
Harrow College

Publication Scheme Freedom of Information Act 2000

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**Harrow College Publication Scheme
Freedom of Information Act 2000**

Introduction

What is a Publication Scheme?

A publication scheme describes the information that Harrow College routinely 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 available publications, as this will change as new material is published or existing material revised. It is, however, an outline of the college's commitment to make available the information described. A publication scheme sets out the classes, or categories, of information published.

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The Act aims to promote greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme. 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

The 'Model' Publication Scheme for Further Education

Harrow College has adopted the model publication scheme developed for the further education sector and is therefore committed to publishing the information it describes.

This model is designed for further education colleges across England, Wales and Northern Ireland.

How can I obtain information contained in the scheme?

Information can be obtained by writing to:

The Principal
Harrow College
Brookshill
Harrow Weald
HA3 6RR

Is there a charge for publications?

Printed information on courses and services offered by the college are generally available free of charge. Much of this information is also available, at no charge, from the college web site at www.harrow.ac.uk.

The college will charge £10 for other publications and for any other single documents requested under the terms of the Freedom of Information Act 2000.

What about Information Not Covered by the Publication Scheme?

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information, subject to certain exemptions listed below, held by a public authority which it has not already made available through its publication scheme.

Requests will have to be made in writing and, the college will have 20 working days to respond. The college will charge a fee of £55. The fee will be determined annually as the Fees Regulations are updated but the college may waive this fee at its discretion. The

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college will not be 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.

The College will not be required to release information to which an exemption in the Act legitimately applies. The exemptions most likely to apply in the case of the College include:

- Information accessible to applicants by other means
- Information intended for future publication
- Investigations and proceedings conducted by a public authority
- Law enforcement
- Prejudicial to the effective conduct of public affairs
- Health and Safety
- Personal Information
- Information provided in confidence
- Legal professional privilege
- Commercial Interests

Where the college decides that information will not be provided because of one of the above exemptions, full reasons for that decision will be provided in writing.

Feedback

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 Principal at the address shown above.

Complaints

We will do everything we can to meet your information needs. However, if you have a complaint we are unable to resolve, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.informationcommissioner.gov.uk

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1. 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
1.1	Legal framework	<p>This class contains information relating to how the institution 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 and the Further and Higher Education Act 1992. 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.</p> <p>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.</p> <p><i>The Education Acts and Regulations made under the Acts are available from HMSO</i></p>
1.2	How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Organisational structure charts
1.3	Information on the institutional context	<p>This class should include information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> • The FE corporation's mission statement • Relevant sections of the FE corporation's corporate 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
1.4	Management structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure. The information is contained in a Governors' Handbook that includes:</p> <ul style="list-style-type: none"> • Description of the Harrow College FE Corporation. • Committee structure, including sub-committees

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		<ul style="list-style-type: none"> • List of Members of the Corporation • Codes of Conduct for members of the Corporation • Standing orders <p>Minutes of Corporation and Sub-Committee meetings including:</p> <ul style="list-style-type: none"> • Resources • Curriculum, Quality and Standards • Search and Development • Audit
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2. 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 publication.

	Class	Description
2.1	Finance	<p>Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> • Budgets and accounts • Contracting • Goods and services • Insurance • Pensions • Remuneration of senior staff as published in annual accounts • Travel and subsistence
2.2	Resource planning	<p>This class should include 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:</p> <ul style="list-style-type: none"> • Financial regulations, including procurement policy • Annual accounts • Annual budget (as appears in the final accounts) • Planning and budgeting procedures • Corporate plan/Mission statement • Annual report

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3. 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
3.1	Employment and employee relations	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Generic 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 • Health and safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff not included elsewhere in the publication scheme
3.2	Equal opportunities /Diversity	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability • Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000
3.3	Staff development	<p>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:</p> <ul style="list-style-type: none"> • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People

4. 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 (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description
4.1	Estates	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Estates strategy and plan • Tendering policies (included in financial regulations) • Grounds maintenance and upkeep • Map of main site • Health and Safety Policy • Care of the College Environment Policy • No Smoking Policy • Address of main site and any other locations

5. 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
5.1	Information on student admission, progression and completion	This class should includes information on <ul style="list-style-type: none"> • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC • Student progression, retention and completion data • Data on qualifications awarded to students
5.2	Student accommodation	This class should include information relating to accommodation services. The college does not own any student accommodation and does not operate an accommodation service. The college provides information on organisations or companies offering accommodation or housing advice in Harrow.
5.3	Student administration	This class should include 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 central registry staff, school/faculty/college staff and the students themselves. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Student records policies and procedures documents

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		<ul style="list-style-type: none"> Confidentiality and Disclosure of Information
5.4	Student admission and enrolment	<p>This class should include information 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 college/school/faculty staff. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> Admissions and enrolment policies and procedures documents Course entry requirements
5.5	Student discipline	<p>This class should include information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Code of conduct Student disciplinary policy and procedures
5.6	Student learning support services	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services, including:</p> <ul style="list-style-type: none"> Learning support policy
5.7	Student liaison	<p>This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups. The class includes:</p> <ul style="list-style-type: none"> Student Union Constitution Student Union Liaison Details of Student Union Executive
5.8	Student policies	<p>This class should include a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> All student Policies are covered in the publication scheme or in the Student Diary
5.9	Student welfare	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Welfare/advice services Health services Careers services Sports and recreational facilities Housing Finance <p><i>Note. Details of the above are included in the Harrow College Student Diary</i></p>
5.10	Student Associations and Activities	<ul style="list-style-type: none"> This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students. (Please see 5.7 above)

6. 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
6.1	Availability and conditions of use of facilities	<p>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 ensure that breaches of conditions of use (eg breach of copyright, email spamming of an external site) are appropriately dealt with.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • 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 (eg no smoking/drinking/eating, the existence of policies with regard to law such as copyright, computing code of practice, data protection). For other student policies, see reference to other relevant student policies in PS • Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are accepted as users, eg temporary staff, short course or conference use, 'taster sessions' etc • There should be a pointer to other codes of conduct or rules external to the institution which may apply to the user (eg JANET acceptable use rules, Athens registration rules) • 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 should include 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.
6.3	Policies with regard to data and	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the

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	information	<p>institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Security policies (ie how the data is protected). It could be argued that provision of information on this could risk a crime being committed, so it might be exempt or certain parts would not be published. (This is only really an issue where the security policy is explicit enough to include detailed description of implementation. Clearly disclosure of this sort of information could potentially lead to a crime under the Computer Misuse Act) • Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics) • Data protection statements/policies • Policies on CCTV monitoring, RIPA etc
6.4	Procurement and disposal policies	<p>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.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment • Collection management/preservation strategy (including policy on disposal of stock)
6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues

7. 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.

	Class	Description
7.1	Academic year dates	This class should include information on the dates for the current academic year as well as future academic years (as far as is known).
7.2	Further course information	<p>This class should include information relating to particular schools and departments, also information relating to programmes and qualifications. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Term dates (where not standard) • Structure of courses

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		<ul style="list-style-type: none"> • Qualification gained • Changing courses • Work experience
7.3	Information on internal procedures for assuring academic quality and standards	<p>This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the FE college's internal procedures for assuring academic quality and standards. Examples of the type of information in this class include:</p> <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies <p>b) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures • The range and nature of student work <p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> • 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 <p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> • The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time • The range of teaching methods used • 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 faculties and departments	<p>This class should include information about staff roles within schools and departments, together with organisational charts. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • The structure of faculties and departments, including job titles • Contact details for each faculty/department
7.5	Student assessment strategy	<p>This class should include information on the regulations and/or policy governing student assessment. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Examination periods • Examination regulations

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		<ul style="list-style-type: none"> • Appeal procedures • Policy on plagiarism • External examination bodies
7.6	Tuition fees	<p>This class should include information relating to tuition fees for UK students, EU 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:</p> <ul style="list-style-type: none"> • Information for home/EU students • Information for international students • Information on other charges

8. External Relations

Introduction

This section covers information relating to the institution'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.

	Class	Description
8.1	Government and Regulator relations	<p>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:</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, government departments etc. • OFSTED Inspections (for FE)
8.2	Marketing and recruitment	<p>This class should include 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:</p> <ul style="list-style-type: none"> • Prospectus • Open days • Entry requirements
8.3	Public relations	<p>This class should contain information that is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (ie contents of the 'welcome pack')