

## FREEDOM OF INFORMATION

### GUIDE TO INFORMATION PUBLISHED FROM LANCASTER & MORECAMBE COLLEGE UNDER THE MODEL PUBLICATION SCHEME

#### 1. Who we are and what we do

Organisational information, structures, locations and contacts (current information only).

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
1.1	Legal framework	<ul style="list-style-type: none"> <li>• Further and Higher Education Act 1992</li> </ul>	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>	No
		<ul style="list-style-type: none"> <li>• Charities Act</li> </ul>		
		<ul style="list-style-type: none"> <li>• Learning &amp; Skills Act 2000</li> </ul>		
		<ul style="list-style-type: none"> <li>• Instruments and Articles of Government 2008</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Financial Memorandum</li> <li>• Audit Code of Practice</li> </ul>	<a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a>	No
1.2	How Lancaster and Morecambe College is organised	<ul style="list-style-type: none"> <li>• Organisation and Roles</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Organisational structure charts (including management and Committee structure)</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Staffing Structure/Faculty/Section Organisation Charts</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Salary Grades</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Responsibilities of the Corporation, Principal and Clerk – Information Booklet – Governance Matters</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
		<ul style="list-style-type: none"> <li>• Lancaster &amp; Morecambe College's Corporation – Membership</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
1.3	Lists of and information relating to organisations Lancaster & Morecambe College works in	<ul style="list-style-type: none"> <li>• Description of the Sub-Structures and Committees including Terms of Reference and Membership:               <ul style="list-style-type: none"> <li>- Search and Governance</li> <li>- Audit</li> <li>- Finance and Resources</li> <li>- Remuneration</li> <li>- Curriculum and Standards</li> </ul> </li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Term Dates</li> </ul>		
1.3		<ul style="list-style-type: none"> <li>• Details of Franchises</li> <li>• Lancaster &amp; Morecambe College does not own any companies</li> </ul>	Paper	Yes
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	<b><u>Class</u></b>	<b><u>Information</u></b>	<b><u>Format</u></b>	<b><u>Charge</u></b>
1.4	Location and Contact Details	• Site Maps	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	Yes
		• Directions	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
		• Contact Details	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
1.5	Student Activities	• Calendar of Events	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
		• Minutes of Students Union/Student Representatives Meetings	Paper	Yes

## 2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.  
(Current and previous 2 years available)

	<b><u>Class</u></b>	<b><u>Information</u></b>	<b><u>Format</u></b>	<b><u>Charge</u></b>
2.1	Funding/income	• Financial Memorandum Part 1	Paper	Yes
		• Income Reports	Paper	Yes
		• Investment Strategy	Paper	Yes
		• ESF (European Social Fund) income	Paper	Yes
2.2	Budgetary and account information	• Management Accounts	Paper	Yes
		• Annual Report and Financial Statements	Paper	Yes
		• Planning and Budgeting Procedures (included in Financial Regulations)	Paper	Yes
2.3	Financial audit reports	• Internal Audit Report(s)	Paper	Yes
		• Regularity Audit Report(s)	Paper	Yes
		• External Audit (Financial Statements Auditors) Reports	Paper	Yes
2.4	Capital programme	• Feasibility Study	Paper	Yes
2.5	Financial regulations and procedures	• Contracting	All included in Financial Regulations	Yes
		• Purchasing		
		• Goods and services in		
		• Payments		
		• Travel and Subsistence		
		• Insurance		
		• Pensions		

	<b><u>Class</u></b>	<b><u>Information</u></b>	<b><u>Format</u></b>	<b><u>Charge</u></b>
2.6	Register of suppliers	<ul style="list-style-type: none"> <li>• Register of suppliers</li> </ul>	Paper	Yes
2.7	Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>• Procurement Strategy/Policy/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Tender Procedures (included in Financial Regulations)</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Reports of successful tenders</li> </ul>	Paper	Yes
2.8	Contracts	<ul style="list-style-type: none"> <li>• Details of contracts through formal tendering procedures</li> </ul>	Paper	Yes

### **3. What our priorities are and how we are doing**

Strategies and plans, performance indicators, auditors, inspections and reviews (current and previous three years available).

	<b>Class</b>	<b>Information</b>	<b>Format</b>	<b>Charge</b>
3.1	Annual Report	<ul style="list-style-type: none"> <li>• Annual Report and financial statements</li> </ul>	Paper	Yes
3.2	Corporate and business plans	<ul style="list-style-type: none"> <li>• Mission Statement</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
		<ul style="list-style-type: none"> <li>• Development Plan including strategic objectives</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Financial Forecast</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• KPIs</li> </ul>	Paper	Yes
3.3	Quality Strategy	<ul style="list-style-type: none"> <li>• Quality Strategy including: <ul style="list-style-type: none"> <li>- Target Setting Policy</li> <li>- Internal Verification</li> <li>- Lesson Observation</li> <li>- Analysis of Student Questionnaires</li> <li>- Customer Services Charter</li> </ul> </li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Self Assessment Report</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Target Setting Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Internal Verification</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Lesson Observation</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Tutorial Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Analysis of Student Questionnaires</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• College Charter</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
		<ul style="list-style-type: none"> <li>• Customer Service Charter</li> </ul>	Paper	Yes
3.4	External Review Information	<ul style="list-style-type: none"> <li>• E.V. reports</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Curriculum Review</li> </ul>	Paper	Yes
3.5	Corporate Relations	<ul style="list-style-type: none"> <li>• Links with Employers</li> </ul>	Paper	Yes
3.6	Government and regulatory reports	<ul style="list-style-type: none"> <li>• AAV reports</li> </ul>	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	Yes
		<ul style="list-style-type: none"> <li>• OFSTED report</li> </ul>	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	Yes
		<ul style="list-style-type: none"> <li>• PFA report</li> </ul>	Paper	Yes

#### 4. How we make decisions

Decision making processes and records of decisions.

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
4.1	Minutes from Governing Body and Committees	<ul style="list-style-type: none"> <li>Minutes and papers of Corporation and Committee Meetings available to the public</li> <li>- Agenda and Minutes</li> <li>- Reports and Papers</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a> Paper	No Yes
4.2	Senior Management Team Minutes	<ul style="list-style-type: none"> <li>Senior Management Team Minutes available to the public</li> <li>Senior Management Team/Curriculum Management Team Minutes available to the public</li> </ul>	Paper Paper	Yes Yes
4.3	Teaching and Learning Minutes	<ul style="list-style-type: none"> <li>Learning &amp; Standards Committee Minutes</li> <li>Quality Committee Minutes</li> </ul>	Paper Paper	Yes Yes
4.4	Minutes of Staff/Student Consultation	<ul style="list-style-type: none"> <li>Consultative Committee Minutes</li> <li>Students' Union/Student Council Minutes</li> </ul>	Paper Paper	Yes Yes
4.5	Appointment Committees and Procedures	<ul style="list-style-type: none"> <li>Search and Governance and Remuneration Committees Terms of Reference</li> <li>Governor Appointment Procedure</li> <li>Senior Staff Appointment Procedure</li> <li>Procedure for Students Union Elections</li> </ul>	Paper Paper Paper Paper	Yes Yes Yes Yes

#### 5. Our Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
5.1	Policies and procedures for conducting College business	<ul style="list-style-type: none"> <li>Standing Orders</li> <li>Codes of Ethics/Conduct</li> <li>Requests for Information</li> </ul>	Paper Paper <a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	Yes Yes No
5.2	Procedures and Policies relating to academic services	<ul style="list-style-type: none"> <li>Enrolment Policy/Procedures</li> <li>Examination Policy/Procedures</li> <li>Appeals Policy/Procedure –</li> </ul>	Paper Paper Paper	Yes Yes Yes
5.3	Procedures and Policies relating to student services	<ul style="list-style-type: none"> <li>College Information Services</li> <li>Information Security Policy</li> <li>Student Handbook</li> <li>Minimum Entry Requirements (Student entry qualifications for courses)</li> <li>Student Accommodation Policy</li> </ul>	Paper Paper Paper Paper Paper	Yes Yes Yes Yes Yes

	<b>Class</b>	<b>Information</b>	<b>Format</b>	<b>Charge</b>
		<ul style="list-style-type: none"> <li>• Admissions Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Disciplinary Exclusion Policy/Procedure for Students</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Student Grievance Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Complaints Policy/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Student Induction</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Learning Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Learner Support Fund Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Support for Students Policy</li> </ul>	Paper	Yes
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> <li>• Human Resources Strategy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Terms and Conditions of Employment</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Induction Guidelines/Assessment</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Probation Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Annual Review &amp; Development (Appraisal)</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Professional Development</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Grievance Policy/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Disciplinary Policy/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Capability Policy/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Harassment and Bullying Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Information Security Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Adoption/Parents/Dependants Policies/Procedures</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Maternity Leave Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Redundancy Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Public Interest Disclosure (Whistle blowing Policy/ Procedure)</li> </ul>	Paper	Yes
5.5	Procedures and Policies relating to recruitment	<ul style="list-style-type: none"> <li>• Recruitment and Selection Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Vacancies</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a> <a href="http://www.fejobs.co.uk">www.fejobs.co.uk</a>	Yes
5.6	Code of Conduct for Members of Governing Bodies	<ul style="list-style-type: none"> <li>• Code of Ethics/Conduct</li> </ul>	Paper	Yes
5.7	Equality & Diversity	<ul style="list-style-type: none"> <li>• Equality &amp; Inclusion Policy, Procedure and Guidelines, including Race Equality</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No Yes
		<ul style="list-style-type: none"> <li>• Disability Equality Scheme</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Gender Equality Scheme</li> </ul>	Paper	Yes
5.8	Health & Safety	<ul style="list-style-type: none"> <li>• Health and Safety Policy and Procedures</li> </ul>	Paper	Yes
5.9	Estate Management	<ul style="list-style-type: none"> <li>• Minor Works Policy/Procedure</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Asset Management/Disposals</li> </ul>	Paper	Yes
5.10	Complaints Policies and Procedures	<ul style="list-style-type: none"> <li>• Comments and Complaints Policy/Procedure</li> </ul>	Paper	Yes

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
		<ul style="list-style-type: none"> <li>Whistleblowing Policy/Procedure (Public Information Disclosure Act)</li> </ul>	Paper	Yes
5.11	Records Management and Personal Data Policies	<ul style="list-style-type: none"> <li>Information Security Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Archiving</li> </ul>	Paper	Yes
5.12	Charging Regimes and Policies	<ul style="list-style-type: none"> <li>Data Protection Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Publication Scheme (FOIA)</li> </ul>	Paper	Yes

## 6. Lists and Registers

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
6.1	Any information we are currently legally required to hold in publicly available registers	<ul style="list-style-type: none"> <li>Register of Interests (Governors, and Senior Staff)</li> </ul>	<a href="http://www.lmc.ac.uk">www.lmc.ac.uk</a>	No
6.2	Asset Registers	<ul style="list-style-type: none"> <li>Asset Register</li> </ul>	Paper	Yes
6.3	Disclosure Logs	<ul style="list-style-type: none"> <li>Logs of Disclosure requests (Whistleblowing/Freedom of Information)</li> </ul>	Paper	Yes

## 7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletter.

	<u>Class</u>	<u>Information</u>	<u>Format</u>	<u>Charge</u>
7.1	Prospectus and course content	<ul style="list-style-type: none"> <li>Prospectus</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>LMC News</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Course Information Sheets</li> </ul>	Paper	Yes
7.2	Health Advice	<ul style="list-style-type: none"> <li>Health &amp; Safety Guidance (Occupational Health, Expectant Mothers, VDU ec)</li> </ul>	Paper	Yes
7.3	Careers Advice	<ul style="list-style-type: none"> <li></li> </ul>		
7.4	Chaplaincy Services	<ul style="list-style-type: none"> <li></li> </ul>		
7.5	Services for which the College is entitled to recover a fee together with those fees	<ul style="list-style-type: none"> <li>Lettings Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Restaurant Facilities</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Hair &amp; Beauty Salon Price List</li> </ul>	Paper	Yes
7.6	Sports and recreational facilities	<ul style="list-style-type: none"> <li>Sports Centre Leaflets</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>Enrichment Activities</li> </ul>	Paper	Yes
7.7	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> <li>Library Service</li> </ul>	Paper	Yes

7.8	Conference facilities	<ul style="list-style-type: none"> <li>• Lettings Policy</li> </ul>	Paper	Yes
	<b><u>Class</u></b>	<b><u>Information</u></b>	<b><u>Format</u></b>	<b><u>Charge</u></b>
7.9	Advice and guidance	<ul style="list-style-type: none"> <li>• Guidance Policy</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Prospectus</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Course Information Sheet</li> </ul>	Paper	Yes
		<ul style="list-style-type: none"> <li>• Counselling Report</li> </ul>	Paper	Yes
7.10	Local campaigns	<ul style="list-style-type: none"> <li>• Community Newsletters</li> </ul>	Paper	Yes
7.11	Media releases	<ul style="list-style-type: none"> <li>• Press Releases</li> </ul>	Paper	Yes