



## 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.

### 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.

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

- 3.1 Newham College has adopted the model publication scheme developed for the Further Education sector in October 2008 and is therefore committed to publishing the information it describes.
- 3.2 In addition to the model scheme, public authorities are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme. The guide is published below. The Model Publication Scheme is attached as Appendix 1 below. Appropriate optional classes relevant to Newham College of Further Education (NCFE) have been included in the scheme.

### 4. Accessing information covered by the publication scheme

- 4.1 The classes of information we publish are described in Appendix 2 below.
- 4.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 4.3 To request information available through our publication scheme, please contact  
Clerk to the Corporation  
Newham College of Further Education  
East Ham Campus  
High Street South  
London  
E6 6ER
- 4.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

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

- 5.1 Under the Freedom of Information Act 2000, you have the right to request any information held by a public authority which it has not already made available through its publication scheme.
- 5.2 Requests 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. However, public authorities 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. 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 Publication Scheme Co-ordinator below.

Clerk to the Corporation  
Newham College of Further Education  
East Ham Campus  
High Street South  
London  
E6 6ER

- 7.2 The College will everything in its power to meet the enquirer's information needs. If, however, 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**

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)

# Newham College of Further Education

## Freedom of Information Act Publication Scheme

### Descriptions of the seven main information classes and sub-classes

Seven main groups (and classes within them) form the Publication Scheme for the College. The main groups and classes of information in the scheme are as follows:

- 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
- Policies and Procedures
- Lists and Registers
- Services we offer

1. Who we are and what we do					
Current information on the College, structures, locations and contacts					
Sub Classes		Explanatory Notes	Source of Information – webpage and documents	Location i.e. lead officer	Fee
1.1	<b>Legal Framework</b>	Information relating to the legal and corporate status of the institution	<p>Legal status - conferred by the Further and Higher Education Act 1992  <a href="http://www.legislation.hmso.gov.uk/acts.htm">http://www.legislation.hmso.gov.uk/acts.htm</a></p> <p><a href="#">Instrument &amp; Articles of Government</a></p> <p>Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</p>	Clerk	£10 - Paper copy
1.2	<b>How the institution is organised</b>	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	<p><a href="#">College structure charts</a></p> <p><a href="#">Introduction to the college</a></p> <p><a href="#">College calendar</a></p> <p><a href="#">College policies</a></p> <p><a href="#">List of governors</a></p> <p>Register of interests of governors and senior managers is available for inspection</p>		Electronic copy - free

		identify senior personnel	during working hours  <a href="#">Governing body and committee structure chart</a>  <a href="#">Standing orders</a>  Committee terms of reference form - appendix 2 of the <a href="#">standing orders</a>  <a href="#">Committee membership</a>		
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b>	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.			
1.4	<b>Location and contact details</b>	If possible, named contacts should be given in addition to contact phone numbers and email addresses			
1.5	<b>Student activities</b>	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.	Paper or Electronic	Head of Student Services	
<b>2 What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.					
2.1	<b>Funding/income</b>	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).	Paper or Electronic	Director of Finance	£10 - Paper copy
2.2	<b>Budgetary and account information</b>	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. It is expected that revenue budgets and budgets for capital expenditure will be included			Electronic copy - free
2.3	<b>Financial audit reports</b>				

2.4	<b>Capital programme</b>	Information on major plans for capital expenditure including any public private partnership contracts.		Assistant Principal – Human Resources & Legal Services	
2.5	<b>Financial regulations and procedures</b>				
2.6	<b>Staff pay and grading structures</b>	This may be provided as part of the organisational structure and will indicate, for most posts, levels of pay rather than individual salaries.			
2.7	<b>Register of suppliers</b>				
2.8	<b>Procurement and tender procedures and reports</b>	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.			
2.9	<b>Contracts</b>	It is expected 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.			

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

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

It is expected that information in this class will be available at least for the current and previous three years.

Below is a list of the type of information that It is expected that colleges of further education will have readily available for publication.

3.1	<b>Annual Report</b>		Paper	Clerk	£10 - Paper copy
3.2	<b>Corporate and Business Plans</b>		Paper or Electronic	Clerk	£10 - Paper copy
3.3	<b>Teaching &amp; Learning Strategy</b>			Assistant Principal - QUILD	
3.4	<b>Academic Quality &amp; Standards</b>	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.		Assistant Principal - QUILD	
3.5	<b>External Review Information</b>	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.		Assistant Principal - QUILD	
3.6	<b>Corporate</b>	Information relating to the		Deputy	

	<b>Relations</b>	college's links with employers and the development of learning programmes.		Principal Curriculum	
3.7	<b>Government &amp; Regulatory Reports</b>	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.		Assistant Principal – QuiLD; AP – Funding & Learner Performance	
<b>4 How we make decisions</b> Decision making processes and records of decisions. It is expected that information in this class will be available at least for the current and previous three years					
4.1	<b>Minutes from governing body, council, academic boards and steering groups</b>	It is expected that minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, will be readily available to the public.	Electronic	Clerk	
4.2	<b>Teaching and learning committee minutes</b>				
4.3	<b>Minutes of staff/ student consultation meetings</b>			Clerk	
4.4	<b>Appointment committees and procedures</b>			Assistant Principal – HR& LS	
<b>5. Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. It is expected that information in this class will be current information only.					
5.1	<b>Policies and procedures for conducting college business</b>	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included.	Paper or Electronic		
5.2	<b>Procedures and policies relating to academic services</b>	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,	Paper or Electronic	Deputy Principal	

		appeal procedures and policy on breach of assessment regulations.			
5.3	<b>Procedures and policies relating to student services</b>	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.	Paper or Electronic	Assistant Principal QUILD	
5.4	<b>Procedures and policies relating to human resources</b>	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).	Paper or Electronic	Assistant Principal Human Resources & Legal Services	
5.5	<b>Procedures and policies relating to recruitment</b>	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Paper or Electronic	Assistant Principal Human Resources & Legal Services	
5.6	<b>Code of Conduct for members of governing bodies</b>		Paper or Electronic	Clerk	
5.7	<b>Equality and Diversity</b>	This will also include policies, statements, procedures and guidelines relating to equal opportunities		Assistant Principal Human Resources & Legal Services	
5.8	<b>Health and Safety</b>			Assistant Principal Human Resources & Legal Services	
5.9	<b>Estate management</b>	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.		Director of Estates	
5.10	<b>Complaints policies</b>	Complaints procedures will include those covering		Clerk	

	<b>and procedures</b>	requests for information and operating the publication scheme.			
5.11	<b>Records management and personal data policies</b>	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.			Assistant Principal – Funding & Learner Performance Clerk
5.12	<b>Charging regimes and policies</b>	Details of any statutory charging regimes.			Director of Finance

#### 6. Lists and Registers

It is expected that this information will be contained only in currently maintained lists and registers

6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>				Clerk
6.2	<b>Asset Registers</b>	It is not expected that colleges will publish all details from all asset registers. It is expected that some information from capital asset registers will be available			
6.3	<b>Disclosure Logs</b>				

#### 7 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 listed below

7.1	<b>Prospectus and Course content</b>				
7.2	<b>Health Advice</b>	N/A			
7.3	<b>Careers Advice</b>				
7.4	<b>Chaplaincy Services</b>	N/A			
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>				
7.6	<b>Sports &amp; recreational facilities</b>				
7.7	<b>Museums, libraries, special collections and archives</b>	N/A			
7.8	<b>Conference facilities</b>	N/A			

7.9	<b>Advice and guidance</b>				
7.10	<b>Local campaigns</b>				
7.11	<b>Media releases</b>				