



## **Freedom of Information Publication Scheme**

**January 2009**

### **Introduction**

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education has been adopted by Coleg Llysfasi College with effect from 1 January 2009 and was formally approved by the Corporation at its meeting on 1 June 2009.

The Model Publication Scheme provides a list of information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIR) 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- The information is archived, out of date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release

### **Information to be made available by the College**

The information colleges routinely publish falls into the following categories – these have been determined by the ICO:

#### **1 Who we are and what we do**

- Organisational information – structures, locations, contacts

#### **2 What we spend and how we spend it**

- Published accounts

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

- Strategies and plans, performance indicators, inspections and review

#### **4 How we make decisions**

- Decision-making processes, records of decisions

#### **5 Our policies and procedures**

- Current written protocols, policies and procedures for delivery of College services and responsibilities

#### **6 Lists and registers**

- Information legally required to be held in publicly available registers and logs

#### **7 The services we offer**

- Prospectuses, leaflets, advice and guidance, newsletters

## How to obtain information

- Via the College website – [www.llysfasi.ac.uk](http://www.llysfasi.ac.uk)
- By e-mail to [imt@llysfasi.ac.uk](mailto:imt@llysfasi.ac.uk)
- In writing to –

The Principal  
Coleg Llysfasi College  
Ruthin  
Denbighshire  
LL15 2LB

Using the request form provided at the end of the Publication Scheme.

## Charges for information

The Publication Scheme identifies information which Coleg Llysfasi College routinely publishes. Information on the publication scheme which is accessible via the college internet site is free of charge. Most documents are available in PDF format and can be e-mailed free of charge.

Charges for hard copies will vary according to how information is made available and the amount of information requested.

For a minimum charge of £1 we will provide up to 5 pages to each person making a request. There will be an additional charge of 20 pence for each additional page requested. This fee applies to all hard copies provided. Full payment is required before we provide the documents.

Postage will be charged at the standard second class rate as per Royal Mail Charges for second class post (link to Royal Mail charges below):

<http://www.royalmail.com/portal/rm/content1?mediaId=51000697&catId=400030>

## Feedback

It is important that this publication scheme meets your requirements. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how the scheme might be improved. Any comments, suggestions or complaints should be sent to:

The Principal  
Coleg Llysfasi College  
Ruthin  
Denbighshire  
LL15 2LB

The complaint will be acknowledged within 10 working days, naming the investigating manager and noting the appeals procedure.

If we are unable to resolve any complaint, you can complain to:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## 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)

## 1. Who we are and what we do

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution. 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.

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Format</b>	<b>Fee</b>
1.1	Legal framework	<p>The College was incorporated under the Further and Higher Education Act 1992. The legislation is available from the HMSO website:</p> <p>HMSO website  <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a></p> <p>The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992.</p> <ul style="list-style-type: none"> <li>Instrument and Articles of Government</li> </ul>	Email	✖
1.2	How the institution is organised	<p>Governing Body membership</p> <p>Committee Terms of Reference and Standing Orders.</p> <p>Code of Conduct for members of the Corporation</p> <p>Committee structure (Audit; Finance and Estates, Employment, Remuneration and Health &amp; Safety; Search Committee; Academic Board; Strategic Group.</p> <p>Minutes and papers of Governing Body and Corporation Meetings</p> <p>College Leadership &amp; Management Team membership</p>	Paper or email	✓
1.3	List of Partnerships and Companies owned	<p>Welsh Assembly Government</p> <p>ESTYN</p> <p>Local Authorities</p> <p>Awarding Bodies</p> <p>Local Schools</p> <p>Employers</p> <p>Other Government Agencies</p>	Paper or email	✓
1.4	Location and Contact Details	<p>Coleg Llysfasi College</p> <p>Pentrecelyn, Ruthin, Denbighshire, LL15 2LB 01978 790263</p> <p>Wrexham Training, Ruabon Road, Wrexham, LL13 7RF 01978 363033</p> <p>Principal : DF Cunningham <a href="mailto:imt@llysfasi.ac.uk">imt@llysfasi.ac.uk</a></p> <p>Visit <a href="http://www.llysfasi.ac.uk">www.llysfasi.ac.uk</a> for map and directions to both sites</p>	N/A	N/A
1.7	Student Activities	Information available on application to the College	Email	✖

## 2. What we spend and how we spend it

This section covers information on the institution's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Format</b>	<b>Fee</b>
2.1	Funding/Income	Financial Statements and Annual Report Tuition Fees Policy	Paper or email	✓
2.2	Budgetary and Account information	Financial Statements and Annual Report	Paper or email	✓
		Management Accounts		
		Financial Forecasts		
2.3	Financial Audit Reports	Financial Statements and Annual Report	Paper or email	✓
2.4	Capital Programme	Estates Strategy	Paper or email	✓
		Condition Survey		
2.5	Financial Regulations and Procedures	Financial Regulations	Paper or email	✓
		Financial Procedures		
2.6	Staff Pay and Grading Structures	Staff Salary Grades	Paper or email	✓
		Job Descriptions		
2.7	Register of Suppliers	Information available on application to the College	Paper or email	✓
2.8	Procurement and Tender Procedures and Reports	Procurement Strategy	Paper or email	✓
		Financial Regulations		
		Financial Procedures		
		Procurement Annual Report		
2.9	Contracts	Financial Regulations – Qualification of Contract Sizes	Paper or email	✓

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

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Format</b>	<b>Fee</b>
3.1	Annual Report	Annual Report	Paper or email	✓
3.2	Corporate and Business Plans	Strategic Plan	Paper or email	✓
		Provision Development Plan		
		Quality Development Plan		
3.3	Teaching and Learning Strategy	Lesson Observation Procedure	Paper or email	✓
3.4	Academic Quality and Standards	Student Perception Survey	Paper	✓
		Quality Handbook		
		External Verifier Reports		
3.5	External Review Information	ESTYN Report (See <a href="http://www.estyn.gov.uk">www.estyn.gov.uk</a> )	External Website	✗
3.6	Corporate Relations	Information available on application to the College	Paper or email	✓
3.7	Government and Regulatory Reports	Accreditation and monitoring reports by statutory or regulatory bodies	Paper or email	✓

### 4. How we make decisions

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Format</b>	<b>Fee</b>
4.1	Governing Body, Council, Academic Boards and Steering Group Minutes	Minutes of meetings where key decisions are made about the operation of the college, excluding material that is considered sensitive/private:	Paper or email	✓
		Governing Body		
		Audit Committee		
		Finance & Estates Committee		
		Employment, Remuneration and Health & Safety Committee		
		Search Committee		
		Academic Board		
Strategic Group				
4.2	Teaching and Learning Committee Minutes	Quality Team	Paper or email	✓
		Academic Board		
		Curriculum Team Meeting		
4.3	Minutes of Staff/Student Consultation meetings	Information available on request where applicable	Paper or email	✓
4.4	Appointment Committees and procedures	Recruitment and Selection Policy and Procedures	Paper or email	✓

## 5. Our policies and procedures

	Class	Name of Document/Description	Format	Fee
5.1	Policies and Procedures for conducting college business	Responsibilities of the Board:	Paper or email	✓
		Terms of Reference relating to the Governing Body		
		Terms of Reference relating to Committees		
		Election of staff to the Board of Governors		
		Financial Memorandum		
		Risk Management Policy		
		Student Charter		
	Procedures and Policies relating to Academic Services	Assessment Appeals Guidance	Paper or email	✓
		Curriculum Quality Handbook		
		Dealing with SPOC Forms		
		Guidance for Workbased NVQ Assessors		
		Key Skills Policy		
		Peer Assessment Policy		
		Policy for the Conduct and Invigilation of Exams		
		Procedures for Internal Verification		
		Procedures for the Improvement of Learner Retention and Attainment		
	Procedures and Policies relating to Student Services	Assessment Appeals Guidance Careers Education and Guidance Policy Learner Induction Policy Learner Tutorial Policy	Paper or email	✓
		Policy and Procedures for Learner Support		
	Procedures and Policies relating to Human Resources	Staff Handbook	Paper or email	✓
		<b>Policies and Procedures</b>  Additional Employment Policy Adoption Leave Policy and Guidance Communication Policy Counselling Policy Disciplinary and Appeals Policy Employee Relationship Policy Flexible Working Policy Grievance and Dispute Policy Guidance on Redundancy Handling Guidelines for Handling Capability Policy Joint Consultative Committee Terms of Reference Maternity Policy and Guidelines Parental Leave Policy Paternity Leave Policy		

		Personal Development Review Policy Personnel Administration Policy Sick Leave and Sick Pay Policy Sickness Absence Monitoring and Management Policy Special Leave Policy Stress Management Policy Training Policy Whistle-blowing Policy		
	Procedures and Policies relating to Recruitment	Recruitment and Selection Policy with Guidelines	Paper or email	✓
		Contract Policy		
		Induction and Mentoring Policy		
		Employee Requisition Policy		
	Code of Conduct for Members of Governing Body	Code of Conduct for Governing Body Members	Paper or email	✓
	Equality and Diversity	Age Discrimination Policy Equal Opportunities Policy for Employees Ethnic Monitoring Policy Harassment Policy	Paper or email	✓
	Health & Safety	Health & Safety Strategy and Policy	Paper or email	✓
	Estates & Facilities Management	Financial Regulations	Paper or email	✓
		Estates Strategy		
	Complaints Policies and Procedures	Learner and Parents Complaints Policy	Paper or email	✓
		Whistle-blowing Policy		
	Records Management and Personal Data Policies	Freedom of Information – Publication Scheme Data Protection Policy	Paper or email	✓
	Charging Regimes and Policies	Freedom of Information – Publication Scheme	Website	✗

## 6. Lists and registers

	Class	Name of Document/Description	Format	Fee
6.1	Information the college is legally required to hold in publicly available registers	Register of Members interests	Paper or email	✓
6.2	Asset Registers	Asset Register	Paper or email	✓
6.3	Disclosure Logs	Log of FOI requests: Information available upon request	Paper or email	✗

**7. The services we offer**

	<b>Class</b>	<b>Name of Document/Description</b>	<b>Format</b>	<b>Fee</b>
7.1	Prospectus and Course Content	Course Guide – available for download from College website	Paper / website	*
7.2	Conference Facilities	Information available on application to the College	Paper or email	✓
7.3	Careers Advice	Learner Careers and Education Guidance Policy	Paper or email	✓
7.4	Media Releases	Information available on application to the College	Paper	✓
7.5	Staff Newsletter	Information available on application to the College	Paper or email	✓



## Freedom of Information Request Form

### Freedom of Information Act 2009

The Freedom of Information Act 2009 provides individuals with the right to access information held by the College.

It is hoped that this form will assist you in making your request

#### 1. Applicant details

Mr / Mrs / Miss / Ms / Other	_____
First name	_____
Surname	_____
Address	_____ _____ _____
Daytime telephone number	_____
Evening telephone number	_____
Email address	_____

#### 2. Form of Access

My preferred form of access is:

To receive a photocopy by post

To receive electronically by email

To inspect original record

Other format (*Please specify*) \_\_\_\_\_

### 3. Information required

Please note that a fee may be charged this will depend upon the work involved in providing the information you requested should a fee be payable you will be notified of this in writing within 2 working days of receipt. A response to your request will be made within 20 working days from the date of request / payment of fee

#### Contact details:

Mr / Mrs / Miss / Ms / Other	_____
First name	_____
Surname	_____
Address	_____ _____ _____
Daytime telephone number	_____
Evening telephone number	_____
Email address	_____