Freedom of Information Publication Scheme Policy

LANCASTER & MORECAMBE COLLEGE

Date: September 2024

Policy name: Freedom of Information Publication Scheme Policy

Policy Owner:	Vice Principal: Finance and Resources
Date of Review:	September 2024
Date Approved:	September 2024
Next Review:	September 2026
Responsibility for Review:	Vice Principal: Finance and Resources
Policy Review Frequency:	2 years
Applicable to staff:	Yes
Applicable to students:	No
Published on website:	Yes
Published on intranet:	Yes
Notes:	

FREEDOM OF INFORMATION PUBLICATION SCHEME POLICY
Including Access to Meetings

1. **INTRODUCTION**

   The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000 (FOIA). Details are available on the College website or by contacting the Vice Principal Finance and Resources. The College also complies with the General Data Protection Regulation (Regulation (EU) 2016/679) and all applicable laws relating to the collection and use of Personal Data and privacy and any applicable codes of practice issued by a regulator including in the UK, the Data Protection Act 2018 (see the College's *Data Protection Policy*).

2. **REGISTER OF INTERESTS**

   Governors and senior and middle managers are required to complete a declaration of interest form for inclusion in the Register of Interests and to inform the Governance Adviser of any changes during the year. The declarations are renewed annually in the autumn term.

   The Register of Interests is maintained by the Governance Adviser and is available on the College website or by contacting the Governance Adviser.

3. **CONFIDENTIALITY**

   The Corporation has agreed that confidentiality must be observed in accordance with the Data Protection regulations and the exemptions in the Freedom of Information Act, which allow for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 2018 and information where a public interest test applies. The categories for determining confidentiality are:

   a. personal information relating to an individual who may be identifiable from that information;*

   b. information provided in confidence by a third party who has not authorised its disclosure;*

   c. financial or other information relating to procurement decisions, during the course of those negotiations;

   d. information connected to employee formal processes and wider employee relations matters during the course of negotiations;*

e. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College;

f. legal advice received from or instructions given to the College legal advisors;

g. information planned for publication in advance of that publication;

h. information supplied by or relating to bodies dealing with security matters*;

i. disclosure of information that would prejudice the effective conduct of public affairs;

j. commercially sensitive material or information; and/or

k. information accessible by other means.

4. CONFIDENTIAL MINUTES

Items marked * to remain confidential for all time. Remaining items, which relate mainly to commercially sensitive information, contracts, acquisition or disposal of property etc. to remain confidential until the Corporation, in consultation with the Principal, agree the need for confidentiality has passed.

The need for continued confidentiality will be reviewed annually and, in this connection, the Governance Adviser will provide an annual report to the Corporation.

5. ATTENDANCE AT CORPORATION AND COMMITTEE MEETINGS BY MEMBERS OF THE GENERAL PUBLIC AND THE MEDIA/PRESS

The Corporation has decided that attendance by the public or by the media / press at meetings of the Corporation and its committees is not allowed.

Agendas and minutes are available for public inspection on the College website. Papers, excluding any marked confidential as detailed in Section 3 above, are available on request from the Governance Adviser.

6. FREEDOM OF INFORMATION STATEMENT

A statement giving details of the College's Freedom of Information Publication Scheme Policy has been prepared for issue to any member of the public enquiring about the availability of information related to the College. This is produced as Annex A to this policy. It is available on the College website.

FREEDOM OF INFORMATION STATEMENT

1. **POLICY**

   Certain information about College activities and meetings of the Corporation, College and committees is available to the public through the *Freedom of Information Act Publication Scheme*. The Scheme includes classes of information under the following headings:

   - Governance
   - Financial Resources
   - Human Resources
   - Physical Resources
   - Student Administration and Support
   - Information Services
   - Teaching and Learning
   - External Relations

2. **CONFIDENTIAL INFORMATION**

   Some information held by the College is confidential in compliance with the Data Protection Act and the exemptions outlined in the Freedom of Information Publication Scheme Policy above.

3. **RESPONSES TO FREEDOM OF INFORMATION PUBLICATION SCHEME REQUESTS**

   The Freedom of Information Act Publication Scheme sets out the manner in which available information is accessible. Most of this can be found on the College website or a hard copy can be provided on request. The College will endeavour to provide information promptly. The Charging Policy for printed copies and some other alternative formats is £20.00 per paper requested (also available in Braille, large print, alternative language on request) but is free of charge if provided electronically. For staff and students, most of the information can be found on the College hub.

4. **CONTACTS**

   Lancaster & Morecambe College website: www.lmc.ac.uk
   Vice Principal - Finance and Resources
   Lancaster and Morecambe College
   Morecambe Road
   LANCASTER
   LA1 2TY

   Tel: 01524 521355

5. GOVERNANCE

Introduction

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

	Class	Description	Manner	Fee
1.1	Legal framework	▪ Education Reform Act of 1988* ▪ Further and Higher Education Act 1992* ▪ Charities Act 1993* ▪ Learning and Skills Act 2000* * The actual legislation is already publicly available	www.legislation.hms o. gov. uk/acts.htm	No
		▪ Instrument and Articles of Government	College website or Digital	No
		▪ Financial Memorandum 99/38 ▪ Audit Code of Practice	https://www.gov.uk/ government/organis ations/skills-funding-agency	No
1.2	How is the institution organised	▪ Organisational structure charts	Electronically	No
1.3	Information on the institutional context	▪ Mission statement	College website	No
		▪ Strategic Plan and Objectives	College website Digital	No No
		▪ Annual report/accounts	College website	No
		▪ 2 year financial forecast	Digital	No
		▪ Property strategy	Digital	No
		▪ Quality Assurance policy and framework	Digital	No
		▪ Teaching strategy and learning	Digital	No
		▪ Human Resources strategy	Digital	No
1.4	Management structure	▪ College's Corporation Membership	College website	No
		▪ Code of Conduct for Corporation members	College website	No
		▪ Corporation and Committee Standing Orders, including appointment committees and procedures	College website	No

		▪ Description of sub-structures and committees including terms of reference and membership:	College Website	No

		▪ Minutes and papers of Corporation and Committee meetings
		  - Agenda and minutes
		  - Reports and papers
			College website	No

FINANCIAL RESOURCES

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting 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 this publication.

	Class	Description	Manner	Fee
2.1	Finance	- Budgets and Accounts - Contracting - Purchasing - Goods and Services - Payments - Travel and Subsistence - Insurance - Pensions	Digital	No
		▪ Remuneration of senior staff as published in annual accounts	Annual report and financial statements – college website	No
2.2	Resource planning	▪ Financial regulations including Procurement policy	Digital	No
		▪ Annual accounts	College website	No
		▪ Annual budget (as appears in final accounts)	Digital	No
		▪ Planning and budgeting procedures	Digital (within the Financial Regulations)	No
		▪ Corporate plan/Mission Statement	College website	No
		▪ Annual Report (combined document with annual accounts)	College website	No

HUMAN RESOURCES

Introduction

This section covers information on the institution'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 personnel 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	- Induction guidelines/assessment - Recruitment and selection policy and procedure - Generic terms and conditions of employment - Staffing structure/Faculty/Section Organisation charts - Salary grades - Terms of Reference of Consultative Committees - Grievance policy and procedures - Disciplinary policy and procedures - Capability policy and procedures - Harassment/Bullying policy and procedure - Health and Safety policy and procedures - Public Interest Disclosure (Whistle blowing policy and procedure) - Information Security policy - Code of Ethics (including Code of Conduct) - Maternity/Paternity/Adoption/Parental/ Dependants policies and procedures - leave policy and procedure - Redundancy policy and procedure - ~~Employment of Staff policy~~	Digital	No
3.2	Equality Opportunities and Diversity	- Equality, Diversity & Inclusion Policy: Single Equality Scheme	College website	No
3.3	Staff development	- Induction and Probation policy - Performance Management policy - Professional development policy - Salary review policy and procedure	Digital	No

PHYSICAL RESOURCES

Introduction

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 institution's management of its physical resources. Information that provides specific details of the institution'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: - Property strategy (see 1.3) - Location map and site addresses - Site plans - Tendering policy (within Financial Regulations 2.1) - Catering services (within Financial Regulations 2.1) - Cleaning policy - Environmental (including recycling) policy - Disposal policy (within Financial Regulations 2.1) - Lettings policy - Contractors (information and guidelines)	Digital	No

STUDENT ADMINISTRATION AND SUPPORT

Introduction

This section contains information on how the institution 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	▪ Minimum entry requirements (student entry qualifications for courses) ▪ The range of student entrants classified by age, gender, ethnicity and disability. ▪ Student progression, retention and completion data ▪ Data on qualifications awarded to students (destinations data)	Digital	No
5.2	Student accommodation	▪ Accommodation policy/guidelines	Digital	No
5.3	Student administration	▪ Maintenance and management of student records ▪ College Information Services ▪ Information Security policy	Digital	No
5.4	Student admission and enrolment	▪ Admissions policy, procedure and quality standards ▪ Enrolment policy and procedures ▪ Examination policy and procedures	Digital	No
5.5	Student discipline	▪ Disciplinary/exclusion policy and procedure for students ▪ Complaints policy and procedure ▪ Appeals policy and procedure (assessment/grading)	Digital	No
5.6	Student learning support services	▪ Student handbook	Digital	No
		▪ Prospectus	Digital	No
		▪ Learning policy	Digital	No
		▪ Guidance policy	Digital	No
		▪ Disability statement (services for students with special needs)	Digital	No
		▪ College charter	Digital	No
		▪ Customer Service Charter	Digital	No
		▪ Learner support fund policy and procedure	Digital	No
		▪ Support for Students policy	Digital	No

	Class	Description	Manner	Fee
5.7	Student liaison	▪ Minutes of staff/course representatives meetings	Digital	No
5.8	Student policies	A guide to all student policies issued by the institution: ▪ Policies relating to students not included anywhere in the PS ▪ Anti-bullying policy and procedure ▪ Child Protection procedure ▪ Full-time Student Contract ▪ Drugs policy and procedure ▪ Student induction ▪ Smoking policy and procedure ▪ Reference to student policies included elsewhere in the PS (see 5.3, 5.4, 5.5, 5.6)	Digital	
5.9	Student welfare	▪ Welfare/advice services ▪ Health services ▪ Careers services ▪ Sports and recreational facilities ▪ Housing ▪ Finance This information is published in the student handbook (see 5.6)	College website	No

INFORMATION SERVICES

Introduction

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support 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 which provides details about who can access systems and services and the facilities that they can access (that rules exist to ensure that breaches of conditions of use e.g. breach of copyright, e-mail spamming of an external site and are appropriately dealt with). ▪ Opening hours of College Services	College website	No
		▪ Opening hours of the Helpdesk	College website	No
		▪ Who is allowed to use the facilities (for example categories of persons and their associated rights/levels of access	Digital	No
		▪ Information Security policy (Play IT Safe document)	Digital	No
		▪ Code of Conduct (Students) for Computer Use (for other student policies, see reference to other relevant student policies see 5.3, 5.4, 5.5, 5.6)	Digital	No
		▪ E-mail policy (staff)	Digital	No
		▪ IT strategy	Digital	No
6.1	Availability and conditions of use of facilities	▪ Archiving guidelines (information will only be available for the previous 5 years)	Digital	No

	Class	Description	Manner	Fee
6.2	Mission statements and related documents	▪ Quality Standards/Service level agreements	Digital	No
		▪ Data Security policy	Digital	No
6.3	Policies with regard to data and information	Archiving policies (how long is it kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics)	Digital	No
		▪ Data Protection Statements/Policies (included in Information Security policy 6.1)	Digital	No
		▪ Policy on RIPA etc.	Digital	No
		▪ Procurement and Disposal of Equipment (see Financial Regulations 2.1)	Digital	No
6.4	Procurement and disposal policies	▪ Disposal of Electronic Stock/Media	Digital	No
		▪ Guides to collections (e.g. classification guide) ▪	Digital	No
6.5	Scope of collections held	▪ Scope and availability of catalogues (e.g. on-line catalogues)	Digital	No

TEACHING AND LEARNING

Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided. (Institutions may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education (Cooke report)*.

	Class	Description	Manner	Fee
7.1	Academic year dates	▪ College calendar	College website	No
7.2	Further course information	▪ Prospectus	College website	No
		▪ LMC News	College website	No
		▪ Course information sheets	College website	No
7.3	Information on internal procedures for assuring academic quality and standards	▪ Annual self-assessment report	Digital	No
		▪ Course approval procedure	Digital	No
		▪ Course/programme/subject self-assessment	Digital	No
		▪ Inspection report(s)	Digital Ofsted website	No No
		▪ Target setting policy	Digital	No
		▪ External verification	Digital	No
		Information on assessment procedures and outcomes ▪ Internal verification	Digital	No
		Information on student satisfaction with their college experience, covering the view of students on: ▪ Student questionnaire/analysis	Digital	No
		▪ Student focus groups	Digital	No
		▪ Tutorial policy	Digital	No
		▪ Library Services and IT support	Digital	No
		▪ Lesson observation(s)	Digital	No
		▪ Professional development to improve teaching performance, including peer observation and mentoring programmes	Digital	No
		▪ Benchmarking report(s)	Digital	No

	Class	Description	Manner	Fee
7.4	Staffing structure of Faculties / Sections	▪ Organisation chart ▪ Job titles of academic staff and support staff (see 3.1)	Digital Digital	No No
		▪ Telephone list (contact details for each Faculty/Section)	College website	No
7.5	Study assessment strategy	▪ Examination policy/procedures	Digital	No
		▪ Appeals procedures (see 5.5)	Digital	No
7.6	Tuition fees	▪ Enrolment policy/guidelines (see 5.4)	Digital	No
		▪ Fees policy	Digital	No
		▪ Course information sheets (see 7.2)	Digital	No

EXTERNAL RELATIONS

Introduction

This section covers information relating to the institution's relationship with its external environment. These include 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 by 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	Community liaison (optional)	▪ Mission statement (see 1.3)	College website	No
8.2	Fundraising (optional)	▪ European and Community Funding – external funding charter report	Digital	No
		▪ Fundraising policy	Digital	No
8.3	Government and Regulator regulations	▪ Annual report	Digital	No
		▪ Reports to funding agencies	Digital	No
		▪ 3 year development plan (see 1.3)	Digital	No
		▪ Self-assessment report (see 7.3)	Digital	No
		▪ Inspection report(s)	Digital OFSTED Website	No No
8.4	Marketing and recruitment	▪ Prospectus (see 7.2)	Digital College website	No No
		▪ Open days (included in prospectus)	Digital College website	No No
		▪ Entry requirements (see 5.1)	Digital College website	No No
		▪ Course information sheets (see 7.2)	Digital College website	No No
		▪ LMC News (see 7.2)	Digital College website	No No
8.5	Public relations	▪ Press releases	Digital	No
		▪ Prospectus (see 7.2)	Digital College website	No No
		▪ Course brochures (see 7.2)	Digital College website	No No
		▪ Newsletters	Digital	No
		▪ Student handbook (see 5.6) (information provided to an enrolled student)	Electronic (PDF Document)	No

Initial Screening for Equality Impact Assessment (including Safeguarding)
To be completed prior to a Policy, Procedure being introduced/renewed.
PART ONE: INITIAL SCREENING

Lancaster & Morecambe the College

Name of policy/Plan/Procedure being assessed: Freedom of information policy (including access to meetings) Is this a new or existing policy/function? Existing ü New □	Name of manager/group carrying out the assessment: Peter France
1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative. (please tick box)	□ Gender □ Race and Ethnicity □ Disability □ Sexual Orientation □ Age □ Religion/belief □ Socio-Economic □ Pregnancy/Maternity □ Gender Reassignment ü None expected □ Marriage/Civil Partnership
2. What are the risks of introducing this change to any of the above groups?	Not applicable
3. What are the expected benefits of introducing this change to any of the above groups?	Not applicable
4. Are there any areas or issues that could impact on the safety of staff or learners?	Not applicable
5. What evidence do you have for the listed areas.	Not applicable
6. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk?	Low risk
7. Is there any further action to be taken as a result of completing this screening form? *For example, a need to complete a full Equality Impact Assessment or to set the date of a review.*	Is a full screening Impact Assessment required? Yes □ No ü If yes, please move to complete Part 2 overleaf Date of review: 05/09/2024
Signed (completing Officer) **Peter France** Job Title: Vice Principal - of Finance and Resources	Date of completion of Impact Assessment: **05/09/2024**

This document should be securely stored with the relevant policy/procedure