

EVESHAM AND MALVERN HILLS COLLEGE

FREEDOM OF INFORMATION ACT

Model Publication Scheme for Colleges of Further Education

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act. 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.

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 Evesham and Malvern Hills College is a general Further Education College and has campuses in two of the most picturesque places in the country. Evesham College opened in 1970 and occupies an attractive campus on the southern edge of the town. Malvern Hills College, which was formerly an adult education centre is located at the foot of the hills a few hundred yards from the main shopping centre in Great Malvern. The College Mission Statement is "Aiming for excellence in the provision of education and training for the local community".
- 3.2 Evesham and Malvern Hills College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

4. **Accessing information covered by the Publication Scheme**

4.1 Charging policy – fees for providing information:

- The College is committed to the principle of promoting public access to the information referred to in the publication scheme. Therefore, wherever possible we will aim to provide information without charging fees.
- If documents are routinely available to the public (eg. prospectus; course leaflets) we would not charge a fee.
- If we can comply with a request by providing the information electronically we will not charge a fee.
- If we can only comply with a request by providing a paper copy of a document we will levy a nominal charge of £5 to recover the cost of printing, copying and postage.
- The Guidance schedule specifies where paper copies could be made available for a nominal charge of £5. However, many of these documents are available electronically and if the person requesting the document has the appropriate IT facilities we would not make a charge.

4.2 To request information available through our publication scheme, please contact:

*The Principal
Evesham and Malvern Hills College
Davies Road
Evesham
Worcestershire
WR11 1LP*

A request form has been attached as an appendix to the document.

5. **What about information not covered by the Publication Scheme?**

5.1 From 1 January 2009 you will have the right, under the Freedom of Information Act, to request any information held by a public authority, which it has not already made available through its publication scheme.

5.2 Requested will have to be made in writing and, in general, the College will respond within 20 working days. The College will not be required to release information to which an exemption in the Act legitimately applies.

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 Principal
Evesham and Malvern Hills College
Davies Road
Evesham
Worcestershire
WR11 1LP*

- 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:

*The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

7. **Further information**

- 7.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at:
www.informationcommissioner.gov.uk

EVESHAM AND MALVERN HILLS COLLEGE
PUBLICATION SCHEME – GUIDANCE TO INFORMATION AVAILABLE

1. Who we are and what we do

	Class	Description	Manner	No fee unless stated otherwise
1.1	Legal framework	<ul style="list-style-type: none"> ▪ The Education Reform Act of 1988 and the Further and Higher Education Act 1992. ▪ Instruments and Articles of Government 	<p>Office of Public Sector Information website (www.opsi.gov.uk)</p> <p>DFES website (www.dfes.gov.uk)</p>	
1.2	How the institution is organised	<ul style="list-style-type: none"> ▪ Organisational structure charts ▪ Description of work/responsibilities/staff job descriptions 	<p>Paper</p> <p>Paper</p>	<p>£5</p> <p>£5</p>
1.3	Lists of and information relating to the organisations the College works in partnership with and any companies wholly owned by it.	<ul style="list-style-type: none"> ▪ The College works in partnership with local schools, employers, voluntary organisations and other external agencies. ▪ The College does not own any limited companies. 		
1.3	Location and contact details	<p>Evesham College Davies Road Evesham Worcestershire WR11 1LP</p> <p>Malvern Hills College Albert Road North Malvern Worcestershire WR14 2YH</p> <p>Trish Hacklett, P.A. to the Principal: 01386 712620 (trish@evesham.ac.uk)</p> <p>Lynn Miles-Price, Corporation Secretary: 01386 712724 (lynnmp@evesham.ac.uk)</p>		
1.4	Student activities	<ul style="list-style-type: none"> ▪ There are two Student Councils in place; one at Evesham and the other at Malvern. The aims of the Student Councils are: <ul style="list-style-type: none"> - To ensure that the students are able to contribute to improving the College's provision. - To show that we value the students' opinions and take them seriously. - To enable students to elect two members to serve on the College's Board of Governors. 		

	Class	Description	Manner	No fee unless stated otherwise
		<ul style="list-style-type: none"> ▪ The College has appointed a Further Education Sports Co-ordinator to drive the improvement and enhancement of the existing College-based enrichment programmes for students aged between 16 and 19. ▪ Evesham and Malvern Hills College has agreements with Wychavon Leisure Ltd. and Malvern Splash, which enables students of the College to have free use of the facilities of Evesham Leisure Centre and Malvern Splash. 		

2. What we spend and how we spend it

	Class	Description	Manner	No fee unless stated otherwise
2.1	Finance	<ul style="list-style-type: none"> ▪ Funding and Income ▪ Budgetary and account information ▪ Financial audit reports ▪ Capital programme ▪ Financial regulations and procedures ▪ Staff pay and grading structures ▪ Register of Suppliers ▪ Procurement and tender procedures and reports ▪ Contracts 	Paper Paper Paper Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5 £5 £5 £5

3. What our priorities are and how we are doing

	Class	Description	Manner	No fee unless stated otherwise
3.1	Strategies, plans, performance indicators, audits, inspections and reviews	<ul style="list-style-type: none"> ▪ Annual Report ▪ Corporate and business plans ▪ Academic quality and standards ▪ External review information ▪ Corporate relations ▪ Government and regulatory reports 	Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5

4. How we make decisions

	Class	Description	Manner	No fee unless stated otherwise
4.1	Decision making processes and records of decisions	Minutes of Board of Governors Committees Minutes of Staff Consultative Committees Minutes of Student Council	Paper Paper Paper	£5 £5 £5

5. Our policies and procedures

	Class	Description	Manner	No fee unless stated otherwise
5.1	Current written protocols, policies and procedures for delivering our services and responsibilities.	<ul style="list-style-type: none"> ▪ Policies and procedures for conducting College business ▪ Procedures and policies relating to academic services ▪ Procedures and policies relating to student services ▪ Procedures and policies relating to human resources ▪ Procedures and policies relating to recruitment ▪ Code of Conduct for members of the Board of Governors ▪ Health and Safety ▪ Estate Management ▪ Complaints policies and procedures ▪ Records management and personal data policies ▪ Charging regimes and policies 	Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5 £5 £5 £5 £5

6. Lists and Registers

	Class	Description	Manner	No fee unless stated otherwise
6.1	Information contained only in currently maintained lists and registers	<ul style="list-style-type: none"> ▪ Information the College is currently legally required to hold in publically available registers ▪ Asset register ▪ Disclosure logs 	Paper Paper Paper	£5 £5 £5

7. The services we offer

	Class	Description	Manner	No fee unless stated otherwise
7.1	Information about the services we offer, including leaflets, guidance and newsletters.	<ul style="list-style-type: none"> ▪ Prospectus and course content ▪ Health advice ▪ Careers advice ▪ Services for which the College is entitled to recover a fee together with those fees ▪ Sports and recreational facilities. 		

All information accessed or provided through electronic means has no charge, (ie. College website or email). All paper copies are charged at the nominal rate indicated which includes postage costs.

FREEDOM OF INFORMATION REQUEST

Please see the College's Publication Scheme, which informs you of the information we make available and the format in which it can be obtained. If the information you require is not already available you can complete the form below and forward it, once completed, to the following address:

The Principal
Evesham and Malvern Hills College
Davies Road
Evesham
Worcs
WR11 1LP

Name:

Address:
.....
.....

Email:

Telephone:

Information requested (Please describe the information you require, giving as much detail as possible, continue overleaf if necessary):

When we receive your request we will respond within 20 working days and if applicable, specify the fees we require in accordance with our charging policy.

Evesham and Malvern Hills College will use the information provided for the purposes of dealing with your request and for statistical use to monitor and improve services.