

Procedure: Access to Information and Publication Policy

Procedure Ref: AP/7CA/SP101

Approved By: Deputy Principal

Date: August 2020

Signature:

Statement of Intent

Lakes College West Cumbria is committed to making as much information about College activities as possible generally available to the public either through documents published on the College website or on request.

Freedom of Information Act 2000: Publication Scheme

The purpose of the Act is to promote greater openness by public authorities, which include further education colleges. Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. Lakes College West Cumbria has adopted the [Model Publication Scheme](#) produced by the Information Commissioner's Officer.

Under the scheme, a guide to the information routinely published by Lakes College is appended to this policy known as the "Publication Scheme". Information is listed under categories and follows the guidance issued by the Information Commissioner.

How to access further information

Lakes College West Cumbria will make available information it holds, whether or not listed in the Guide to the Publication Scheme, unless it is identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are held within the Publication Scheme.

Some documents covered by the scheme are published in electronic format via the college's website at www.lcwc.ac.uk. These are also available in hard copy on request. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days.



Charging Policy

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so.

For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge equating to the cost of producing and sending the information, with a minimum charge of £5. In certain circumstances the college may waive the fee at its absolute discretion.

Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Deputy Principal
Lakes College West Cumbria
Hallwood Road
Lillyhall business Park
Workington
Cumbria CA14 4JN

Tel 01946 839300
Email: info@lcwc.ac.uk

Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME
(all requests via the Deputy Principal – Finance & Corporate Services)

*This is not an exhaustive list but indicative of the types of document held.
If a document you require is not shown in this guide please contact the Deputy Principal.
Some information may in some circumstances be exempt from disclosure*

Information published on the College website www.lcwc.ac.uk is also available in hard copy on request.

Some documents may be available in a larger font size on request.

1 Who we are and what we do

Sub classes		Documents	Availability
1.1	Legal Framework	<ul style="list-style-type: none"> Instrument and Articles of Governance Legal status and responsibilities- conferred by the Further and Higher Education Act 1992 (as amended). http://www.legislation.hmsso.gov.uk/acts.htm Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992 	Website (Governance; Policies and Procedures)
1.2	How the institution is organised	<ul style="list-style-type: none"> Introduction to the College College Calendar List of Governors Standing Orders and terms of reference of Governing Body Committees 	Website
		<ul style="list-style-type: none"> College structure charts (including Governing Body and committees) College Policies Register of Interests of Governors 	On request Website and/or request. Available for inspection on request

1.3	Lists of organisations it works in partnership with and any companies wholly owned by it.	<ul style="list-style-type: none"> • Education and Skills Funding Agency • Ofsted • Dept for Education • Examining Boards • Schools • Employers • Local Authorities • Cumbria Colleges Ltd • Sub-Contract Partners • Energy Coast University Technical College • National College for Nuclear • CONE • NHS • National College for Nuclear 	The nature of the relationship is available on request
1.4	Location and Contact Details	<p>Switchboard 01946 839300</p> <p>email : info@lcwc.ac.uk</p> <p>website (including staff contact details)</p> <p>www.lcwc.ac.uk</p> <p>Addresses:</p> <p>Lakes College - West Cumbria Hallwood Road Lillyhall Business Park Workington Cumbria CA14 4JN</p> <p>Freedom of Information Requests should be directed to Executive Support on the above number.</p>	
1.5	Student activities	<ul style="list-style-type: none"> • Student Induction Handbook • Student Activities 	<p>Website</p> <p>Website (Annual Report Summary)</p>

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2 What we spend and how we spend it

Sub classes		Documents	Availability
2.1	Funding/ income	<ul style="list-style-type: none">Annual Budget as approved by CorporationAnnual audited financial statements	On request Website
2.2	Budgetary and account information	<ul style="list-style-type: none">Annual audited financial statementsAnnual budget as approved by CorporationRemuneration of senior staff as published in the financial statementsItems of expenditure over £15,000	Website On request Website (included in Financial Statements) On request
2.3	Financial audit reports	<ul style="list-style-type: none">Annual financial statements and External Auditor's ReportAnnual internal audit report	Website On request
2.4	Capital programme	<ul style="list-style-type: none">Annual budget as approved by CorporationInformation on major plans for capital expenditure	On request On request
2.5	Financial regulations and procedures	<ul style="list-style-type: none">Financial regulations	On request
2.6	Staff pay and grading structures	<ul style="list-style-type: none">Organisational StructureHarmonized pay scalesPay Policy	On request
2.7	Staff allowances and expenses	<ul style="list-style-type: none">Individual Senior Staff Member expensesAllowances and Expenses payable to all staff	On request On request
2.8	Governors' Allowances	<ul style="list-style-type: none">Allowances and Expenses payable to GovernorsOverall payment to Governors for expensesIndividual expense claims	Website (Standing Orders) Website (Financial Statements) On request
2.9	Register of suppliers	<ul style="list-style-type: none">Register of College suppliers	On request
2.10	Procurement and tender procedures and reports	<ul style="list-style-type: none">Financial Regulations, including contracting and tendering procedures	On request

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2.11	Contracts	<ul style="list-style-type: none"> A list of tenders of a sufficient size to have gone through a formal tendering process 	On request
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3 What our priorities are and how we are doing

Sub classes		Documents	Availability
3.1	Annual Report	<ul style="list-style-type: none"> Strategic plan Annual Report Summary Financial Statements 	Website
3.2	Corporate and Business Plans	<ul style="list-style-type: none"> Strategic plan 	Website
3.3	Teaching & Learning Strategy	<ul style="list-style-type: none"> Teaching and learning strategy 	On request
3.4	Academic Quality & Standards	<ul style="list-style-type: none"> Annual Self-assessment Report Complaints' Policy Quality policy Most recent Ofsted report 	On request Website On request Ofsted Website
3.5	External Review Information	<ul style="list-style-type: none"> Ofsted – www.ofsted.gov.uk Education and Skills Funding Agency - https://www.gov.uk/government/organisations/education-and-skills-funding-agency 	
3.6	Corporate Relations	<ul style="list-style-type: none"> Marketing strategy Employer Engagement strategy 	On request On request
3.7	Government & Regulatory Reports	<ul style="list-style-type: none"> Ofsted Inspection Report : last report can be accessed at https://files.api.beta.ofsted.gov.uk/130632_4.PDF 	

4 How we make decisions

Sub classes		Documents	
4.1	Minutes from governing body, council, academic boards and steering groups	<ul style="list-style-type: none"> • ¹Minutes of Governing Body and committee meetings (with the exception of the Remuneration Committee for data protection reasons – salary information is available through the Financial Statements). • Agenda Items and reports 	Website Available on Request
4.2	Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> • Minutes of Student Executive Committees • Minutes of Course Representative committees • Minutes of JSN Committee 	Available on request
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment Policies and procedures • Appointment procedures for Governors 	On request Website (Standing Orders)

5 Our policies and procedures

Sub classes		Documents	Availability
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> • Instrument and Articles of Governance • Standing orders (including terms of reference of Committees) • College Policies • Freedom of Information Policy 	Website Website On request Website (Access to Information Policy)
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Teaching and Learning Strategy • Learning Observations Strategy • Quality Strategy 	On request

¹ Occasionally minutes are classed as confidential and the reasons will be recorded and are available in the standing orders or is exempt information according to the Freedom of Information Act.

5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> • Student Induction Handbook including information on <ul style="list-style-type: none"> ❖ Welfare/advice services ❖ Health services ❖ Sports and recreational facilities ❖ Finance ❖ Impartial Advice and Guidance • Additional learning support • Tutorial policy • Prospectus • Admissions Policy • Learner disciplinary policy • Bullying and Harrassment • Use of social media policy 	On request
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Terms and conditions of employment • Collective agreement • Grievance policy • Disciplinary & Performance policy • Harassment and bullying policy • Sickness Absence/Leave Policy • Health and safety policy • Whistle-blowing Policy for compliance with the Public Interest Disclosure Act) • Staff Training and Development Policy • Induction • Probationary review • Performance Development Review Scheme • Investors in People Assessment report 	On request
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> • Recruitment Policies and procedures 	On request
5.6	Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> • Code of Conduct for members of governing body 	Website (Standing Orders)

5.7	Equality and Diversity	<ul style="list-style-type: none"> • Single Equality Scheme • Equality and Diversity Policy 	Website
5.8	Health and Safety	<ul style="list-style-type: none"> • Health & Safety Policy 	On request
5.9	Estate management	<ul style="list-style-type: none"> • Financial regulations including tendering policies • Grounds and building maintenance contracts 	On request
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> • Complaints Policy • Complaints against the Governing Body • Complaints about the Freedom of Information procedures (Publication Scheme)* 	Website Website (standing orders) Website (access to information policy)
5.11	Records management and personal data policies	<ul style="list-style-type: none"> • Data protection policy • Access to information/publication scheme • Other 	On request Website On request
5.12	Charging regimes and policies	<ul style="list-style-type: none"> • Tuition Fees Policy including <ul style="list-style-type: none"> ➢ Information for home/EU students ➢ Information for international students ➢ Information on other charges 	Website

<p>6 Lists and Registers</p> <p>We expect this to be information contained only in currently maintained lists and registers.</p>	
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Sub classes	Documents	Availability
6.1	Any information we are currently legally required to hold in publicly available registers <ul style="list-style-type: none"> • Register of Interests • Register of Gifts and Hospitality 	On request
6.2	Asset registers <ul style="list-style-type: none"> • Financial statements including fixed assets 	Website

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6.3	Disclosure logs	<ul style="list-style-type: none"> Freedom of Information/ Data Protection Requests log 	On request
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7 The services we offer

Sub classes		Documents	Availability
7.1	Prospectus and Course content	<ul style="list-style-type: none"> Course information Course leaflets Prospectus including <ul style="list-style-type: none"> ❖ Term dates ❖ Structure of courses ❖ Qualification gained ❖ Changing courses ❖ Work experience 	<ul style="list-style-type: none"> Website On request Website On request (hard copy)
7.2	Health Advice	<ul style="list-style-type: none"> Student Induction Handbook 	<ul style="list-style-type: none"> On request
7.3	Careers Advice	<ul style="list-style-type: none"> Student Induction Handbook* 	<ul style="list-style-type: none"> On request
7.4	Services	Chaplaincy services Multi-faith room	<ul style="list-style-type: none"> On request
7.5	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> Tuition fees policy 	<ul style="list-style-type: none"> Website
7.6	Sports & recreational facilities	<ul style="list-style-type: none"> Student Induction Handbook 	<ul style="list-style-type: none"> On request
7.7	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> Library catalogues 	<ul style="list-style-type: none">
7.8	Conference facilities	<ul style="list-style-type: none"> Booking of facilities for external clients 	On request
7.9	Advice and guidance	<ul style="list-style-type: none"> Student Induction Handbook 	On request
7.10	Local campaigns	<ul style="list-style-type: none"> None 	
7.11	Media releases	<ul style="list-style-type: none"> Press releases* 	Website

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Please complete the form indicating in your opinion what E&D strands are affected OR that it does not affect any E&D strands

Equality Impact Assessment

Student/Staff/Public concern

Is there any evidence or reason to believe, that students, staff and/or the public are concerned that this activity or the way it is carried out (or will be carried out) has an impact on equality. This can be for the following reasons for which public authorities must have due regard:

- the promotion of equality of opportunity between disabled people and other people
- the elimination of unlawful discrimination
- the elimination of disability related harassment
- the promotion of positive attitudes towards disabled people
- the encouraging of participation by disabled people in public life
- taking account of disabled people's needs, even where that involves treating disabled people more favourably than others
- Due regard for other strands

	Disability	Race	Gender	Age	Sexual orientation	Religion or belief	Carers	Any other groups
I have evidence that this policy/procedure may adversely affect one or more of the equality groups	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state the evidence that you have:

While every effort will be made to accommodate the provision of information in an accessible format, not all documents may be available in an alternative format.

If in your opinion no E&D strands are affected by this policy/Procedure please indicate by agreeing below.

[Empty rectangular box]

Agree

This policy/procedure does not impact adversely on any of the equality groups.

Following the Equality Impact Assessment, what are the recommendations?

That wherever possible, documents be provided in an accessible format on request.

Form completed by: (Your Name) _____ Jane Murray _____

Controlled Document