class include: • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc	Electronically	None

		• OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Learning and Teaching)		
8.2	Marketing and recruitment	This class includes publications relating to student recruitment (UK and International), including the college prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include: • Prospectus • Open days • Entry requirements • Widening participation	Electronically	None
8.3	Public relations	This class contains information that is created specifically by the college to help publicise its facilities and activities. Examples of the type of information in this class include: • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student	Electronically	None

Freedom of Information Request Form

Send this form direct to the Group Director of HR & Student Support Services (jvarlow@lincolncollege.ac.uk)

FREEDOM OF INFORMATION REQUEST

Date:

Surname:

First Name(s):

Address:

Postcode:

Email:

Phone contact number:

I would like access to the following document(s):   **I would like to be provided with the following information:**