



# Freedom of Information Publication Scheme

*Integrity*



Principal: **Tim Jackson** BTech (Hons), PGCE

**Our Mission**

To inspire learners to recognise and achieve their full potential

**Our Values**

Excellence, Passion, Team Work, Integrity, Innovation,

Sustainability, Valuing Others and Supportiveness

**Sparsholt College Hampshire, incorporating Andover College**

The *Freedom of Information Publication Scheme* was reviewed and reconfirmed by the College in 2012. This supersedes the previous publication and is effective from 13 December 2012.

Equality Impact Assessment	Conducted:
Originator:  Director of Strategic Information & Funding	Located: College intranet
Date of next scheduled review:	October 2015

# Freedom of Information Publication Scheme

## *Integrity*

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Appendix 1 – Publication Scheme Categories of Information

# **SPARSHOLT COLLEGE HAMPSHIRE incorporating ANDOVER COLLEGE**

## **FREEDOM OF INFORMATION SCHEME**

### **INTRODUCTION**

#### **1 Legal requirement**

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges plus any wholly owned subsidiary companies.

#### **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 called '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 commitment 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 or not charges will be made.

#### **3 The 'model' publication scheme for further education**

- 3.1 Sparsholt College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 The classes of information within the Scheme are:
  - Who we are and what we do
  - What we spend and how we spend it
  - What our priorities are and how we are doing
  - How we make decisions
  - Our policies and procedures
  - Lists and registers
  - The services we offer

#### **4 Who we are**

- 4.1 Sparsholt College is a further education college serving both the needs of the land-based industries locally and nationally and the local community as its Andover campus. The Sparsholt campus operates from a large campus three miles to the north of Winchester with extensive practical facilities on site with the Andover campus just 15 miles away. Further details are available on the College website <http://www.sparsholt.ac.uk> and <http://www.andover.ac.uk>

#### **5 Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available.
- 5.3 Single copies of most information will be provided free of charge unless production of the copy requested and postage exceed £1 in which case the excess will be charged. Any variation from this will be shown by individual items in each class.
- 5.4 To request information available through our publication scheme, other than via the College website, please contact:

Freedom of Information (FOI) Officer  
Sparsholt College  
Sparsholt  
Winchester  
SO21 2NF

Tel: 01962 776441 (College main number)

Email: [foi@sparsholt.ac.uk](mailto:foi@sparsholt.ac.uk)

- 5.5 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.
- 5.6 All publications that the College provides are subject to copyright protection. Where the protection refers to publications published by Sparsholt College you must contact the College and obtain permission in writing before content can be copied, redistributed or published in any manner. Where the College grants permission it is always conditional on the College being clearly identified as the source of the material and as holding the copyright.
- 5.7 Where copyright refers to other organisations you must obtain authorisation to reproduce such material from the copyright holder concerned.

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

- 6.1 From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies.

## **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. 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 Freedom of information Officer at the address given below.
- 7.2 If we are unable to resolve any complaint, 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

## **8 Further information**

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

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## 1 Who we are, what we do (and how we make decisions)

## Introduction

This section covers information relating to the way the institution is governed. It includes information on the legal status of the institution, which individual members 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.

The table includes information about decision making processes and records of decisions made. The information available in this class will be for the current and previous three years.

The College will make a charge of £10 for paper copies of documents.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
1.1	Legal framework	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.  Instrument and Articles of Government.	<a href="http://www.dfes.gov.uk/furthereducation">www.dfes.gov.uk/furthereducation</a>
1.2	How the institution is organised - management	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. <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Self-Assessment Report</li> <li>• Terms of Reference of Committees and Groups</li> </ul>	Paper/Electronic Paper/Electronic Paper/Electronic
1.3	Location and contact details	Contact lists for College Maps of each campus Names of contacts with email addresses	Website Website Paper/electronic
1.4	Governance	This class contains information relating to the governance of the College <ul style="list-style-type: none"> <li>• Terms of Reference and membership of Governors Committees:</li> </ul> <ul style="list-style-type: none"> <li>➤ <i>Resources Committee</i></li> </ul>	<a href="http://www.sparsholt.ac.uk">www.sparsholt.ac.uk</a>  Electronic/Paper

	<ul style="list-style-type: none"> <li>➤ <i>Audit Committee</i></li> <li>➤ <i>Quality and Standards Committee</i></li> <li>➤ <i>Governance and Search Committee</i></li> <li>➤ <i>Remuneration Committee</i></li> </ul>	
	<ul style="list-style-type: none"> <li>• Minutes for Board of Governors and Committees</li> <li>• Code of Conduct for Governors</li> <li>• Declaration of Interests (Governors and senior college managers)</li> <li>• Standing Orders</li> <li>• Calendar of Meetings</li> <li>• Policy on attendance at meetings and access to college business</li> <li>• Policies on the selection and removal of Governors</li> <li>• Role and responsibilities of the Chairman, Governors and Clerk</li> <li>• Public Interest Disclosure Policy and Procedures</li> <li>• Performance Indicators for the Board, Chairman, Clerk</li> <li>• SLT minutes</li> <li>• Minutes of Academy meetings</li> <li>• Informing and Consulting Employees (ICE) meeting minutes</li> <li>• Student Council meetings notes</li> </ul>	<p>Electronic/Paper</p> <p>Electronic/Paper Electronic</p> <p>Electronic Electronic Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic Electronic Electronic</p> <p>Electronic</p>

## 2 What we spend and how we spend it

### Introduction

This section covers information on the institutions 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 institutions commercial interests will be excluded from publication. Financial information for the current and previous two financial years will be available.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
2.1	Finance and resource planning	<p>Information includes how the college undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.</p> <ul style="list-style-type: none"> <li>• Financial Regulations including Tendering Procedures</li> </ul>	<p>Paper/ Electronic for all in this</p>

	<ul style="list-style-type: none"> <li>• Annual Accounts and Financial Statements</li> <li>• Annual Report</li> <li>• Expenses Procedure</li> <li>• Audit Reports</li> <li>• Strategic Plan</li> <li>• Salaries and Grading Structures</li> <li>• Contracts awarded following formal tender process</li> <li>• Asset Management Register</li> <li>• Property Strategy</li> </ul>	category
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### 3 Our Policies and Procedures

#### Introduction

This section covers current written protocols, policies and procedures for delivering our services and responsibilities. Information relating to individual members of staff is exempt from disclosure as personal information.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
3.1	Procedures and policies relating to Human Resources	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Policies, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• ICE Group Terms of reference</li> <li>• Grievance procedures and policies</li> <li>• Disciplinary Procedures and Policies</li> <li>• Bullying and Harassment Policy</li> <li>• Health and Safety Policy and Procedures</li> <li>• Redundancy Policy</li> <li>• Duty to Act (Whistleblowing) Policy</li> <li>• Job Vacancies</li> </ul>	Paper/ Electronic for all in this category unless otherwise shown.  Website
3.2	Equal Opportunities /Diversity	<ul style="list-style-type: none"> <li>• Single Equality Scheme</li> <li>• Accessibility Statement</li> <li>• Single Equality Actions Plan</li> <li>• Bullying and Harassment Policy</li> </ul>	Website Website Website Paper/ Electronic
3.3	Staff Development	<ul style="list-style-type: none"> <li>• Staff Development Policy</li> <li>• Staff Development Action Plan</li> </ul>	Paper/ Electronic
3.4	Conduct of Governing Body	<ul style="list-style-type: none"> <li>• Code of conduct for members of Governing Body</li> </ul>	Paper/ Electronic
3.5	Health and Safety and	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Property Strategy</li> </ul>	Paper Paper

	Estate Management	<ul style="list-style-type: none"> <li>• Tendering policies (Financial Regulations)</li> <li>• Map of main site</li> <li>• Address of main site and any other locations</li> <li>• Planned Maintenance Programme</li> <li>• Accessibility Statement</li> </ul>	Electronic Website Website  Paper/electronic Website
3.6	Recruitment	<ul style="list-style-type: none"> <li>• Recruitment Policy</li> <li>• Recruitment of Ex-Offenders Policy</li> <li>• Safeguarding Learners Policy</li> <li>• Vacancies</li> </ul>	Paper/Electronic except where stated Website
3.7	Procedures and Policies relating to Student Services (See also section 7 below)	<ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Accommodation Policy</li> <li>• Student Code of Conduct</li> <li>• Feedback Policy</li> <li>• Conduct &amp; Performance Policies</li> </ul>	All available as paper or electronic
3.8	Procedure and Policies relating to Academic Services	<ul style="list-style-type: none"> <li>• Teaching Learning &amp; Assessment Policy</li> <li>• Quality Strategy</li> <li>• Teaching &amp; Learning Observation (TALO) Policy</li> </ul>	Paper/Electronic
3.9	Complaints Policies and Procedures	<ul style="list-style-type: none"> <li>• Feedback Policy</li> </ul>	Paper/Electronic
3.10	Records Management and Personal Data	<ul style="list-style-type: none"> <li>• Data Protection Policy</li> </ul>	Paper/Electronic
3.11	Charging Processes	<ul style="list-style-type: none"> <li>• Student Fees Policy</li> </ul>	Paper/Electronic

## 4 What our priorities are and how we are doing

### Introduction

The class contains information about strategies, plans, performance indicators, audits, inspections and reviews. Information will be available for the current year and the previous three years.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
4.1	Strategies and plans	This class includes information made available by FE corporations on: <ul style="list-style-type: none"> <li>• College Strategic Plan including its mission statement</li> <li>• Quality Policy</li> <li>• Teaching Learning and Assessment Policy</li> <li>• Updates of Strategic Plan Objectives</li> <li>• Inspection Reports</li> <li>• SAR</li> </ul>	Website  Website Paper/Electronic  Paper/Electronic  Paper/Electronic website

## 5 Lists and Registers

### Introduction

The list in the following table reflects currently maintained lists and registers only.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
5.1	Information acquired by statute	<ul style="list-style-type: none"> <li>• Membership of Governors Committees</li> <li>• Declaration of Interests (Governors and Senior Managers)</li> <li>• Annual Report and Financial Statement</li> </ul>	Paper/ Electronic
5.2	Disclosure logs	<ul style="list-style-type: none"> <li>• Data Protection and Freedom of Information</li> </ul>	Paper/ Electronic

## 6 The services we offer

### Introduction

The list in the following table reflects the services we offer.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
6.1	Conference Facilities	<ul style="list-style-type: none"><li>• Conference and Hospitality Brochure and Information</li></ul>	<a href="http://www.thewessexcentre.co.uk">www.thewessexcentre.co.uk</a>
6.2	Media Releases	<ul style="list-style-type: none"><li>• Copies of media releases</li></ul>	Paper/Electronic
6.3	Student Services	<ul style="list-style-type: none"><li>• The publications available under this class are shown in section 7 below</li></ul>	

## 7 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
7.1	Information on student admission, progression and completion	<ul style="list-style-type: none"><li>• Prospectus – Entry requirements, courses offered, application form</li><li>• Careers Leaflets</li><li>• Tuition Fees Sheet</li><li>• SAR</li><li>• Admissions Policy</li></ul>	Website/ Prospectus  Paper/ Electronic
7.2	Student Accommodation	<ul style="list-style-type: none"><li>• Student Handbook</li><li>• Accommodation Policy</li><li>• Hostels Contract</li><li>• Residents Handbook</li></ul>	Paper/ Electronic
7.3	Student Administration	<ul style="list-style-type: none"><li>• Data Protection Policy</li><li>• Exam Timetables</li><li>• Exam Regulations</li></ul>	Website Paper Contact College for relevant exam board details
7.4	Student Admission and Enrolment	<ul style="list-style-type: none"><li>• Admissions Policy</li></ul>	Paper/ Electronic

7.5	Student Discipline	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Code of Conduct</li> <li>• Conduct and Performance Policy</li> <li>• Feedback Policy</li> </ul>	Paper/ Electronic
7.6	Student Learning Support Services	<ul style="list-style-type: none"> <li>• FE Financial Guidance</li> <li>• HE Financial Guidance</li> <li>• Application form and criteria for Learner Support Funds</li> <li>• LSF Review Form</li> <li>• Student Safety Policy</li> <li>• Careers Information and Advice - Statement of Service</li> <li>• Student Handbook</li> <li>• Course Handbook</li> <li>• Equality Opportunities Policy</li> <li>• Race Equality Statement</li> <li>• Accessibility Statement</li> </ul>	Website Website  Paper/ Electronic         website
7.7	Student Liaison	<ul style="list-style-type: none"> <li>• Student Council Terms of Reference</li> </ul>	Paper/ Electronic
7.8	Student Policies	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student Safety Policy</li> </ul>	Paper Website
7.9	Student Welfare	<ul style="list-style-type: none"> <li>• FE Financial Guidance sheet</li> <li>• HE Financial Guidance sheet</li> <li>• Application form and criteria for Learner Support Funds</li> <li>• Instalment Forms</li> <li>• LSF Review Form</li> <li>• Student Safety Policy</li> <li>• Careers Information and Advice – Statement of Service</li> <li>• Student Handbook</li> <li>• Course Handbook</li> <li>• Student Information Book</li> <li>• Equality Opportunities Policy</li> <li>• Race Equality Statement</li> <li>• Accessibility Statement</li> </ul>	Paper Paper Paper/ electronic Paper Paper Website Website  Paper/ Electronic       website

## 8 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
8.1	Academic year dates	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Offer Letter</li> </ul>	Website/ Paper Paper
8.2	Further Course Information	<ul style="list-style-type: none"> <li>• College Calendar</li> <li>• Prospectus</li> <li>• Careers Leaflets</li> </ul>	Paper Website Paper
8.3	Information on Internal Procedures for Assuring Academic Quality and Standards	<ul style="list-style-type: none"> <li>• Internal Verification Handbook</li> <li>• Internal Verification Policy</li> <li>• Academic Appeals</li> <li>• Extenuating Circumstances Board (ECB) Higher Education</li> </ul> <p>Information on student satisfaction with their college experience:</p> <ul style="list-style-type: none"> <li>• SAR</li> <li>• NSS Results</li> </ul> <p>Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> <li>• Teaching and Learning Observation Policy</li> </ul>	Paper Paper Paper  Paper Paper  Paper Unistats website  Paper
8.5	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examiners' Meeting Schedule</li> <li>• Examination Regulations</li> <li>• Appeal Procedures</li> <li>• External Examination Bodies</li> <li>• Conduct and Performance Policy</li> <li>• External Examination Bodies</li> </ul>	Paper    Contact college for relevant exam board details
8.6	Tuition Fees	College Prospectus Student Fees Policy OFFA Agreement	Paper/ Electronic

## 9 External Relations

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.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information if available from the external partners with which the institution has links.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
9.1	Community Liaison	<ul style="list-style-type: none"> <li>Employers' Charter</li> </ul>	Paper/Electronic
9.2	Government and Regulator Relations	<ul style="list-style-type: none"> <li>Ofsted Inspection Report</li> <li>QAA Review</li> </ul>	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> <a href="http://www.qaa.gov.uk">www.qaa.gov.uk</a>
9.3	Marketing and Recruitment	<ul style="list-style-type: none"> <li>Prospectuses</li> </ul>	Website/Paper Prospectus
9.4	Public Relations	<ul style="list-style-type: none"> <li>Press Releases</li> <li>Prospectus</li> <li>College Calendar</li> <li>Website Course Searches</li> </ul>	Paper Website/Paper Paper Website Course Searches