

# Freedom of Information Publication Scheme

# FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

## MOTHERWELL COLLEGE PUBLICATION SCHEME

### **Introduction**

The information within this publication scheme is correct at the date of review on 21 November 2008. The information will be reviewed on an on-going basis and will be available on the College website [www.motherwell.ac.uk](http://www.motherwell.ac.uk)

This document is the Motherwell College Publication Scheme. It is based on the Model Publication Scheme for Scottish Further Education Colleges which was developed jointly by Universities Scotland and the Association of Scottish Colleges. The Model Publication Scheme for Scottish Further Education Colleges was approved by the Scottish Information Commissioner ('the Commissioner') on 21<sup>st</sup> April 2004.

### **The Legal Background**

The Motherwell College Publication Scheme has been prepared in accordance with the requirements of The Freedom of Information (Scotland) Act 2002. This scheme specifies : (a) the classes of information which the College publishes or intends to publish, (b) the manner in which information of each class is, or is intended to be, published; and (c) whether the published information is, or is intended to be, available to the public free of charge or on payment.

### **The Publication Scheme**

The Motherwell College Scheme has been prepared with regard to the public interest in allowing public access to information relating to the provision of services by Motherwell College, the cost of providing them, the standards attained, and the reasons for decisions made by them.

The Scheme consists of an introductory section, for general information about the College and the main part of the Scheme consists of 15 main groups, each of which has several classes of information. The groups are in a logical order and no one single group has a higher status than another does. Each class has a class name and a class definition.

### **Main Categories Of Information**

The main categories are:

1	INTRODUCTION
2	GENERAL INFORMATION
3	ACCESS TO INFORMATION
4	GOVERNANCE
5	FINANCIAL RESOURCES
6	CORPORATE PLANNING
7	PROCUREMENT
8	HUMAN RESOURCES
9	PHYSICAL RESOURCES
10	HEALTH AND SAFETY
11	SUPPORT FOR DISABLED PEOPLE
12	STUDENT ADMINISTRATION AND SUPPORT
13	TEACHING QUALITY
14	INFORMATION SERVICES
15	EXTERNAL AND COMMUNITY RELATIONS
16	GOVERNMENT AND REGULATOR RELATIONS

THE COLUMNS USED IN THIS MODEL PUBLICATION SCHEME ARE SHOWN BELOW

Column	Description
Class Name	Short name of the class of information.
Class Definition	What type of information is covered by the class.
Examples/Comments	Examples and comments to aid the public to understand what type of information is covered by the class.
Manner	The media in which the information is to be provided i.e. paper or electronically (via the Internet or email).
Fee	Whether there is a charge for any of the information within each class.
Exemptions	Details of any possible exemptions which the College is claiming in respect of this class of information as permitted by the Act.

### **Manner of Publication**

Information will normally be published on the College's website [www.motherwell.ac.uk](http://www.motherwell.ac.uk) however where possible the College will make information available in a variety of formats. Contact details for those wishing material in hard copy or an other format to meet the accessibility requirements of the Disability Discrimination Act are contained in the Scheme. There will be situations, however, when material will only be available by inspection on College premises (e.g. because the material is too costly or difficult to produce in hard copy or electronic format, or is subject to conservation requirements). The access arrangements for such information are stated in the Scheme.

## **Fees**

Information which is provided via the College's website is available without charge. The College will make an administrative charge (relevant to the cost of production) and a charge of 20p per single page provided.

The College will also charge for hard copies of requested information at a rate of 20p per page provided, plus any related administration costs, postage and packaging.

Charges for material produced in other formats to meet the accessibility requirements under the Disability Discrimination Act will not exceed the charges as set out in the previous subsection.

## **Exemptions**

Although the legal requirement under the Act to publish information applies to all recorded information meeting the class definition, some exemptions will apply. Information may be withheld from any of the classes of information listed in the Publication Scheme where the College considers that disclosure may prejudice law enforcement, legal proceedings or its regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. The College may also withhold information which may prejudice the commercial interests or confidentiality of any person or organisation. The College will also withhold information which is personal information and is protected under the Data Protection Act 1998.

Where the College believes that some information meeting the class definition will be subject to one of the exemptions in the Act it has noted this in the Publication Scheme in the Exemptions column for the particular class of information.

## **Publication Timescale**

In some of the Classes covered by this Model Publication Scheme, information is not published in accordance with this Model Publication Scheme until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

## Model Publication Scheme for Scottish Further Education College's

### 1. Introduction

The Commissioner's best practice guidelines on publication schemes recommend that some general information is provided at the beginning of a publication scheme. The material here is based on the Commissioner's guidelines.

1.	Introduction	Motherwell College has set up this Publication Scheme with reference to its duty under Section 23 of the Freedom of Information (Scotland) Act 2002. The Scheme has been prepared with the public interest in allowing public access to information relating to the provision of services by Motherwell College. This demonstrates the College's commitment to openness, transparency and the public interest.
2.	About your public authority	Motherwell College provides a wide range of educational opportunities for local, national and international markets. The College provides lifelong learning opportunities to promote employability, personal development and encourage achievement and progression. As an inclusive organisation we aim to do this by removing barriers to participation and through the development of our staff. The College's Board of Management draws its membership from both the public and private sectors and includes representation for staff and students.
3.	Formulating the scheme	This Model Publication Scheme was prepared by the Association of Scottish Colleges (ASC) in partnership with Universities Scotland's Freedom of Information Working Group. ASC made a consultation draft available to all member Colleges. It also made the draft available to a number of stakeholders, including the trade unions recognised by ASC member Colleges, The National Union of Students and the Scottish Consumers Council.
4.	Responsibility for the publication scheme	<b>Overall running:</b> David Fairweather, Director of Curriculum and Academic Planning Motherwell College, Dalzell Drive, Motherwell, ML1 2DD. Email: <a href="mailto:dfairweather@motherwell.co.uk">dfairweather@motherwell.co.uk</a> <b>Day-to-day responsibility:</b> Andrew Coulter, Information Systems Manager, Motherwell College, Dalzell Drive, Motherwell, ML1 2DD. Email: <a href="mailto:acoulter@motherwell.co.uk">acoulter@motherwell.co.uk</a>
5.	Exemptions	Information may be withheld from any of the classes of information listed below where the College considers that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information that may seriously prejudice the commercial interests or confidentiality of any person or organisation, including statistical information in cases where small numbers may allow the identification of individuals. We may also withhold information which is personal information under the Data Protection Act 1998.
6.	Archiving policy	The College archives all information in accordance with Employment, Data Protection, Inland Revenue, Customs & Excise and other related logistical requirements.

7.	Copyright	Information obtained from the Publication Scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in misleading context and provided that the source of the material is identified and the copyright status acknowledged. Where the Publication Scheme includes any information where the copyright holder is a third party (such as the Crown), the consent of the third party should be sought before the information obtained under the Publication Scheme is copied.
8.	Accessing information under the publication scheme	<p>People may access information under this scheme in a number of ways: <b>Website:</b> Some information listed in the College's Publication Scheme is available from its website – <a href="http://www.motherwell.ac.uk">www.motherwell.ac.uk</a> <b>Email :</b> If the information you request is not available on the College website, but is listed in our Publication Scheme, we may be able to provide this by email.</p> <p><b>Telephone:</b> Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details if necessary. <b>Post:</b> Most information is available in hard copy. Please address your request to; Mr Andrew Coulter, Information Systems Manager, Motherwell College, Dalzell Drive, Motherwell, ML1 2DD. <b>Personal Visits:</b> For some classes of information, you will need to make an appointment to view the information. Please contact Mr Andrew Coulter, Information Systems Manager, Motherwell College, Dalzell Drive, Motherwell, ML1 2DD. When requesting information please include the following details: your name and address, and the information or documents you wish to see. Please note this service is subject to the previously fees and charges listed. If you have difficulty determining the information you require or are unsure which class it belongs, please contact Mr Andrew Coulter who will be happy to help. We will endeavour to provide information requested within 20 working days of receipt of the confirmed request or 20 working days of receipt of payment if there is a charge. You will be informed if we cannot meet this timescale.</p>

9.	Charging policy	Information which is provided via the College's website is available without charge. The College will make an administrative charge (relevant to the cost of production) and a charge of 20p per single page provided. The College will also charge for hard copies of requested information at a rate of 20p per page provided, plus any related administration costs, postage and packaging. Charges for material produced in other formats to meet the accessibility requirements under the Disability Discrimination Act will not exceed the charges as set out in the previous subsection. Payment can be made by a variety of means including cash, debit/credit card and, postal order or cheque. Cheques should be made payable to "Motherwell College". Information will not be released until payment is cleared into the College's bank account.
10.	Complaints	If you have any complaints with the Publication Scheme, please contact: Director of Curriculum and Academic Planning David Fairweather. Tel. 01698 232355. Email : <a href="mailto:dfairweather@motherwell.co.uk">dfairweather@motherwell.co.uk</a>
11.	Feedback	To help us review how our Publication Scheme is working, the College will ask people who request information to comment upon the scheme, including whether they found the information easy to locate and whether there is any additional information which they would like us to make available through our Publication Scheme. Motherwell College aims to assure that its Publication Scheme is completely reviewed in order to help with this renew process, we welcome your comments and thoughts on the schemes effectiveness.

**More information is available in the Commissioner's Guide to Publication Schemes, available from the web site at: <http://www.itspublicknowledge.info/>**

## 2. General Information

This section covers general information about how to make contact with the College. It includes information about how to complain about the College, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Name and address	The name of the College, and the address of its principal office	Motherwell College Dalzell Drive Motherwell ML1 2DD Tel.: 01698 232323 Fax : 01698 232527  Email: <a href="mailto:mcol@motherwell.co.uk">mcol@motherwell.co.uk</a> Website: <a href="http://www.motherwell.ac.uk">www.motherwell.ac.uk</a>	Available on all College publications, including College website		
Principal officers	Names of the principal officers of the College	<b>Senior Executive Team:</b> Principal & Chief Executive: H Logan Executive Assistant: AM Baillie Director of Finance: J Doughty Director of Human Resources: C Scott Director of Curriculum & Academic Planning: D Fairweather	Website		
Contact information	Information on how to contact the College	Customer Services Department Tel : 01698 232425 Fax : 01698 232527  Email : <a href="mailto:information@motherwell.co.uk">information@motherwell.co.uk</a>	Website Email Post  Telephone Fax		
Location	Information on the College's principal and other main locations, including campus maps	College maps available.	Website Fax		
Opening hours	Opening hours of the College's principal office	Monday & Friday : 08:00 – 17:00 hours Tuesday – Thursday : 08:00 – 21:00 hours Saturday : Closed Sunday : Closed	Website		
Academic year dates	Information on the dates of the College's academic years	College Calendar on website giving details of all dates for the current academic year as well as future academic years, as far as known.	Website		

Holidays	Dates of closure of the College	College Calendar on Website.	Website		
Complaints	Procedures on how to complain about the College	Complaints Procedure.	Website Email Fax		
Document serving	Arrangements for serving official documents on the College	Principal & Chief Executive: Hugh Logan Tel. 01698 232500 Email : <a href="mailto:hlogan@motherwell.co.uk">hlogan@motherwell.co.uk</a> Fax: 01698 327637 Director of Finance: Jacqui Doughty Tel. 01698 232310 Email : <a href="mailto:jdoughty@motherwell.co.uk">jdoughty@motherwell.co.uk</a> Fax: 01698 232527	Email Post Telephone Fax		
Freedom of Information contact	Central contact point for Freedom of Information inquiries	Information Systems Manager: Andrew Coulter Email: <a href="mailto:acoulter@motherwell.co.uk">acoulter@motherwell.co.uk</a> Tel.: 01698 232279 Fax: 01698 232527	Email Post Telephone Fax		

### 3. Access to Information

This section tells people how to request information from the College, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers College procedures for these pieces of legislation.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Freedom of Information requests	Details of how to request information from the College	Request for information should be addressed to: Mr Andrew Coulter Information Systems Manager Motherwell College Dalzell Drive Motherwell ML1 2DD Tel.: 01698 232279 Email: <a href="mailto:acoulter@motherwell.co.uk">acoulter@motherwell.co.uk</a>			
Personal information requests	Details of how to make subject access requests under the Data Protection Act	Request for information should be addressed to: Mr Andrew Coulter Information Systems Manager Motherwell College Dalzell Drive Motherwell ML1 2DD Tel.: 01698 232279 Email: <a href="mailto:acoulter@motherwell.co.uk">acoulter@motherwell.co.uk</a>			
Freedom of information policies	College Freedom of Information policies and procedures	Policy available on request.			
Data Protection policies	College Data Protection policies and procedures	Policy available on request.			

#### 4. Governance

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 substantially prejudice the commercial interests of any person or organisation, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>	<b>Manner</b>	<b>Fee</b>	<b>Exemptions</b>
Legal Framework	Information on how the College was established and its standing from a legal perspective	Further and Higher Education (Scotland) Act 1992 <a href="http://www.hmso.gov.uk/acts/acts1992/Ukpga_19920037_en_1.htm">http://www.hmso.gov.uk/acts/acts1992/Ukpga_19920037_en_1.htm</a>			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Governance Structure	The College's governance structures and operational procedures	<p><b>Board Members:</b> I Watson (Chair) H Logan (Principal &amp; Chief Executive) J MacDonald W Reid D Marshall P Woodburn A Muirhead J Fairlie J Stokes D Nicol (Teaching Staff) R Waterson (Support Staff) S Campbell N Grassie M Brown (Secretary).</p> <p>The Board of Management has several committees all of which are formally constituted with terms of reference and delegated authority. The Committees are as follows:</p> <p>Audit Committee  Finance and Planning Committee  Curriculum and Quality Committee  Human Resources Committee  Nominations Committee Remuneration Committee  Chairman's Committee</p> <p>The Board of Management has Standing Orders for regulating the meetings and proceedings of the Board and its Committees.</p>			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
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Conflict of interests	The College's conflict of interests policies	The Board of Management has adopted a code of conduct established with the Standards Commission in accordance with the Ethical Standards in Public Life (Scotland) Act 2000.			
Register of interests	College register of interests	Register of Interest for members of College Board of Management.			
College structure	A description of the College's major organisational units and how these relate to each other	The following information is available on request: Description major organisational units (including all academic and support teams and departments). Information on relevant senior managerial staff in major organisational units.	Hard Copy on request	20p per sheet	The information will be provided in accordance with the Data Protection Act.

Major committees	The activities of major committees with devolved decision-making powers	The Committees are as follows: Audit Committee Finance and Planning Committee Curriculum and Quality Committee Human Resources Committee Nominations Committee Remuneration Committee Chairman's Committee Details of Membership of all the Board Committees are available on the website. Motherwell College Board of Management Constitution and Articles of Governance December 2003. The Board of Management has Standing Orders for regulating the meetings and proceedings of the Board and its Committees. Minutes and papers of meetings of Board of Management and other major committees. Calendar of meeting dates for Board of Management and other major committees.			Information may be withheld if protected under the Data Protection Act Some information may be considered exempt and will not be disclosed. The reasons for non disclosure will be detailed in the refusal notice.
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the College is a majority shareholder	The College has no subsidiary companies.			

## 5. Financial Resources

This section covers information on the College'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 substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Financial statements	The College's annual accounts	The College's Financial Statements are available after they have been presented to the Scottish Parliament. The latest set available is for the year ended 31 July 2003.	Hard copy	20p per page	
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	College Procedures Manual.	Hard copy & email	20p per page	
Budgets overview	Summary of budgetary allocations to major budgetary units	The College's Budget Forecasts are noted in the College's Strategic Plan.	Hard copy & email	20p per page	
Financial regulations	College's financial administration manual	Financial Procedures Manual.	Hard copy & email	20p per page	
Insurance	Summary information on the College's major insurance policies	The College's main Insurance Policy is provided by Royal and Sun Alliance – The main policies are for Combined Curriculum and Employers and Public Liability.	Hard copy	20p per page	
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFEFC Financial Memorandum	Information is provided in the College's audited Financial Statements.	Hard copy	20p per page	Information may be withheld if protected under the Data Protection Act
Investments	Summary information on College endowments and investments	Any College investments are noted in the College's Financial Statements.	Hard copy	20p per page	

## 6. Corporate Planning

This section provides information on the College's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Mission	College's Mission statement	Motherwell College enriches lives. To enrich lives we close the opportunity gap by removing barriers to participation and exclusion; provide Lifelong Learning opportunities to promote employability, develop personal and employment skills and encourage achievement and progression; are a dynamic and responsive organisation committed to professional training and development of our staff.			
Corporate plan	College's corporate or Strategic Plan	Motherwell College Strategic Plan 2004/2007.			
Strategies	Major College strategy documents	Estate Strategy, Human Resources Strategy, ICT Strategy.			
Performance indicators	Indicators used by the governing body and senior management to measure overall College performance	Early Student Retention Student Retention Student Course Outcome Student Achievement Ratio by Unit of Learning Post Course Success Ratio.			
Planning procedures	Internal procedures for planning and resource allocation	The Planning Process is contained in appendix 1 of the Strategic Plan.			

## 7. Procurement

This section provides information about the College's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
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Procurement policies	College's policies on major procurement exercises	Procurement Policy and Procedures.	Hard copy & email	20p per page	
Procurement procedures	College's procurement and purchasing manuals	Procurement Policy and Procedures.	Hard copy & email	20p per page	
Procurement contacts	Contact information for procurement and purchasing information	Director of Finance: Jacqui Doughty Tel. 01698 232310 Email : <a href="mailto:jdoughty@motherwell.co.uk">jdoughty@motherwell.co.uk</a> Financial Controller:  Iain Clark Tel. 01698 232321 Email : <a href="mailto:iclark@motherwell.co.uk">iclark@motherwell.co.uk</a> Fax: 01698 232527	Email Post Telephone Fax		
Planned procurements	Summary information about the College's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	There are no significant planned procurements as at the time of publication.	Hard copy & email	20p per page	
Tender documentation	EU prescribed documentation for significant procurements	Any required information will be advertised accordingly under EU regulations.	Hard copy & email	20p per page	

Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	Janitorial, Cleaning and Security Contract by ISS Scotland Ltd. Under 5 year contract until 31 July 2006. Approximate Value £550k per annum. Expected to be retendered in Spring 2006. Catering Contract by Catering Alliance Ltd. Under 3 year contract until 31 July 2007. Contract Turnover Value £450k per annum. Earliest retender date is in Spring 2007. Other procurements will be advertised accordingly under EU regulations.	Hard copy & email	20p per page	
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## 8. Human Resources

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 Human Resources policies and procedures. In some instances information will be exempt from disclosure where it contains personal information or information that, if released, may endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
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Staff Profile	Statistical Information on staff	Details of Staffing statistics are contained in the College's: Annual staffing statistical return to the Scottish Further Education Funding Council Quarterly Equal Opportunities Statistics Monthly Absence Statistics Monthly Staffing List summary detailing FTE and Headcount.	Electronic or hard copy available		Exemptions may apply depending on the nature of the report and whether individuals can be identified from anonymised data.
Recruitment policies	Policies, statement, procedures and guidelines relating to recruitment	Appointment Policy and Procedure.	Electronic or hard copy available		
Employment terms	Generic terms and conditions of employment	Memorandum of Agreement (Lecturing Staff) Salary Scales (Lecturing and Support Staff) Generic Job Descriptions & Person Specifications.	Electronic or hard copy available		Individual contracts negotiated out with Joint Negotiating Committee arrangements - details are protected under the Data Protection Act 1998.

Performance management	Policies and procedures relating to performance management	Procedure for the Management of Probationary Periods Staff Development and Career Review: Guidelines and Forms Informal Guidance Policy and Procedure Disciplinary Policy and Procedure Staff Support Policy: Absence Management Policy and Procedure Staff Support Policy: Staff Capability Staff Support Policy: Staff Competence.	Electronic or hard copy available		
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotions, regarding and salary reviews	Appointment Policy and Procedure Monitoring statistics on recruitment.	Electronic or hard copy available		Exemptions may apply depending on the nature of the report and whether individuals can be identified from anonymised data
Pensions	Policies and guidelines on pension arrangements for staff	Information on the Scottish Teachers' Superannuation Scheme and the Local Government Superannuation Scheme.	Hard copy available Both the Scottish public Pensions Agency and Strathclyde Pension Fund produce guidance information.		

Discipline	Disciplinary procedures and Policies	Disciplinary Policy and Procedure Personal Harassment and Bullying Policy and Procedure Staff Support Policy: Staff Capability Staff Support Policy: Staff Competence Equal Opportunities Policy Statement and Code of Practice.	Electronic or hard copy available		
Grievance	Grievance procedures and policies	Grievance Policy and Procedure Personal Harassment and Bullying Policy and Procedure.	Electronic or hard copy available		
Race Relations	Race Equality Policies	Race Equality Policy and Implementation Plan Equal Opportunities Policy Statement and Code of Practice Personal Harassment Policy and Procedure.	Electronic or hard copy available		
Equal Opportunities	Equality and diversity policies, statements, procedures and guidelines	Equal Opportunities Policy Statement and Code of Practice Race Equality Policy and Implementation Plan Employment of Disabled Persons Policy Personal Harassment Policy and Procedure.	Electronic or hard copy available		
Employee Relations	Collective bargaining and consultation procedures with recognised Trade Unions and Professional Organisations and agreements reached	Recognition and Procedure Agreement and Facilities Agreement between AMICUS, The Educational Institute of Scotland and the Nominated and Elected Staff Representatives.	Electronic or hard copy available		

Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	Code of Practice on Whistleblowing.	Electronic or hard copy available		
Staff Development	Policies and procedures relating to the ongoing development of staff	Staff Development Policy and Procedure Induction information Procedure for the Management of Probationary Periods.	Electronic or hard copy available		
Staff Records	The College's policy on the collection, maintenance and use of personal information about staff	Data Protection Policy.	Electronic or hard copy available		Personal details of individuals, which are protected under the Data Protection Act 1998.
Staff facilities	Description of the facilities and services available to members of staff	Information on facilities available to staff are contained within the Staff Handbook.	Electronic or hard copy available		

## 9. Physical Resources

Colleges are often substantial land and property owners in their own right. 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 (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests. In some instances information will be exempt from disclosure where it is information that, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Description of estate	Overview of the College's estate	College Accommodation Schedule Annual 'Estates' return to SFEFC Room Utilisation Survey College Condition Survey.	Hard copy & electronic Hard copy Hard copy Hard copy		

Estate development plans	Plans for major changes to the estate	Motherwell College has approval to proceed with its relocation plans to a new purpose built facility on a new site. Relocation plan & Full Business Case Documents College Condition Survey.	Hard copy Hard Copy		The intended relocation plans are commercially sensitive at this stage and are exempt
External funding	Plans for use of major external capital and other sources of external funding	SFEFC grant.			The intended relocation plans are commercially sensitive at this stage and are exempt
Buildings under construction	Summary information about buildings under construction	Motherwell College has no buildings under construction as at the date of publication.			
Tender documentation	Documentation for invitations to tender as required by EU regulations	The College has not, to date, been involved in any EU regulated building projects. The relocation plans may involve such Regulations and the College will adopt them at that time.			

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>	<b>Manner</b>	<b>Fee</b>	<b>Exemptions</b>
Maintenance	Maintenance arrangements and policies for buildings and grounds	Breakdown/reactive maintenance system  Planned maintenance contracts  External contract; cleaning and grounds maintenance contracts  College Condition Survey  Statutory Inspections.	Hard copy & electronic  Hard copy  Hard copy  Hard copy		External contractors costs are commercially sensitive and exempt.

Estates indicators	Performance indicators on major estates functions	The college provides an annual return to SFEFC  The College provides a return to the eMandate database administered by SFEFC/Drivers Jonas.	Hard copy  Electronic copy		
Environmental policies	The College's environmental policies, practices and overview of their impact	The College has an up to date Asbestos Register Safety, Health and Environmental Policy  Recycling arrangements in place (paper, cardboard, glass, plastic cans/bottles, fluorescent lamps)  Safe disposal systems in place (chemicals, tyres, batteries, refrigeration equipment).	Hard copy & electronic Hard copy & College web site  Procedures  Procedures		

## 10. Health & Safety

This section covers information on the institution's strategy and management of health and safety 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. In some instances information will be exempt from disclosure where it contains personal information or information that, if released, may endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Policies	Policies, procedures and guidelines relating to health and safety	Safety, Health and Environmental Policy Smoking Policy Evacuation Procedures  Lone Worker Policy and Procedure.	Web Site, Electronic & hard copy		
Annual Report	Reports to governing body on health and safety issues	Regular reports are provided to the Health and Safety Action Group and HR Committee	Electronic & hard copy		

		of the Board of Management.			
Monitoring	Mechanisms for monitoring and reporting on health and safety	The College has a dedicated team of Health and Safety professionals, a College Health and Safety Action Group which meets 4 times per year and a Safety Representatives Committee. Health & Safety Inspection Tours Risk Assessment Internal and external audits.	Hard copy		
Statistics	Summary statistics on accidents and incidents within the institution	Accident Statistics Occupational Health Statistics.	Electronic & hard copy		
Support structures	Information on the institution's support structures for health and safety	Staff Handbook Safety, Health and Environmental Policy Health and Safety Action Group.	Electronic & hard copy		

## 11. Support and Equality for Disabled People

This section provides information about the College's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services. In some instances, information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Disability policies	Policies, procedures and guidelines relating to support and equality for disabled people	Disability Statement.	Website Hard copy Email	Issued free to all students	
Support structures	A description of the College's support structures for disability issues	The College has a dedicated Access Centre – formation of personal learning support plan.	Website Hard copy Email		
Contacts	Details of how to get information about support for disabled people	Course Information leaflets distributed to schools and various networks. Specialist job coaching available.	Web site Hard copy Email	No charge to student	

Accessibility of buildings and services	The levels of accessibility of each of the College's main buildings and services.	The College provides broad information about accessibility e.g. including information for people with hearing or vision impairments. Adapted Study Guide with large text or taped.	Website Text Phone		
Strategies	The College's strategies for improving support for disabled people	All deaf students issued with Fire Alarm pager. Issued by Health & Safety Manager. Alternative formats for assessments/ materials. On-going staff training.	Hard Copy Website		
Statistics	Summary statistics on support for disability within the College.	Statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	Hard copy if requested		

## 12. Student Administration & Support

This section contains information on how the College manages the administration and progression of their students from admission to course completion, including student support services. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Course information	Programmes offered by the College	Course Study Guides and Course Information Leaflets.	Website Hard copy Course handbook	Free	
Admissions	The College's admissions procedures and policies	Course Study Guides and Course Information Leaflets.  Colleges Admission Procedures.  Inclusiveness Strategy Statement.	Website Hard copy Course handbook		

Fees and charges	Tuition fees and other charges to students	Course Study Guides. National Fee Waiver Policy.	Hard Copy		
Registration	The College's arrangements for registering students	Enrolment Policies.	Website Hard copy		
Assessments	Arrangements for assessments and examinations	Curriculum and Quality Policies.	Website Hard copy		
Progression	Regulations governing student progression	Curriculum and Quality Policies.	Website Hard copy		
Learning support services	Description and availability of the academic and non-academic learning support services offered by the College.	Course Study Guides Student Handbook.	Website Email  Hard copy & Study Guide	Free	
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	Student Services Policies.	Hard copy Website		

Motherwell College Publication Scheme

Student welfare	A description of the availability and range of the College's welfare and advice services.	Student Services Policies.	Website Hard copy Email Study Guide		
Chaplaincy services	A description of the College's chaplaincy services.	Student Services Policies.	Website Hard copy Email Study Guide		
Health services	A description of the medical support services provided by the College for students.	Student Services Policies.	Hard copy & Events posters		
Careers services	Availability, conditions of use and range of services offered by the College's careers service	Student Services Policies.	Website/Email Hard copy Study Guide		

Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the College	Student Services Policies.	Website Hard copy Study Guide		
Student records	The College's policies on the collection, maintenance and use of personal information about students.	Data Protection Policy.	Hard Copy		
Student discipline	The College's policies and procedures for disciplinary proceedings against students	Student Services Policies.	Hard copy Website	Free	
Student accommodation	Availability, conditions of use and range of accommodation services offered by the College	Student Accommodation Guide Stewart Hall Operations Manual.	Hard copy		
Graduation arrangements	Information about awards ceremonies	No arrangements at present.	Not Applicable		
Student complaints	Procedures for dealing with student complaints about the College	Student Services Policies.	Website Hard copy Student Guide Email		

Page 27 of 32

December 2004

Motherwell College Publication Scheme

Relationship with the Students Union/ Association	The legal and structural basis of the College's relationships with the Students Union/Association	The role of the Students Association is defined in the Further and Higher Education (Scotland) Act 1992. <a href="http://www.hmsso.gov.uk/acts/acts1992/Ukpga_19920037_en_1.htm">http://www.hmsso.gov.uk/acts/acts1992/Ukpga_19920037_en_1.htm</a>	Website Student Association Web page Study Guide Student Guide Constitution		
Students Union/ Association and clubs	Information on the operation and activities of the Students Union and other student clubs	Student Handbook.	Hard copy Website		

Page 28 of 32

December 2004

Motherwell College Publication Scheme

### 13. Teaching Quality

This section contains information regarding the management of teaching quality in the College including mechanisms for reviewing and ensuring the quality of teaching provided. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Programme approval	Programme approval and monitoring arrangements	Curriculum and Quality Policies.	Web Site Hard Copy		
Student satisfaction	Summary results of surveys of student satisfaction with the College	Annual Review Report Student Focus Groups	Web Site Hard Copy		
College internal reviews	Summary of the findings and evidence presented to teams undertaking the College's own internal reviews of quality and standards	Curriculum and Quality Policies <b>HMIE inspection reports.</b>	Web Site Hard Copy		
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Awarding Bodies Approval Certificates/Reports eg SQA, NEBOSH, CITB, BII, REHIS & City and Guilds.	Hard Copy		
Validation	A description of courses where the College acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	Motherwell College currently does not validate courses in this way.			
Quality assurance assessments of the College's provision	Reports submitted to (and received from) external accreditation bodies relating to assessment of the College's provision.	Scottish Quality Management System (SQMS) <b>HMIE inspection reports</b> SQA Investors in People Standard.	Website Hard Copy		

#### 14. Information Services

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.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the public and it is this type of information that is included here.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Library facilities	Availability and conditions of use of library facilities	The library service and related policies are currently under review.			
Computing facilities	Availability and conditions of use of computing facilities	ICT Policy.	Web Site Hard Copy		
Other information facilities	Availability and conditions of use of facilities				
Major strategy documents	High-level aims and strategies of information services units	ICT Strategy.	E-mail Hard Copy		

#### 15. External and Community Relations

This section covers information relating to the College's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most Colleges will probably find that the majority of these classes are already made available to the public by some means.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the interests of any person or organisation.

Class Name	Description	Examples/Comments	Manner	Fee	Exemptions
Alumni	Arrangements for keeping in touch with former staff and students	Not Applicable.			
Community Relations	Description of the facilities and services available to the local community	The following facilities are available to the local community: The Mezz "Learndirect" Centre Orchards Restaurant The Library Beauty Therapy Services College Food Court and Shop Drama Events.			
Development activities	Promotional material relating to College fundraising objectives	Not Applicable at present.			
Public Relations	Information created specifically to publicise facilities and activities.	Press releases College website – <a href="http://www.motherwell.ac.uk">www.motherwell.ac.uk</a> Newsletters and magazines.	Website Email Hard copy		

## 16. Government and Regulator Relations

This section covers information the College provides to government and external regulators. By virtue of its nature most Colleges will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the College has links with.

Class Name	Description	Examples/Comments	Manner	Fee	Exemptions
Funding body statistical reports and returns	Information that the College is legally obliged to make available to its funding body	SFEFC statistical returns Information Collated by SFEFC on " <a href="#">Infact Database</a> ."	Website & Hard Copy		
HMIE reports	Reports on College by Her Majesty's Inspectorate of Education (HMIE)	<a href="#">HMIE inspection reports</a> .	Website & Hard Copy		
Other statutory reports	Information which the College is legally required to publish	Financial Statements.	Hard copy		

Information on student admission, progression and completion	Statistical information on these matters which the College is required by the Funding Council to publish	See information held on <b>"Infact" Database</b> .	Website & Hard Copy		
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