

APPENDIX B – Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To make a request

To ensure requests are handled promptly and contain the information requested, the college will need to be able to record your request, contact you and locate the information.

Your request:

1. must be made in writing
2. should state your name and an address for correspondence
3. must describe the information you require

Requests should be made in writing (post or e-mail) to

Vice Principal – Quality, Apprenticeships, and Information
Shrewsbury Colleges Group
Priory Road
Shrewsbury
Shropshire
SY1 1RX

Or to foi@scg.ac.uk

In case of absence the Head of Technical Services should be contacted.

1. Who we are and what we do

This section includes organisational information, structures, locations and contacts. It includes information relating to the legal framework within which the institution is established, how the organisation is organised, details the organisations it works in partnership with and any wholly owned companies, gives contact details and provides information on student activities. The terms of reference, membership and description of the Corporation and committees is also provided under this heading.

	Class	Description	Manner	Fee
1.1	Legal framework / Instrument of Government / Articles of Association	Information relating to the legal and corporate status of the institution.	Governance Pages	
1.2	How the institution is organised	Information about the management structure of the institution, including a description of its governance arrangements and organisational structure, together with a description of the work of each unit and the names and responsibilities of key personnel.	Governance Pages college website SLT Pages	
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it	Listings of sub-contracting partners; for the purposes of training delivery, with associated income and fees. The college does not wholly or partly own any other organisations. Further details of partnership working are available on the College Partners webpage.	Sub-Contracting Fees Declaration DfE Subcontracting Register	
1.4	Location and contact details	The College operates 3 campuses: Welsh Bridge Campus English Bridge Campus London Road Campus Details of all are available through the college website.	Campuses	
1.5	Student activities	Student activities are detailed on the Student Pages of the website.	Student Pages	

2. What we spend and how we spend it

This section covers relating to projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the institution's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Funding / income	Information/Document title: Annual budget.	Electronic from Finance Dept.	
2.2	Budgetary and account information; expenditure	Information/Document title: Annual budget Capital budget Any other information relating to budgets and accounts, contracting, goods and services, insurance and travel and subsistence. Remuneration of senior staff is published in the annual accounts. Pension information is available from Human Resources.	Electronic from Finance Dept.	
2.3	Financial audit reports	Information/Document title: Annual report of the audit committee. Other audit reports. Anti-Fraud and Corruption Policy is part of the Financial Regulations	Electronic from Finance Dept.	
2.4	Capital programme	Information/Document title: Accounts Three Year Financial Plan and Budget	Electronic from Finance Dept.	
2.5	Financial regulations and procedures	Information/Document title: Financial Regulations and Procedures.	Electronic from Finance Dept.	
2.6	Staff pay and grading structures	Information/Document title: Staff pay and grading structures.	Electronic from HR Dept.	
2.7	Register of suppliers	Information/Document title: Register of suppliers	Electronic from Finance Dept.	
2.8	Procurement and tender procedures and reports	Information/Document title: Financial Regulations and Procedures. Procurement Policy	Electronic from Finance Dept.	
2.9	Contracts	Information/Document title: List of tendered contracts.	Electronic from Finance Dept.	

3. What our priorities are and how we are doing

This section covers information on the college's strategies and plans, performance indicators, audits, inspections and reviews.

	Class	Description	Manner	Fee
3.1	Annual reports	Annual report of members of the Corporation is on the college website, under 'College Governance' and 'Governance Documentation'.	College website	
3.2	Corporate and business plans	College Strategic Plan College Mission, Vision and Top Priorities is on the college website under 'College Governance' Planning and budgeting processes	Electronic from Clerk to Corporation College website Electronic from Finance Dept.	
3.3	Teaching and learning strategy	College Teaching and Learning Strategy Annual Self-Assessment reports	Electronic from Quality Dept.	
3.4	Academic quality and standards	Quality Enhancement Plan Annual Self-Assessment reports	Electronic from Quality Dept.	
3.5	External review information	Quality Enhancement Plan Annual Self-Assessment Reports	Electronic from Quality Dept.	
3.6	Corporate relations	Listings of sub-contracting partners; for the purposes of training delivery, with associated income and fees. Further details of partnership working are available on the College Partners webpage	Sub-Contracting Fees Declaration DfE Subcontracting Register College Partners	
3.7	Government and regulatory reports	Ofsted Report; search for Shrewsbury Colleges Group	http://www.ofsted.gov.uk	

4. How we make decisions

This section includes information on the college's decision making processes and on records of decisions. In some instances information from Corporation and committee minutes will be exempt from disclosure, for example, where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of individuals.

	Class	Description	Manner	Fee
4.1	Minutes of Corporation and committees	Corporation minutes and committee minutes since 1 August 2016, can be found on the college website. Minutes before this date are available from the Clerk to the Corporation. Previous minutes for Shrewsbury Sixth Form College or Shrewsbury College of Arts & Technology are available upon request	College Governance Webpage Electronic from Clerk to Corporation	
4.2	Teaching and learning committee minutes	Minutes of the Corporation's Quality and Standards Committee are available from the Clerk to the Corporation.	Electronic from Clerk to Corporation	
4.3	Minutes of staff / student consultation meetings	Staff/Student Consultation Framework	Electronic from HR Dept. Electronic from Student Support Team	
4.4	Appointment committees and procedures	Codes of Practice and Policies on the recruitment and selection of employees. The Policies and Procedures relating to the appointment of Governors and co-opted external committee members are on the college website under 'College Governance' and 'How to Become a Governor'	Electronic from HR Dept. College Governance Webpage	

5. Our policies and procedures

This section includes information on current written protocols, policies and procedures for delivering our services and responsibilities.

	Class	Description	Manner	Fee
5.1	Policies and procedures for conducting college business	Corporation Standing Orders can be found on the college website under 'College Governance', 'Governance Documents' Governors' Code of Conduct can be found on the college website under 'College Governance', 'Governance Documents'.	College Governance Webpage	
5.2	Procedures and policies relating to academic services	Annual report of members of the Corporation can be found on the college website under 'College Governance', 'Governance Documents'. College Strategic Plan College Quality Strategy and Quality Improvement Plan	College Governance Webpage See point 3.2 See point 3.4	
5.3	Procedures and policies relating to student services	The college has Policies in place for all key Student Services. These can be found on the college websites. Some policies are published on the college internal MOODLE pages these can be requested. Policies include, but are not limited to: Safeguarding Policy Health & Safety Policy Positive Mental Health Policy Social Media Policy Single Equality Scheme Student Behaviour Policy Complaints Policy Whistleblowing Policy	Policy Webpage Electronic from MOODLE	
5.4	Procedures and policies relating to human resources	Terms and conditions of employment Salary grades framework All relevant Human Resources Policies and Procedures, including: Capability Policy and Procedure Disciplinary Policy and Procedure Single Equality Scheme Recruitment of Ex-Offenders And Criminal Records Policy and Procedure Family Matters including policies for; Adoption, Flexible Working, Maternity, Parental Leave, Paternity Leave, Special Leave, etc. Grievance Policy and Procedure Harassment and Bully Procedure Lone Working Policy Staff Induction Policy	Electronic from HR Dept.	

	Class	Description	Manner	Fee
		Redundancy Policy Resourcing, including; Homeworking, Dismissal, Volunteering Smoking Policy Staff Training & Development Policy and Procedure Teach Qualifications Policy Travel Expenses Policy Union Recognition Agreement		
5.5	Procedures and policies relating to recruitment	Code of Practice on the recruitment and selection of employees Current job vacancies	See point 5.4	
5.6	Code of conduct for members of governing bodies	Governors' Code of Conduct.	See point 5.1	
5.7	Equality and Diversity	Equality & Diversity Policy, other supporting documents are available upon request.	Policies Webpage	
5.8	Health and Safety	Health and Safety Policy, other supporting documents are available upon request.	Policies Webpage	
5.9	Estate Management	Property Strategy Tendering Policy and Procedures – Estates Grounds Maintenance Plan and Policy	Electronic from Estates Dept.	
5.10	Complaints policies and	Complaints Policy	Policies Webpage	
5.11	Records management and personal data policies	General Data Protection Policy, which included the college's policies on information security, records retention, archive policies and data protection (including data sharing)	Policies Webpage	
5.12	Charging regimes and policies	Fees Policy and Refunds Policy Sub-Contractor Fees Policy	Electronic from Finance Dept. Policies Webpage	

6. Lists and registers

This section contains contained only in currently maintained lists and registers.

	Class	Description	Manner	Fee
6.1	Asset registers	Asset register Capital asset register	Electronic from Finance Dept.	
6.2	Register of Interests	Governors' and Budget Holders' Declarations of Interest Records	Electronic from Clerk to Corporation	

7. The services we offer

This section contains information about the services the college offers, including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information, see section 1 above. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes.

	Class	Description	Manner	Fee
7.1	Prospectus and course content	College prospectus Course Information Open Days Information Press Releases Student Application Pack Newsletters	College website	
7.2	Health advice	The college runs cross-college sessions on sexual health, healthy eating, drugs and smoking.	College website	
7.3	Careers advice	The college offers Careers guidance FREE through - The Agency - Personal tutors - Progression Specialists - Student Services	Paper and Electronic from Student Support Team	
7.4	Chaplaincy services	The college currently does not offer this service.		
7.5	Services for which the college is entitled to recover a fee together with those fees	College prospectus Fees and Refunds Policy	College website	
7.6	Sports and recreational facilities	College Prospectus and website	College website	
7.7	Museums, libraries, special collections and archives	The college has a range of Student Learning Centres with appropriate resources in electronic and paper formats. No special collections are held by the college.		
7.8	Advice and guidance	Advice and guidance services booklets	Paper and Electronic from Student Support Team	

	Class	Description	Manner	Fee
7.9	Media releases	News and events can be accessed on the college website or through following the college on Facebook and Twitter.	College website	