



Model Publication Scheme (MPS)

This publication scheme has been approved by the Information Commissioner's Office and is effective from 1st January 2009.

These seven main groups of information (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. The types of information available in each category are listed, along with the manner in which it will be provided (E represents 'electronic' and P represents 'paper' versions) and any fee involved. It is the College's intention to provide as much of this information electronically, but paper versions will be made available if this is the method preferred by the enquirer.

Personal data and information which could affect the commercial operation of the College is excluded from the MPS.

The main classes of information in the model publication scheme are:

- 1 Who we are and what do we do?
- 2 What we spend and how we spend it?
- 3 What are our priorities and how are we doing?
- 4 How we make decisions
- 5 Our policies and procedures
- 6 Lists and registers
- 7 The services we offer

The columns used in the MPS are shown below:

Class	Description	Information	Manner	Fee
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	Lists the information available in a particular category	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

1 Who Are We and What Do We Do?

Introduction

This section provides background information on the College, how it is organised and its main activities.

	Class	Description	Information	Manner	Fee
1.1	Legal framework	<p>Information relating to how the institution was established and its standing from the point of view of the law. The actual legislation is publicly available on the HMSO web site (www.legislation.hmso.gov.uk/acts.htm).</p> <p>The College's legal status was obtained by the Instrument and Articles of Government.</p>	<ul style="list-style-type: none"> • Education Reform Act of 1988. • Further & Higher Education Act 1992 • Further Education & Training Act 2006 • Instrument & Articles of Government (1st January 2008) 	HMSO website/ E/P	
1.2	How the institution is organised	This class contains information relating to how the individual units of the institution are organised, where each unit fits in the overall structure of the institution. It also contains information on the College's Board and its committee structure	<ul style="list-style-type: none"> • Organisation charts for each department, the College, the Board and its committees. • Terms of reference. 	E, P E, P	
1.3	Partnerships	Organisations with which the College works in partnership and how these relationships operate	List of key partners	E, P	
1.4	Location/contacts	Maps of College locations and main contact details	<ul style="list-style-type: none"> • Maps of each site. • Main telephone numbers 	E, P	
1.5	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities organised for or by the students.	<ul style="list-style-type: none"> • Student Union Constitution and membership • Enrichment activities • Student handbook 	E, P E, P E, P	
1.6	Information on the institutional context	<p>The College's mission statement</p> <p>Relevant sections of the College's 3 Year Development Plan</p> <p>Statement of the College's quality assurance policies and procedures</p>	<ul style="list-style-type: none"> • Mission statement & strategic objectives • 3 Year Development Plan • Quality Strategy, Policies & Procedures 	E, P E, P E, P	

2 What we Spend and How we Spend It

Introduction

This section provides financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	Class	Description	Information	Manner	Fee
2.1	Funding/income	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).	<ul style="list-style-type: none"> • Approved Budget for current academic year • Monthly Management Accounts • Financial Regulations • Details of insurance cover • Remuneration of senior staff, as published in annual accounts 	P P E, P E, P P	
2.2	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. Also includes revenue budgets and budgets for capital expenditure.	<ul style="list-style-type: none"> • Financial regulations • Annual accounts • Annual budget (as appears in the final accounts) • Planning and budgeting procedures • 3 Year Development Plan/Mission Statement 	E, P P P E, P E, P	
2.3	Audit reports	Information on audit arrangements and final audit reports	<ul style="list-style-type: none"> • List of auditors • Audit framework within which the College operates • Internal Audit annual report • Financial Statements/Regularity Management Letter 	E, P E, P E, P E, P	
2.4	Capital programme	Information on major plans for capital expenditure	<ul style="list-style-type: none"> • Feasibility study for new builds at Kingsway & Cronton Campuses 	E, P	
2.5	Financial Regulations and Procedures		<ul style="list-style-type: none"> • Financial Regulations and any accompanying policies 	E, P	

	Class	Description	Information	Manner	Fee
2.6	Staff Pay and Grading Structures	Levels of pay for College staff, rather than individual salaries	<ul style="list-style-type: none"> Staffing structure and grades of pay for categories of staff 	E, P	
2.7	Register of Suppliers	Details of procedures used for the acquisition of goods and services.	<ul style="list-style-type: none"> Application process to become a registered supplier 	E, P	
2.8	Procurement and Tender Procedures and Reports	Contracts currently available for public tender and reports of successful tenders.	<ul style="list-style-type: none"> List of contracts currently open to tender List of successful tenders 	E, P	
2.9	Contracts	Information on contracts of sufficient size to have gone through a formal tendering process	<ul style="list-style-type: none"> Tender regulations List of contracts that have been formally tendered 	E, P E, P	

3 What are our Priorities and How are we Doing?

Introduction

This section covers information on the College's strategies, plans, performance indicators, audits, inspections and reviews for the current and previous three years.

	Class	Description	Information	Manner	Fee
3.1	Corporate & Business Plan – Strategic Plan	Information on the College's short- and medium-term planning	<ul style="list-style-type: none"> • Strategic plan • Mission • Strategic objectives 	E, P E, P E, P	
3.2	Teaching & Learning Strategy	Information on standards of teaching and learning	<ul style="list-style-type: none"> • Key performance indicators – enrolments, attendance, retention, success • Teaching and learning policy • Lesson observation grades by directorate 	E, P E, P E, P	
3.3	Academic Quality and Standards	Information on the College's internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • Policies relating to ensuring quality and standards • Minutes of meetings – Board, Quality & Standards, College Directorate Team, Framework for Excellence Committee, HE Academic Board 	E, P E, P	
3.4	External Review Information	This includes information such as the annual monitoring visit and review process, together with a statement of the roles, responsibilities and authority of different bodies within the institution involved in programme approval and review	<ul style="list-style-type: none"> • List of organisations that review the College's performance • Statement of roles, responsibilities and authority levels • Ofsted annual assessment visit report • Inspection reports 	E, P E, P E, P E, P	

	Class	Description	Information	Manner	Fee
3.5	Corporate Relations	Information relating to the College's links with employers and the development of learning programmes	<ul style="list-style-type: none"> • Employer Engagement Strategy • Skills & Enterprise Directorate marketing literature 	E, P E, P	
3.6	Government and Regulatory Reports	Eg 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			

4 How do we Make Decisions

Information on decision-making processes and records of decisions, for the current and previous three years.

	Class	Description	Information	Manner	Fee
4.1	Minutes – Governing body, academic boards and steering groups	Information on how key decisions are made about the operation of the College, excluding material that is properly considered to be private.	<ul style="list-style-type: none"> Minutes – Board, committees, Senior Management Team, College Directorate Team 	E, P	
4.2	Teaching & Learning Committee minutes		<ul style="list-style-type: none"> Minutes of Quality & Standards Committee meetings 	E, P	
4.3	Minutes of staff/student consultation meetings		<ul style="list-style-type: none"> Minutes of Joint Consultative Council/Student Council 	E, P	
4.4	Appointment committees and procedures		<ul style="list-style-type: none"> Recruitment policy/regulations Equality & diversity policy 	E, P	

5 Our Policies and Procedures

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

	Class	Description	Information	Manner	Fee
5.1	Policies and procedures for conducting College business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included, together with procedures for handling information requests.	<ul style="list-style-type: none"> • Committee terms of reference • Board's standing orders • Whistleblowing policy • Complaints procedures 	E, P E, P E, P E, P	
5.2	Procedures and policies relating to academic services	Some information may be covered under Section 2. Additional policies under this heading may include such matters as policies and procedures relating to changing courses, regulations on student assessment, appeal procedures and policy on breach of assessment regulations.	<ul style="list-style-type: none"> • Student handbook • Student Disciplinary policy & procedures • Policy on student assessment and appeal procedures 	E, P E, P E, P	
5.3	Procedures relating to student services	Information on 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.	<ul style="list-style-type: none"> • Student handbook • Complaints procedures • Student Disciplinary policy & procedures 	E, P E, P E, P	
5.4	Procedures and policies relating to human resources	This section includes the full range of HR 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 (induction, probation, appraisal and promotion).	<ul style="list-style-type: none"> • HR Strategy • Policies and procedures 	E, P E, P	
5.5	Procedures and policies relating to recruitment	Details of current vacancies	<ul style="list-style-type: none"> • List of current vacancies 	E, P	

	Class	Description	Information	Manner	Fee
5.6	Code of Conduct for Governors		<ul style="list-style-type: none"> • Standing Orders 	E, P	
5.7	Equality and diversity	Policies, statements, procedures and guidelines relating to equal opportunities	<ul style="list-style-type: none"> • Equality and diversity strategy • Equality and diversity policies 	E, P E, P	
5.8	Health and Safety		<ul style="list-style-type: none"> • Health & Safety Strategy • H&S policies and procedures • H&S Committee meeting minutes 	E, P E, P E, P	
5.9	Estate management	This includes disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.	<ul style="list-style-type: none"> • Property strategy 	E, P	
5.10	Complaints policies and procedures	Including requests for information and the operation of the publication scheme.	<ul style="list-style-type: none"> • Complaints process • Whistleblowing policy 	E, P E, P	
5.11	Records management and personal data policies	Includes information on security policies, records retention and archiving policies and data protection.	<ul style="list-style-type: none"> • Data retention policy • Data protection policy 	E, P E, P	
5.12	Charging regimes and policies	Details of any statutory charging regimes, what costs are to be recovered, the basis on which they are made and how they are calculated.			

6 Lists & Registers

	Class	Description	Information	Manner	Fee
6.1	Any information the College is legally required to hold in publicly available registers	Register of interests for governors and the College Directorate Team	Register of interests	P - Available for inspection at clerk's office	
6.2	Asset registers	Information on capital asset registers	Capital asset registers	E, P	
6.3	Disclosure logs	Records of information provided in response to data requests	Disclosure log records	E, P	

7 The Services we Offer

Introduction

This section contains information regarding the services offered, including leaflets, guidance and newsletters.

	Class	Description	Information	Manner	Fee
7.1	Prospectus and course content		Prospectus	E, P	
7.2	Health advice		Student handbook	E, P	
7.3	Careers advice		Student handbook	E, P	
7.4	Chaplaincy services		Student handbook	E, P	
7.5	Services for which the College is entitled to recover a fee together with details of those fees		Financial regulations	E, P	
7.6	Sports and recreational facilities		Student handbook	E, P	
7.7	Museums, libraries, special collections and archives		Student handbook	E, P	
7.8	Advice and guidance		Student handbook	E, P	
7.9	Local campaigns		Marketing strategy	E, P	
7.10	Media releases		Copies of press releases	E, P	