

# Freedom of Information Publication Scheme

Responsible Senior Manager: Deputy Principal Finance & Facilities

Effective Date: May 2021

Related Policies: Data Protection Policy

Approved By: Corporation

Next Review Date: April 2024

The Havant and South Downs College Corporation agreed to adopt the model Publication Scheme for Colleges. Following a review by the ICO, an updated version is available at:

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>

The Publication Scheme gives a broad indication of the types of information available. Much information is readily available on the Havant & South Downs College website at <https://www.hsdac.ac.uk/>

For advice on the availability of specific documents in an alternative format, for example large print, Braille, please contact the Deputy Principal Finance & Facilities, telephone number 023 9387 9999.

## INTRODUCTION

### 1 Legal requirement

- 1.1 The Freedom of Information Act (FOIA) 2000 promotes greater openness and accountability across the public sector by requiring all ‘public authorities’ to make information available proactively through a publication scheme. Adopting a publication scheme is a requirement of the Act.
- 1.2 ‘Public authorities’ are defined in the Act and include universities, further education colleges and sixth form colleges.

### 2 What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes or intends to publish. In this context, ‘publish’ means to make information available, routinely. These descriptions are ‘classes of information’. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority’s **intention** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether charges will be made.

### 3 The ‘model’ publication scheme for further education

- 3.1 The College adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 That model was designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institutions, several optional classes of information may be included. As a result, models within the sector will vary slightly. Any optional classes relevant to the College have been included in the scheme.

### 4 Havant & South Downs College - “Who we are”

Havant & South Downs College is a major provider of further education and has three campuses situated in Havant, Waterlooville, and Alton in Hampshire. The College delivers learning to approximately 5,250 fulltime and 2,500 part-time students. Further details are available on the College website at <https://www.hsdac.ac.uk/>.

### 5 Accessing information covered by the publication scheme

- 5.1 The classes of information the College publishes are described in the second part of the scheme.

- 5.2 Each available class of information will be provided in electronic form (unless specified otherwise) and charges are levied on the provision of certain classes of information.
- 5.3 To request information from the College's publication scheme, that is not freely available via our website at <https://www.hsdac.ac.uk>, please contact the College by post.
- 5.4 Please note that a publication scheme relates to 'published' Information. Therefore, material covered has already been prepared in a format ready for distribution.

## 6 What about information not covered by the publication scheme?

- 6.1 Since January 2005 you have had the right, under the FOIA, to request any information held by a public authority, which it has not already made available through its publication scheme.
- 6.2 Requests should be made in writing and public authorities have 20 working days to respond. There may be a charge for the provision of this information. Public Authorities are not required to release information to which an exemption in the Act legitimately applies. However, they 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.
- 6.3 When dealing with a request for information which contains personal data, the College will consider the request under the appropriate FOIA section of the Data Protection Act 2018 and the UK General Data Protection Regulation.

## 7 Feedback

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. The College welcomes suggestions as to how the publication scheme can be improved. Any questions, comments or complaints about this scheme should be made by email [foi@hsdc.ac.uk](mailto:foi@hsdc.ac.uk) or in writing to:

Data Protection Officer  
Havant & South Downs College  
College Road  
WATERLOOVILLE  
Hampshire PO7 8AA

- 7.2 If the College is unable to resolve your complaint, you can contact the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire SK9 5AF

## 8 Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

<http://www.ico.org.uk/>

## MODEL PUBLICATION SCHEME FOR COLLEGES OF FURTHER EDUCATION – Classes of Information

The College will make a charge for paper copies of documents unless otherwise indicated.

This publication scheme should be considered as a guide and is not exhaustive. Requests for any information not covered by this policy or publication scheme will be assessed on their own merits in respect of the relevant legislation and their public interest, and may be released under a Freedom of Information request at the discretion of the College.

Class/ Sub- class No.	Description	Manner (P = Paper E = Electronic W = Website)	Fee
<b>1 “Who we are and what we do”</b>			
1.1	Organisational information, structures, locations and contacts <ul style="list-style-type: none"> <li>• Full-time and part-time prospectuses</li> <li>• Organisation structure charts</li> <li>• Terms of Reference of Committees</li> </ul>	P / E / Website P / E P / E	Free £15 £15
1.2	Legal Framework <ul style="list-style-type: none"> <li>• Instrument and Articles of Government</li> </ul>	W	Free
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it <ul style="list-style-type: none"> <li>• Funding bodies</li> <li>• Local schools &amp; universities</li> <li>• Local authorities</li> <li>• Awarding bodies</li> <li>• Employers</li> <li>• Training providers</li> <li>• Health and wellbeing bodies</li> </ul>	P P P P P P P	£15 £15 £15 £15 £15 £15 £15
1.4	Location and contact details <ul style="list-style-type: none"> <li>• See College website (<a href="https://www.hsdac.ac.uk/">https://www.hsdac.ac.uk/</a>)</li> </ul>	W	Free
1.5	Student activities <ul style="list-style-type: none"> <li>• Student Union constitution, list of officer job titles, and related documents</li> </ul>	P	£15

Class/ Sub- class No.	Description	Manner (P = Paper E = Electronic W = Website)	Fee
<b>2 “What we spend and how we spend it”</b>			
2.1	Funding / income / budgetary and account Information; expenditure <ul style="list-style-type: none"> <li>Annual statement of accounts</li> <li>Budgets for current year</li> </ul>	P / E P	£15 £15
2.2	Financial audit reports <ul style="list-style-type: none"> <li>Reports of financial statements auditors</li> </ul>	P	£15
2.3	Capital programme <ul style="list-style-type: none"> <li>Finance &amp; Estates Committee Minutes</li> </ul>	P	£15
2.4	Financial regulations and procedures <ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Financial procedures</li> <li>Register of Suppliers</li> </ul>	P / E E E	£15 £15 £15
2.5	Staff pay and grading structures; Staff allowances and expenses <ul style="list-style-type: none"> <li>Salary scales for teaching and support staff</li> <li>Staff expenses for Senior Staff</li> <li>Senior Staff and Governor Allowances</li> </ul>	P / E P / E P / E	£15 £15 £15
2.6	Register of Suppliers; Procurement and tender procedures and reports; contracts <ul style="list-style-type: none"> <li>Any contracts of a sufficient size to be made available for public tender.</li> </ul>	P P	£15 £15
<b>3 “What our priorities are and how we are doing”</b>			
3.1	Annual report <ul style="list-style-type: none"> <li>Corporation Minutes</li> </ul>	W	Free
3.2	Corporate and business plans <ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Corporation Minutes</li> </ul>	W W	Free Free

<b>Class/ Sub- class No.</b>	<b>Description</b>	<b>Manner (P = Paper E = Electronic W = Website)</b>	<b>Fee</b>
3.3	Teaching and learning strategy; Academic quality and standards <ul style="list-style-type: none"> <li>Curriculum, Quality &amp; Learning Committee Minutes</li> <li>Self assessment report</li> <li>Quality Improvement Plan</li> </ul>	P / E P P / E	£15 £15 £15
3.4	External review information <ul style="list-style-type: none"> <li>Ofsted reports</li> <li>Published performance tables</li> </ul>	P W	£15 Free
3.5	Corporate relations <ul style="list-style-type: none"> <li>Full-time and Part-time prospectuses</li> </ul>	W	Free
3.6	Government and regulatory reports <ul style="list-style-type: none"> <li>Ofsted / other reports</li> </ul>	P / E	£15
<b>4 “How we make decisions”</b>			
4.1	Minutes from governing body, council, academic boards and steering groups <ul style="list-style-type: none"> <li>Corporation Minutes</li> <li>Corporation Committee Minutes</li> </ul>	W P / E	Free £15
4.2	Teaching and learning committee minutes / Minutes of staff/student consultation meetings / Appointment committees and procedures <ul style="list-style-type: none"> <li>Student Union Executive Meetings Minutes</li> </ul>	P / E	£15
<b>5 “Policies and Procedures”</b>			
5.1	Policies and procedures for conducting College business <ul style="list-style-type: none"> <li>Corporation Standing Orders</li> <li>Financial Regulations</li> <li>Community Engagement Policy</li> </ul>	W P / E W	Free £15 Free



<b>Class/ Sub- class No.</b>	<b>Description</b>	<b>Manner (P = Paper E = Electronic W = Website)</b>	<b>Fee</b>
5.2	Procedures and policies relating to academic services <ul style="list-style-type: none"> <li>• Back on Track Policy (student behaviour/fitness to study)</li> </ul>	W	Free
5.3	Procedures and policies relating to student services, customer services and admissions <ul style="list-style-type: none"> <li>• Enrolment and application forms</li> <li>• Full-time and part-time prospectuses</li> <li>• Admissions Policy</li> <li>• Financial and travel support</li> <li>• Learner Support Fund Policy</li> <li>• Back on Track Policy (fitness to study)</li> <li>• Suggestions, Compliments and Complaints Policy</li> <li>• Drugs &amp; Alcohol Misuse Policy</li> <li>• Physical Intervention and Contact Policy</li> <li>• Childcare facilities</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Prevent Strategy and Policy</li> <li>• Visible ID Policy</li> <li>• Visitor Policy</li> </ul>	All on website	All free
5.4	Procedures and policies relating to human resources <ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> <li>• Anti-slavery &amp; Human Trafficking Policy</li> </ul>	W W	Free Free
5.5	Procedures and policies relating to recruitment <ul style="list-style-type: none"> <li>• Current vacancies and recruitment information</li> </ul>	W	Free
5.6	Code of Conduct for members of governing bodies <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Conflicts of interest and duty policy</li> </ul>	W W	Free Free
5.7	Equality & Diversity <ul style="list-style-type: none"> <li>• Equity &amp; Inclusion Policy</li> </ul>	W	Free
5.8	Health & Safety <ul style="list-style-type: none"> <li>• Health &amp; Safety Statement of Intent</li> <li>• Visible ID Procedure</li> </ul>	W W	Free Free

Class/ Sub- class No.	Description	Manner (P = Paper E = Electronic W = Website)	Fee
	<ul style="list-style-type: none"> <li>Visitor Policy</li> </ul>	W	Free
5.9	Estate Management <ul style="list-style-type: none"> <li>Streamlined Energy &amp; Carbon Report</li> </ul>	W	Free
5.10	Complaints policies and procedures <ul style="list-style-type: none"> <li>Suggestions, Compliments &amp; Complaints Policy</li> <li>Procedure for complaints against the Corporation</li> </ul>	W W	Free Free
5.11	Records management and personal data policies <ul style="list-style-type: none"> <li>Data Protection Policy</li> </ul>	W	Free
5.12	Charging regimes and policies <ul style="list-style-type: none"> <li>Full-time and part-time prospectuses</li> <li>Fees Policy</li> <li>Sub-contracting Policy</li> <li>Community Engagement Policy</li> </ul>	P / E / W W W W	Free Free Free Free
<b>6 “Lists and Registers”</b>			
6.1	Any information we are currently legally required to hold in publicly available registers <ul style="list-style-type: none"> <li>Corporation members – register of interests (contact Clerk to the Corporation)</li> </ul>	P	£15
6.2	Asset registers <ul style="list-style-type: none"> <li>Annual accounts</li> </ul>	P / E	£15
<b>7 “The services we offer”</b>			
7.1	Prospectus and course content <ul style="list-style-type: none"> <li>Full-time and part-time prospectuses</li> </ul>	P / E / W	Free
7.2	Health, welfare and counselling services <ul style="list-style-type: none"> <li>Health &amp; Wellbeing service <a href="https://www.hsdac.ac.uk/life-at-hsdac/health-and-wellbeing/">https://www.hsdac.ac.uk/life-at-hsdac/health-and-wellbeing/</a></li> </ul>	W	Free

<b>Class/ Sub- class No.</b>	<b>Description</b>	<b>Manner (P = Paper E = Electronic W = Website)</b>	<b>Fee</b>
7.3	Careers advice <ul style="list-style-type: none"> <li>Information, advice &amp; guidance  <a href="https://www.hsdac.ac.uk/life-at-hsdac/careers/">https://www.hsdac.ac.uk/life-at-hsdac/careers/</a> </li> </ul>	W	Free
7.4	Chaplaincy services & multi-faith provision <ul style="list-style-type: none"> <li>Chaplaincy Service  <a href="https://www.hsdac.ac.uk/religious-support/">(https://www.hsdac.ac.uk/religious-support/)</a> </li> </ul>	W	Free
7.5	Libraries & Study Centres <ul style="list-style-type: none"> <li>Resources; Computer and IT Facilities; Support/Customer Services; Printing, photocopying and scanning</li> </ul>	W	Free
7.6	Sports and recreational facilities <ul style="list-style-type: none"> <li>Campus / lettings facilities</li> </ul>	W	Free
7.7	Advice and guidance <ul style="list-style-type: none"> <li>Information, advice &amp; guidance</li> </ul>	W	Free
7.8	Media releases <ul style="list-style-type: none"> <li>Press releases</li> </ul>	W	Free