

# **Northampton College**

## **Freedom of Information Act Publication Scheme**

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

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. LEARNER ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

# 1 Governance

## Introduction

This section covers information relating to the way the college is governed and how decisions are made. It includes information on the legal status of the college, which individual member 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 college or that may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<p>This class contains information relating to how the college was established and its standing from the point of view of the law. Ultimately the corporate status of the college was conferred by the Further and Higher Education Act 1992. This Act is publicly available, for example on the HMSO web site (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>) and is not published by the college.</p> <p>The college operates under the statutory Instrument and Articles of Government, which are included in the scheme.</p>	Paper	Normally free, but please see Intro. 5.2
1.2	How the college is organised	<p>This class contains information relating to how the individual units of the college are organised and where each unit fits in the overall structure of the college. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of work/responsibilities of teams</li> </ul>	Paper	Normally free, but please see Intro. 5.2
1.3	Information on the institutional context	<p>This class includes information on:</p> <ul style="list-style-type: none"> <li>• The mission statement</li> <li>• Corporate objectives</li> <li>• Quality assurance policies and procedures</li> <li>• The learning and teaching strategy and periodic reviews of progress</li> </ul>	Paper	Normally free, but please see Intro. 5.2
1.4	Management structure	<p>This class contains information relating to how the college's management structure is organised and the function and purpose of each part of the management structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Names of members of the governing body (the Corporation)</li> <li>• Code of Conduct for governors</li> <li>• Corporation Standing Orders and Terms of Reference</li> <li>• Minutes and papers of Corporation meetings.</li> </ul>	Paper	Normally free, but please see Intro. 5.2

## 2. Financial Resources

### Introduction

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

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	Examples of the type of information in this class include policies and procedures relating to: <ul style="list-style-type: none"><li>• Budgets and accounts</li><li>• Contracting</li><li>• Goods and services</li><li>• Insurance</li><li>• Pensions</li><li>• Remuneration of senior staff as published in annual accounts</li><li>• Travel and subsistence</li></ul>	Paper	Normally free, but please see Intro. 5.2
2.2	Resource planning	This class includes information that defines how the college undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. Examples of the type of information include: <ul style="list-style-type: none"><li>• Financial regulations, including procurement policy</li><li>• Annual accounts</li><li>• Annual budget</li><li>• Planning and budgeting procedures</li><li>• Strategic plan/Mission, Vision and Values</li><li>• Annual report</li></ul>	Paper	Normally free, but please see Intro. 5.2

### 3. Human Resources

#### Introduction

This section covers information on the college's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached</li> <li>• Grievance procedures and policies</li> <li>• Disciplinary procedures and policies</li> <li>• Harassment and bullying policy</li> <li>• Health and safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Job vacancies</li> </ul>	Paper	Normally free, but please see Intro. 5.2
3.2	Equal opportunities /Diversity	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> <li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	Paper	Normally free, but please see Intro. 5.2

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.3	Staff development	<p>This class includes information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Induction and mentorship</li> <li>• Probationary procedure</li> <li>• Appraisal scheme</li> <li>• Staff development policy and procedures</li> </ul>	Paper	Normally free, but please see Intro. 5.2

#### 4. Physical Resources

##### Introduction

The college owns most of the land and buildings it occupies and leases the remainder. Classes in this section cover information at a strategic level relating to the college's management of its physical resources. Information that provides specific details of the college's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the college's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Property Strategy</li> <li>• Tendering policies (included in Financial Regulations)</li> <li>• Grounds maintenance and upkeep</li> <li>• Building maintenance and upkeep</li> <li>• Disposal policies</li> <li>• Map of main site</li> <li>• Address of main site and any other locations</li> </ul>	Paper	Normally free, but please see Intro. 5.2

## 5. Learner Administration and Support

### Introduction

This section contains information on how the college manages the administration and progression of their learners from admission to course completion, including learner support services. Information available within this section does not include specific learner personal details, by virtue of being personal information.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on learner admission, progression and completion	This class includes aggregated information on <ul style="list-style-type: none"> <li>• Learner qualifications on entry</li> <li>• The range of learner entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to the Learning and Skills Council</li> <li>• Learner progression (including HE) retention and completion data</li> <li>• Data on qualifications awarded to learners</li> <li>• Data on employment/training outcomes for learners</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.2	Learner accommodation	The college does not publish information on residential accommodation suitable for learners		
5.3	Learner administration	This class includes information relating to the maintenance of individual learner records, including policies and procedures covering the management of the learner records system itself, and the division of responsibilities eg between the Enrolment Centre, Curriculum Teams and the learners themselves. An examples of the type of information in this class is: <ul style="list-style-type: none"> <li>• Data security policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.4	Learner admission and enrolment	This class includes information relating to the admission/enrolment of new learners, including policies and procedures covering the assessment of external qualifications (see also 7.5), the creation of learner records and the division of responsibilities eg between the Enrolment Centre and Curriculum Teams. Examples of the type of information in this class are: <ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents</li> <li>• Accreditation of Prior Learning policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.5	Learner discipline	This class includes information relating to the conduct of disciplinary proceedings against learners. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• Grievance Procedure</li> <li>• Complaints Procedure</li> </ul>	Paper	Normally free, but please see Intro. 5.2

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.6	Learning support services	This class includes information on learner support services from an academic and learning perspective. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Services for learners with special needs</li> <li>• Child Protection policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.7	Learner liaison	This class should include information relating to the structure and functioning of staff/learner consultative committees or other liaison groups. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Terms of reference of staff/learner liaison committee(s)</li> <li>• Minutes of previous staff/learner liaison committee(s) meetings</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.8	Learner policies	These are published in: <ul style="list-style-type: none"> <li>• Learner Handbook</li> </ul>	Paper	Normally free, but please see Intro. 5.2
5.9	Learner welfare	Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Substance Misuse Policy</li> <li>• Careers Education and Guidance Policy</li> <li>• Hardship fund procedure</li> <li>• Learner Support Fund Procedure</li> </ul> <p><i>This information is published as part of a <b>Learner Handbook</b></i></p>	Paper	Normally free, but please see Intro. 5.2
5.10	Student Associations and Activities	This class contains information relating to the operation and activities of the Students' Association and other clubs, associations and non-academic activities that are organised for or by the learners. Examples of information include: <ul style="list-style-type: none"> <li>• Students' Union Constitution</li> <li>• List of Officers</li> </ul>	Paper	Normally free, but please see Intro. 5.2

## 6. Information Services

### Introduction

This section covers those functions within the college that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Availability and conditions of use of facilities	Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (eg breach of copyright, email spamming of an external site) are appropriately dealt with. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Opening hours of libraries and drop-in centres</li> <li>• Internet Access Code of Conduct</li> <li>• Code of Conduct for Library and IT use.</li> </ul>	Paper	Normally free, but please see Intro. 5.2
6.2	Mission statements and related documents	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements. An example of the information available is: <ul style="list-style-type: none"> <li>• Library Service Level Agreement</li> </ul>		Normally free, but please see Intro. 5.2
6.3	Policies with regard to data and information	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the college, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Data Protection policy</li> <li>• Data retention and archive policies</li> <li>• Policy on CCTV monitoring.</li> </ul>	Paper	Normally free, but please see Intro. 5.2
6.4	Procurement and disposal policies	Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the college is making correct and appropriate use of funds. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Relevant sections of financial regulations (see also 2.2)</li> <li>• Library Stock Disposal policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.5	Scope of collections held	Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Guides to collections</li> <li>• Scope and availability of catalogues</li> </ul>	Paper	Normally free, but please see Intro. 5.2

## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the college including mechanisms for reviewing and ensuring the quality of teaching provided.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	College calendar for current and future years, as far as is determined.	Paper	Normally free, but please see Intro. 5.2
7.2	Further course information	This class includes information relating to particular curriculum areas, programmes and qualifications. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Structure of courses</li> <li>• Qualifications gained</li> <li>• Changing courses</li> <li>• Work related experience policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2
7.3	Information on internal procedures for assuring academic quality and standards	This class includes information about the college's internal quality audit programmes and annual review. It also includes information on the college's internal procedures for assuring academic quality and standards. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Annual self-assessment report</li> <li>• Analysis of learner satisfaction surveys</li> </ul>	Paper	Normally free, but please see Intro. 5.2
7.4	Staffing structure	This class includes information about staff roles together with organisational charts. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each school/department</li> </ul>	Paper	Normally free, but please see Intro. 5.2

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.5	Learner assessment strategy	This class includes information on the regulations and/or policy governing learner assessment. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Assessment policy</li> <li>• Assessment appeals procedure</li> <li>• Plagiarism policy</li> <li>• Framework for reporting learner progress to parents/guardians</li> </ul>	Paper	Normally free, but please see Intro. 5.2
7.6	Tuition fees	This class includes information relating to tuition fees for UK learners, EU learners and other international learners, including information on when tuition fees will be payable and how to pay. An example of the type of information in this class is: <ul style="list-style-type: none"> <li>• Tuition fees policy</li> </ul>	Paper	Normally free, but please see Intro. 5.2

## 8. External Relations

### Introduction

This section covers information relating to the college's relationship with its external environment. These include the formal reports the college is required to provide to its funding bodies, arrangements with other colleges, how it manages its relationship with the local community and how it retains contact with its former staff and learners.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
8.1	Government and Regulator relations	This class relates to the information that the college is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the college is performing. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Reports/returns to Learning and Skills Council, DfES etc,</li> <li>• OFSTED Inspections</li> </ul>	Paper	Normally free, but please see Intro. 5.2
8.2	Marketing and recruitment	This class includes publications relating to learner recruitment (UK and International). It also includes information related to the learning experience. There is some overlap with Learner Administration and Support. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Full-time Directory</li> <li>• Part-time Directory</li> </ul>	Paper	Normally free, but please see Intro. 5.2
8.3	Public relations	This class contains information that is created specifically by the college to help publicise its facilities and activities. The majority of such information will have been created for prospective and current learners, but may still be of considerable interest to those wishing to know more about what the college has to offer and the activities of its learners and staff. Examples of the type of information in this class include:	Paper	Normally free, but please see Intro. 5.2

	Class	Description	Manner	Fee
		<ul style="list-style-type: none"><li>• Press releases</li><li>• Full-time and part-time course directories</li><li>• Newsletters</li><li>• Learner handbook</li><li>• College Charter</li></ul>		