



Definition document for Colleges of Further Education

This guidance gives examples of the kinds of information that we would expect colleges of Further Education to provide in order to meet their commitments under the model publication scheme. We would expect colleges to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

Who we are and what we do

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **Legal framework**

Information relating to the legal and corporate status of the institution.

- **How the institution is organised**

Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.

- **Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it**

On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.

- **Location and contact details**

If possible, named contacts should be given in addition to contact phone numbers and email addresses.

- **Student activities**

Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.

What we spend and how we spend it

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

We would expect as a minimum that financial information for the current and previous two financial years should be available.

- **Funding / income**

Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).

- **Budgetary and account information**

Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included.

- **Financial audit reports**
- **Capital programme**

Information on major plans for capital expenditure including any public private partnership contracts.

- **Financial regulations and procedures**
- **Staff pay and grading structures**

This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.

- **Register of suppliers**
- **Procurement and tender procedures and reports**

Details of procedures used for the acquisition of goods and services.

Contracts currently available for public tender and reports of successful tenders.

- **Contracts**

We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous three years.

Below is a list of the type of information that we would expect colleges of further education to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

- **Annual report**
- **Corporate and business plans**
- **Teaching and learning strategy**
- **Academic quality and standards**

Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.

- **External review information**

This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

- **Corporate relations**

Information relating to the college's links with employers and the development of learning programmes.

- **Government and regulatory reports**

For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.

How we make decisions

Decision making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous three years.

- **Minutes from governing body, council, academic boards and steering groups**

We would expect minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public.

- **Teaching and learning committee minutes**
- **Minutes of staff / student consultation meetings**
- **Appointment committees and procedures**

Our policies and procedures

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

We would expect information in this class to be current information only.

- **Policies and procedures for conducting college business**

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included. In Wales it will include the Welsh Language Scheme in accordance with the Welsh Language Act 1993 and in Northern Ireland the equality scheme/statement produced in accordance with section 75 of the Northern Ireland Act 1998.

- **Procedures and policies relating to academic services**

Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.

- **Procedures and policies relating to student services**

This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

- **Procedures and policies relating to human resources**

This will include the full range of human resources policies and procedures

such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).

- **Procedures and policies relating to recruitment**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Code of Conduct for members of governing bodies**
- **Equality and Diversity**

This will also include policies, statements, procedures and guidelines relating to equal opportunities.

- **Health and Safety**
- **Estate management**

This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.

- **Complaints policies and procedures**

Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**

This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.

Lists and registers

We expect this to be information contained only in currently maintained lists and registers.

- **Any information we are currently legally required to hold in publicly available registers**
- **Asset registers**

We would not expect colleges to publish all details from all asset registers. We

would expect some information from capital asset registers to be available.

- **Disclosure logs**

Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

The services we offer

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

Generally this is an extension of part of the first class of information. 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.

Examples of other services that could be included are:

- **Prospectus and course content**
- **Health advice**
- **Careers advice**
- **Chaplaincy services**
- **Services for which the college is entitled to recover a fee together with those fees**
- **Sports and recreational facilities**
- **Museums, libraries, special collections and archives**

It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.)

- **Conference facilities**
- **Advice and guidance**
- **Local campaigns**
- **Media releases**