

PUBLICATION 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.

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 Bracknell & Wokingham 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 This model is designed for further education 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 institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 We comply with the recommendations of the Information Commissioner's Model Publication Scheme 2009 available at http://www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/definition_document_fe_college.aspx

4 Accessing information covered by the publication scheme

- 4.1 The classes of information we publish are described in the second part of the scheme.
- 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 the Publication Scheme Co-ordinator, Principal's PA, Bracknell & Wokingham College, Church Road, Bracknell, RG12 1DJ. Tel 01344 766441 e-mail patricia.wright@bracknell.ac.uk
- 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 From 1 January 2005 you will 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.
- 5.2 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. The college will provide standard information free of charge but reserves the right to charge a fee where the amount of information required is non-standard or extensive. In such cases the fee charged will be £25.00 per hour up to the statutory maximum of £450. The college is not 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.
- 5.3 If you are unhappy about the way your request has been dealt with, you should contact Sue Ford, Director of Human Resources, in writing, sue.ford@bracknell.ac.uk. Your complaint will be acknowledged within 7 days and a formal response sent to you within 28 days. If you are still dissatisfied you can write to the Information Commissioner – see 6.2.

6. Feedback

- 6.1 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.
- 6.2 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

7. Further information

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

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

**Bracknell & Wokingham College
Freedom of Information Act Publication Scheme**

Class	Name of Document/Description	Manner ie paper or electronic	Location The college address is Church Road, Bracknell, RG12 1DJ The college web site is: www.bracknell.ac.uk	No Fee unless stated otherwise
<i>Governance - who we are and what we do</i>				
Legal framework	<ul style="list-style-type: none"> Instruments & Articles of Government 	Paper/electronic	Principal's Office http://www.dcsf.gov.uk/furthereducation/uploads/documents/GFE%202008%20Instrument%20and%20Articles%20of%20Government.doc	
How the institution is organised	<ul style="list-style-type: none"> Organisation Chart Employee job descriptions 	Paper/electronic "	HR Section /Website	
Information on the institutional context	<ul style="list-style-type: none"> Mission Statement, Values and Corporate objectives Annual Report Strategic Plan Quality Policy Statement and Systems 	Paper/electronic " "	Website/Principal's Office Website/Principal's Office "	
Information relating to partner organisations	<ul style="list-style-type: none"> Annual Report Annual accounts 	Paper/electronic	Website/Principal's Office	
Management structure	<ul style="list-style-type: none"> Structure & Membership of Senior Management team Academic Board Structure & Membership of Corporation Committee Structure (Audit, Finance and General Purposes, Marketing, Quality, Resources, Remuneration, Search Committees) Committee Terms of Reference Code of Conduct Declaration of Interests Code of Ethics Corporation papers 	Paper/electronic " " " " " " "	Principal's Office " " " " " "	
<i>Financial Resources - what we spend and how we spend it</i>				
Finance	<ul style="list-style-type: none"> Finance Procedures Annual accounts Insurance – detailed in Finance Procedures Audit reports Pensions - detailed in the annual accounts Remuneration of senior staff – detailed in the annual accounts Travel and subsistence - included in the Financial Procedures Capital Programme Register of suppliers Procurement and tender procedures and reports Contracts available for public tender Reports of successful tenders 	Paper/electronic " " " " " " " " " "	Principal's Office " " " " " " " " "	
Resource planning	<ul style="list-style-type: none"> Business planning and budgeting procedures - detailed in Financial Procedures Annual accounts – financial year August to July. Document available in the February following year end Annual budget – available in the three year financial forecast Corporate Plan/Mission Statement – included within the Strategic Plan 	Paper/electronic " " "	Principal's Office " " "	

Human Resources – how we recruit and manage our employees				
Employment and employee relations	<ul style="list-style-type: none"> • Anti-harassment policy and procedure • Disciplinary Procedure • Grievance Procedure • Health and Safety Policy • Staff Liaison Committee Terms of reference and minutes • Public Interest Disclosure Policy and Procedure • Probationary employment procedure • Recruitment policy and procedure • Salary grades • Employee Handbook • Employee vacancies 	Paper/electronic " " " " " "	HR Section " " " " " Website/HR Section	
Equal opportunities Diversity	<ul style="list-style-type: none"> • Equal Opportunities Policy • Race Equality Policy • Disability Statement 	Paper/electronic " "	Website/Principal's Office " "	
Employee development	<ul style="list-style-type: none"> • Appraisal Policy and Procedure • Employee Development Policy 	Paper/electronic	Website/HR Section	
Physical Resources – how we manage our property				
Estates	<ul style="list-style-type: none"> • Financial Regulations • Planned Maintenance Programme • Property Strategy – included in Strategic plan • Plans of sites • Addresses of main sites – included in Annual Report • Environmental Policy 	Paper	Principal's Office	
Student Administration & Support – services to learners				
Information on student admission, progression and completion	<ul style="list-style-type: none"> • Admissions Policy and Procedures • Advice to New Students Policy • Student Guidance Policy • Student Entrants by age, gender and ethnicity • Student achievement, retention and progression report • Student qualifications on entry report 	Paper/electronic " " " " "	Principal's Office " " " " "	
Student accommodation	N/A			
Student administration	<ul style="list-style-type: none"> • Student records policies and procedures – included in the data protection policy • Security and data protection - included in the data protection policy, risk management plan and disaster recovery plan 	Paper/electronic " "	Principal's Office " "	
Student admission and enrolment	<ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents – details on the enrolment form and in the prospectuses and the student charter 	Paper/electronic	Principal's Office	
Student discipline	<ul style="list-style-type: none"> • Disciplinary Procedures • Complaints Procedures 	Paper/electronic	Principal's Office "	
Student learning support services	<ul style="list-style-type: none"> • Study support aims and objectives • Supported Learning Policy • Basic Skills Policy 	Paper/electronic	Principal's Office " "	
Student liaison	<ul style="list-style-type: none"> • Student Association Constitution • Student Governor representation 	Paper/electronic	Student Services "	
Student policies	<ul style="list-style-type: none"> • Complaints Procedure • Drugs policy • Offensive Weapons Policy • Careers Education and Guidance 	Paper/electronic " " "	Student Services " " "	
Student welfare	<ul style="list-style-type: none"> • Student Handbook • Information and Guidance Service 	Paper/electronic "	Student Services "	

Student Associations and Activities	<ul style="list-style-type: none"> Student Association Constitution Student Newsletter 	Paper/electronic "	Student Services "	
Student assessment strategy	<ul style="list-style-type: none"> Examination schedules Examination and assessment regulations Examination results 	Paper/electronic "	Student Services " "	
Information Services – our policy and procedures				
Availability and conditions of use of facilities	<ul style="list-style-type: none"> Student diary Employee handbook Acceptable Use policy Learning resources information leaflets Information and Learning Technology Strategy 	Paper Paper/electronic " " "	Student Services HR Section HR Section Learning Resources Principal's Office	
Mission statements and related documents	<ul style="list-style-type: none"> Mission statements and related documents – included in the Strategic Plan and Self Assessment Reviews 	Paper/electronic "	Principal's Office	
Policies with regard to data and information	<ul style="list-style-type: none"> Risk Management Policy Data Protection Policy 	Paper/electronic "	Principal's Office Principal's Office	
Procurement and disposal policies	<ul style="list-style-type: none"> Policies relating to the procurement and disposal of equipment – included in the Financial Regulations 	Paper/electronic	Principal's Office	
Scope of collections held	<ul style="list-style-type: none"> Heritage (a computerised library system) Dewey System (catalogues the resources) Subject Index (simplifies the process of finding specific resources) 	Electronic Paper "	Learning Resources Centres " "	
Teaching & Learning – policies and procedures				
Academic year dates	<ul style="list-style-type: none"> College calendar Student Handbook 	Paper/electronic Paper	Principal's Office Student Services	
Further course information	<ul style="list-style-type: none"> College calendar Prospectus Course leaflets Work experience policy and procedures 	Paper/electronic Paper/electronic Paper/electronic " "	Principal's Office Student Services Admissions Principal's Office	
Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> Teaching and Learning strategy Course establishment and maintenance procedure Academic Board papers Team meetings/course review and evaluation procedure Student entry and post induction) Appraisal/observation/self assessment procedures 	Paper/electronic " " " " " "	Principal's Office " " " " "	
Tuition fees	<ul style="list-style-type: none"> Information for home/EU students Information for international students Information on other charges 	Paper/electronic " "	On website and in prospectuses " Published on website and in documents as required	
External Relations – how we work with external bodies and partners				
Government and Regulator relations	<ul style="list-style-type: none"> Ofsted inspection report Provider performance review Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc 	Paper/electronic Paper/electronic Paper/electronic	Principal's Office www.ofsted.gov.uk Principal's Office Published by the funding council annually and available on the LSC website www.lsc.gov.uk Ofsted inspection reports available on the Ofsted web site. Other reports and returns please contact the	

			Principal's Office for advice and details of addresses.	
Marketing and recruitment	<ul style="list-style-type: none"> • Full-time and part-time prospectus • Website • Marketing strategy • Open days 	<p>Paper/electronic</p> <p>Paper/electronic</p>	<p>Reception</p> <p>www.bracknell.ac.uk</p> <p>Principal's Office</p> <p>Student Services</p>	
Public relations	<ul style="list-style-type: none"> • Student bulletins • Press releases • Student newsletter • Student diary 	<p>"</p> <p>"</p> <p>"</p> <p>"</p>	<p>Student Services</p> <p>Marketing</p> <p>Student Services</p> <p>Student Services</p>	