

FREEDOM OF INFORMATION

A guide to the Publication Scheme Effective 1 February 2010

Introduction

The new Model Publication Scheme and definition document provided by the ICO for colleges of further education has been adopted by The Oldham College and the Corporation formally approved the detail and content of the Scheme at its meeting on

The Model Publication Scheme provides a list of the 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 (EIRs) 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- the information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The College's Publication Scheme can be accessed from its website: www.oldham.ac.uk. The ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from www.ico.gov.uk.

Information to be made available by the College

The College is committed to making as much information about its activities as possible generally available to the public, either through published documents, or on request.

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**
- 2 What we spend and how we spend it**
- 3 What our priorities are and how we are doing**
- 4 How we make decisions**
- 5 Our policies and procedures**
- 6 Lists and registers**
- 7 The Services we offer**

How to obtain information

- Via the College website – www.oldham.ac.co.uk
- In writing to –
The Clerk to the Corporation
The Oldham College
Rochdale Road
Oldham OL9 6AA

Using the request form provided at the end of this document

The College will make available information it holds whether or not listed in the Publication Scheme, unless identified as not available under one of the exemptions provided for by the legislation listed above.

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

or via the internet at www.ico.gov.uk

Routinely published documents

Appended to the guide is a list of documents routinely published by the College, categorised in accordance with the ICO's model. Where indicated, these documents are available via the College website, free of charge. Other documents will be provided in hard copy on request.

Charges for information

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be based on the cost of putting the information into the requested format, including photocopying cost at 5p per sheet plus VAT, and postage where applicable. In certain circumstances, the College may waive the fee at its discretion.

Response times to requests for information

- The College will respond to requests for information on receipt within 10 days
- If information has to be posted it will be sent promptly and within 10 working days
- If information has to be viewed at College premises, the individual making the request will be contacted within 10 working days to make a convenient appointment

Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with in accordance with the College's Complaints Procedure which can be viewed on request, or on the College's website.

Complaints, in writing, should be addressed to The Principal, The Oldham College, Rochdale Road, Oldham OL9 6AA. The complaint will be acknowledged within 10 working days, naming the investigating manager and noting the appeals procedure. If the College is unable to satisfactorily resolve the complaint, enquirers have the right to complain to the Office of the Information Commissioner at the above address.

FOI – The Oldham College Publication Scheme 2009

1 Who we are and what we do

This category includes organisational information: Structures, locations, contacts

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
1.1 Legal Framework	Further and Higher Education Act 1992 http://www.legislation.hms.gov.uk/acts.htm Instrument and Articles of Government 1 January 2008 Instrument and Articles of Government Amendment Order 1 April 2008 Incorporation	Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Principal/Clerk to the Corporation	No Yes Yes No
1.2 How the College is organised	Management/organisation structure Governor and Committee membership Committee Standing Orders and Terms of Reference List of College Governors Register of Governors' Interests	Director of HR & Development Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation	No No No Yes No
1.3 Information relating to organisations College works in partnership with and any companies wholly owned by it	Engages with: LSC, Local Authorities, Employers, Local Schools, UCS, other training providers, government agencies, sector skills councils	Principal	No
1.4 Locations and contact details	Switchboard 0161 624 5214 Email: info@oldham.ac.uk Website: www.oldham.ac.uk Addresses: The Oldham College (main campus) Rochdale Road, Oldham OL9 6AA The Oldham College Business Centre Pennine House, 77 Union Street, Oldham OL1 1JZ Tel: 0800 032 7288 Email info@oldhambusinesscentre.co.uk The Oldham College Alexander House, Manchester Rd, Oldham	Assistant Director of Marketing	Yes
1.5 Student activities	Student Union Representative Councils	Student Services Manager	No

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	Annual Enrichment report		No
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2 What we spend and how we spend it

This category includes: income and expenditure, procurement, contracts and financial audit

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
2.1 Funding/income	Annual budget approved by the Corporation Annual audited accounts	Director of Finance and Estates Director of Finance and Estates	No No
2.2 Budgetary and account information	Minutes of Finance Committee Management accounts as reported to Corporation	Clerk to the Corporation Clerk to the Corporation	No No No
2.3 Financial Audit Reports	Annual financial audit report Annual Regularity audit report Annual internal audit report	Director of Finance and Estates Director of Finance and Estates Director of Finance and Estates	No No No
2.4 Capital Programme Accommodation Strategy	Project Manager reports on progress of capital projects	Director of Finance and Estates	No
2.5 Financial Regulations and procedures	Financial Regulations	Director of Finance and Estates	No
2.6 Staff pay and grading structures	Pay scales	Director of HR & Development	No
2.7 Register of College suppliers		Director of Finance and Estates	No
2.8 Procurement and tender Procedures	Contracting and tendering procedures	Director of Finance and Estates	No
2.9 Contracts	Contracts currently available for public tender	Director of Finance and Estates	No

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3 What our priorities are and how we are doing

This category includes: Strategies and plans, performance indicators, audit, inspections and reviews

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
3.1 Annual Report	Annual College report	Assistant Director - PR & Marketing	Yes
3.2 Corporate and Business Plans	Strategic Plan	Deputy Principal	Yes
3.3 Teaching and Learning	Excellence in Learning Strategy E Learning Strategy	Assistant Principal for Curriculum Head of Learning Resources	No No
3.4 Academic Quality and standards	Quality Strategy Quality Assurance & Improvement Policy Annual Self Assessment Report External Verifier report action plans Student Perception Survey Minutes of Quality Committee	Assistant Director of Quality Assistant Director of Quality Assistant Director of Quality Assistant Director of Quality Assistant Director of Quality Assistant Director of Quality	No No No No No No
3.5 External review information	Ofsted/QAA reports (See www.ofsted.gov.uk)		www.ofsted.gov.uk
3.6 Corporate relations	Employers' Charter	Director - Business Development	No
3.7 Government and regulatory reports	Accreditation and monitoring reports by statutory or regulatory bodies	Assistant Director of Quality	No

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How we make decisions

This category includes: decision-making processes and records of decisions

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
4.1 Corporation Minutes	Governing Body	Clerk to the Corporation	No
4.2 Curriculum & Quality Committee Minutes	Corporation Board Minutes	Clerk to the Corporation	No
	Committee Minutes	Clerk to the Corporation	No
	Quality Strategy Group Minutes	Clerk to the Corporation	No
4.3 Minutes of student consultation meetings	Minutes of Student Union Meetings	Assistant Director of Quality	No
4.4 Appointment procedures	Recruitment and selection procedures	Director of HR & Development	No

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5 Our Policies and procedures

This category includes: protocols, policies and procedures for delivery of College services

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
5.1 Policies and procedures for conducting College business	College Charter Financial Memorandum Corporation Standing Orders Procedures for requests for Information College policies and procedures <i>(Various – availability and access arrangements to be confirmed on request)</i>	Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation	No No No No No
5.2 Procedures and policies relating to academic services	Assessment – Internal Verification & Moderation (including appeal procedure) Assessment Policy/Appeals procedure Assessment Malpractice on Edexcel programmes procedure	Assistant Director of Quality Assistant Director of Quality Assistant Director of Quality	No No No
5.3 Procedures and policies relating to student services	Student Application and Enrolment policy Complaints Procedure and appeals Student Disciplinary procedure Student Handbook Including information on: Welfare/Advice services, Careers & Guidance services, Transport, Admissions, Examinations, Learning Support, Sports and Recreational facilities, Equal Opportunities, Finance, Library and It facilities/guide	Head of Student Services Head of Student Services Head of Student Services Head of Student Services	No No No No
5.4 Procedures and policies relating to human resources	HR policies and procedures (Including: Generic terms and conditions of Employment, Grievance, Discipline, Harassment and Bullying, Absence, Public interest disclosure)	Director of HR & Development	No

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5.5 Procedures and policies relating to recruitment	Recruitment Policy (Including:CRB, Data Protection Disclosure of Criminal Convictions)	Director of HR & Development	No
5.6 Code of Conduct for governing body	Code of Conduct for Corporation members	Clerk to the Corporation	No
5.7 Equality and Diversity Equal Opportunities Policy	Procedures and guidelines relating to equal opportunities	Director of HR & Development	No
5.8 Health and Safety	Health and Safety Policy	Director of HR & Development	No
5.9 Estate Management		Director of Finance and Estates	No
5.10 Complaints policies and procedures	Complaints Policy Whistle-blowing policy	Assistant Director of Quality Assistant Director of Quality	No No
5.11 Records Management and personal data policies	Freedom of Information – Publication Scheme Data protection policy	Director of Information Systems Director of Information Systems	No No
5.12 Charging regimes and policies	Fees Policy Charges for information routinely published	Director of Finance and Estates Director of Finance and Estates	No No

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5 Lists and Registers (current information only)

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
6.1 Information legally required to be held in publicly available registers	Members of the Corporation Register of Interests	Clerk to the Corporation	No
6.2 Asset registers	Land and Buildings assets register	Director of Finance and Estates	No
6.3 Disclosure logs	FOI/Data Protection/Disclosure logs	Clerk to the Corporation	No

7 The Services we offer

This category includes: information not provided elsewhere in other categories

Category	Description	Responsible Officer	Available on the College website? www.oldham.ac.uk
7.1 Other services offered	Prospectus and course content Careers Advice Prayer Room Library/resource centre Advice and guidance Media releases	Head of Student Services Head of Student Services Head of Learning Resources Head of Student Services Assistant Director - PR & Marketing	No No No No No

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Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms/Other)

First Name

Surname

Address

Post Code

Telephone

E-mail address

2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any lack of clarity or ambiguity in your request will delay the processing).

3. Data Protection Notice – The personal details you have provided to The Oldham College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature

Date

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Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment.

Please send your completed request form to :
The Clerk to the Corporation
The Oldham College
Rochdale Road
Oldham
OL9 6AA
Telephone : 0161 785 4255