FREEDOM OF INFORMATION POLICY

Access To Information And Publication Scheme

Freedom of Information Policy

Based on the Freedom of Information (FOI) Act 2000

The Publication Scheme

Barton Peveril College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer published in October 2008 for further education colleges. The scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available.

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to provide rights of public access to information held by public authorities which includes colleges of further education

This publication scheme commits Barton Peveril College to:

- Proactively publish or otherwise make available as a matter of routine, information which is held by Barton Peveril College and falls within the classifications below.
- Specify the information which is held by Barton Peveril College and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information which Barton Peveril College makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

The main classes of information are:

- What we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

In addition to the publication scheme, organizations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme.
This guide is part of this document.

How to access information

Barton Peveril 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 Guide in the descriptions of the different classes of information.

Some documents covered by the Scheme are published in electronic format via the College website at www.barton.ac.uk or on other websites as indicated. Other documents are available either in printed or electronic format and will be provided on request.

If you decide to make a request for a paper document please make your request in writing. In some cases a charge will be made for the information and payment will need to have been made before your request is processed. The College will respond within 20 working days of the receipt of your request.

Charging policy

The College will usually make a charge for items which are not routinely available, normally comprising the cost of photocopying or scanning plus posting and packing as applicable.

The College will produce publications and documents in accessible formats where it is reasonably practical to do so.

Contact details

Requests for information under the Freedom of Information Act should be made to the Data Protection Officer.

Barton Peveril College
Chestnut Avenue
Eastleigh
SO50 5ZA

Tel: 023 80 367200

Email enquiries@barton.ac.uk

Complaints

The College will do everything in its power to meet FOI requests. However, in the event that you are not satisfied with the College's response, you 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

www.ico.gov.uk

Information List

This is not an exhaustive list of documents but is indicative of the types of document which are available. If a document you require is not shown in this guide please contact the Data Protection Officer. In some circumstances information may be exempt from disclosure;

typical examples are where information is commercially sensitive or relates to identifiable individuals.

1 Who we are and what we do		
1.1	Legal Framework	• Instrument and Articles of Governance • Legal status – conferred by the Further and Higher Education Act 1992 • Charitable status – The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992
1.2	How the institution is organised	• College structure charts • College Calendar • College Policies • List of Governors • Register of Interests of Governors • Corporation and Committee structure chart • Standing Orders • Terms of reference & membership of Corporation and committees
1.3	Partnership information	• Education and Skills Funding Agency (ESFA) • Ofsted • Department For Education • Examination and awarding bodies • Schools • Employers • Local Authorities • The Information Authority
1.4	Location and contact details	Barton Peveril Sixth Form College Chestnut Avenue Eastleigh SO50 5ZA 02380 367 200 enquiries@barton.ac.uk
2 What we spend and how we spend it		
2.1	Funding and income	• Annual Budget as approved by Corporation • Financial regulations • Insurance policy

		● Pension schemes
2.2	Budgetary and account information	● Annual audited financial statements ● Management accounts as reported to Corporation
2.3	Financial audit reports	● Annual financial statements and regularity audit report ● Annual internal audit reports
2.4	Capital programme	● Project Manager reports to Corporation on progress of capital projects ● Annual capital budget as approved by Corporation ● Property Strategy
2.5	Financial regulations	● Financial regulations
2.6	Staff pay and grading structures	● SFCA Teachers Pay Scale ● SFCA Support Staff Pay Scale
2.7	Procurement, tendering and contracts	● FInance Regulations ● Contracting and tendering processes ● Disposal of assets ● Contracts
3 What are priorities are and how we are doing		
3.1	Annual Report	● Annual Report
3.2	Corporate and business plans	● Strategic Plan
3.3	Teaching and Learning	● Strategic Plan ● Curriculum Intent ● Student support services ● Tutorial management ● Lesson observation schemes ● Registers

3.4	Academic quality and standards	● Annual College Self Assessment Report ● Departmental Self Assessment Reports and Quality Improvement Plans ● Accreditation and monitoring reports by professional, statutory or regulatory bodies ● Course Portfolio ● Student Surveys ● Internal verification ● External Verifier report action plans ● Quality policy

3.5	External review	● List of external reviews and outcomes ● Auditor reports
3.6	Corporate relations	● Marketing and Communications strategy ● Parent newsletters ● Work experience and employers records
3.7	Government and regulatory reports	● Ofsted reports (also available on ofsted website)
4 How we make decisions		
4.1	Corporation and committee minutes	● Non-confidential minutes and papers of Corporation and Committee meetings
4.2	Senior Leadership Team minutes	● Non-confidential minutes and papers of the Senior Leadership Team and any sub-groups or working parties
4.3	Staff meeting minutes	● Minutes of staff meetings ● Minutes of the Staff Consultative Committee ● Notes of Departmental Meetings
4.4	Student Council and Senate minutes	● Notes of meetings of the Student Council and Senate

4.5	Recruitment procedures	● Recruitment Policies and procedures ● Appointment procedures for Governors
4.6	Enrolment procedures	● Student Admissions Policy
5 Our Policies and Procedures		
5.1	College Business Policies	● The College holds a wide range of policies and documents that cover the seven areas listed here. ● These documents are regularly updated, obsolete ones are removed and new ones are added as the business and operation of the College develops. ● Some of our policies are freely available on our website. Others are available to parents and students through their secure login access. Others will be available on request.
5.2	Student administration and support	
5.3	Human Resources	
5.4	Health and Safety	
5.5	Estate	

	Management	
5.6	Complaints	
5.7	Records management	
6 Lists and registers		
6.1	Information we are legally required to hold in publically available registers	● Register of Governor interests ● Title deeds of the College estate ● Licence details such as copyright, telecommunication and TV licences, ● software and video licences
6.2	Assets Register	● Register of College Assets ● Inventories

6.3	Disclosure logs	● Complaints log ● Data Protection Requests log ● Freedom Of Information Act Requests log
7 The Services we offer		
7.1	Prospectus and course content	● Course leaflets ● Prospectus including: ○ Term dates ○ Course structures ○ Course content ○ Entry qualifications required ○ Assessment ○ Qualifications ○ Funding and fee information ● Student Support services including: ○ Health and Wellbeing ○ Careers ○ Work experience ○ Financial support ○ Transport
7.2	Library and information services	● Learning Resource Centre portal ● Learning Resource Centre opening times
7.3	Conference and hiring facilities	● Various suites of rooms and facilities, including theatre and sports facilities are available for private hire

7.4	College history and alumni	● Via the Old Bartonians' Society and College Alumni website
7.5	Media information	● Media releases ● Other information via the College Marketing and Communications Department

Information Request Form

Please read carefully the College Access to Information Policy and Publication Scheme BEFORE you complete this form. It explains in detail the documents which can be made easily available to you.

Parts 1, 2, 3 and 4 of this form need to be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)
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Full Name ……

Address
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Contact telephone number (s)
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E-mail address
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2. Details of the information required
Please be as precise and as clear as possible in order that we can process your request promptly.

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3. Other Information Please provide any other relevant details such as the required format and number of copies.
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4. Data Protection Notice – The personal details you have provided to Barton Peveril College on this form will be used to process your request. Additionally your details will be stored on a register of requests so we can monitor our responses to ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Important note – if the information you have asked for requires a fee to be paid, we will confirm this on receipt of your request. We will complete the processing of your request upon receipt of payment

Please send your completed request form to:

The Data Protection Officer
Barton Peveril College
Chestnut Avenue
EASTLEIGH
SO50 5ZA

Tel 023 80 367200
Fax 023 80 367228

Email enquiries@barton.ac.uk

Signature
Date