



# **Freedom of Information Act 2000 Publication Scheme**

**Updated January 2009**

Following an announcement by the Information Commissioner's Office (December 2008) all public sector organisations are required to adopt the following new publication scheme from 1 January 2009. The scheme will replace the scheme previously approved by the College Corporation on 19<sup>th</sup> March 2007.

Part One is the model publication scheme. Part Two relates to access to information published by Godalming College.

Key changes over the previous version are a standard format for classes of information and an attempt to make as much information as possible accessible via websites or in electronic form.

## **PUBLICATION SCHEME PART ONE**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

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Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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**PUBLICATION SCHEME PART TWO**

**Accessing information covered by the publication scheme**

The classes of information we publish as Godalming College are described below.

Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme please contact

Martin McCarthy  
Director College Services  
Godalming College  
Tuesley Lane  
Godalming  
Surrey GU7 1RS

Telephone 01483 423526  
Fax 01483 417079  
Email [martinmccarthy@godalming.ac.uk](mailto:martinmccarthy@godalming.ac.uk)

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

**Charges**

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, we will produce publications in other formats: in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5.00. In certain circumstances the College may waive the charge.

**Feedback**

Any questions, comments or complaints about this scheme should be sent in writing to Martin McCarthy, Director College Services (details above).

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.

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Further Information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**PUBLICATION SCHEME PART TWO**

**CLASSES OF INFORMATION**

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**Class One - Who we are and what we do**

This section covers organisational information, locations, contacts and constitutional and legal governance.

| Class |                                          | Description                                                                                                                                                                                                                                                                                                                                           | Manner                                                                                                                                                                                                                                                                                           |
|-------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1   | Legal framework                          | The Education Reform Act of 1988<br>The Further and Higher Education Act 1992.                                                                                                                                                                                                                                                                        | HMSO<br><a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>                                                                                                                                                                                           |
| 1.2   | How the College is organised             | Organisational structure charts<br>Staffing structure – staff list                                                                                                                                                                                                                                                                                    | Paper and electronic<br>Paper and electronic                                                                                                                                                                                                                                                     |
| 1.3   | Information on the institutional context | Mission Statement<br>Charter<br>Strategic Aims and Objectives                                                                                                                                                                                                                                                                                         | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                             |
| 1.4   | Structure                                | Godalming College Corporation Membership<br>Senior Management Team (see Annual Report)<br>College Committee – membership & terms of reference<br>Health & Safety Committee – membership & terms of reference<br>(see Health & Safety Policy)<br>Employment Committee – membership & terms of reference<br>ILT Forum – membership & terms of reference | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br><br>Paper and electronic<br>Paper and electronic |
| 1.5   | Location                                 | Location map<br>Main address and any other locations                                                                                                                                                                                                                                                                                                  | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                                                                                                     |
| 1.6   | History                                  | Archive photographs and other information                                                                                                                                                                                                                                                                                                             | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                                                                                                                                                                             |





### Class Three - What our priorities are and how are we doing

This section provides details on our strategic planning, assessments, inspections and reviews.

| Class |                                          | Description                                                                                                            | Manner                                                                                                                                                                                                                                                                                                                                       |
|-------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1   | Corporate plans and self assessment      | Mission Statement<br>BTS Mission<br>Annual Report<br>Strategic Objectives<br>Development Plan<br>ILT Strategy          | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic |
| 3.2   | External and internal assessment reports | Ofsted reports<br>Other reports<br>Self assessment reports<br>Staff Development Handbook<br>Investors in People Report | Website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a><br>Website <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a><br>Paper and electronic<br>Paper and electronic (Intranet)<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                            |

### Class Four – How we make decisions

This section provides details on our Corporation and committee structure and decision making process.

| Class |                              | Description                                                                                                                                                                                                                             | Manner                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1   | Structure                    | Corporation and committees<br>Corporation Standing Orders<br>Terms of Reference – Corporation and committees<br>Minutes of Corporation and committees – current and archive<br>Corporation agenda papers<br>Corporation Code of Conduct | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Public File (paper)<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a> |
| 4.2   | Student Voice and Activities | Student Council – Membership and activities<br>Clubs and societies                                                                                                                                                                      | Paper<br>Student Diary (paper) and<br>Handbook (electronic)                                                                                                                                                                                                                                                                                                                                 |

## Class Five – Our policies and procedures

This section covers written protocols for delivering our functions and responsibilities. Information relating to individual members of staff which is exempt from disclosure as personal information is excluded.

| Class |                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Manner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1   | Employment and employee relations | Generic terms and conditions of employment<br>Salary scales<br>Employment Committee membership and terms of reference<br>Grievance procedures<br>Disciplinary procedures<br>Harassment policy<br>Adoption leave policy<br>Paternity leave policy<br>Maternity Scheme<br>Professional Duties policy<br>Staff Absence policy<br>Staffing and Remuneration Policy<br>Employment Policy (Senior Post Holders)<br>Remuneration Policy (Senior Post Holders)<br>Health and Safety Policy and Procedures<br>Whistle-blowing Policy (Public Interest Disclosure Act)<br>Generic Job Descriptions<br>Staff Handbook | Paper<br>Paper<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic (Intranet) |
| 5.2   | Equality and diversity            | Equal Opportunities Policy<br>Equality and Diversity Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                                                                                                                                                                                                                                                                                                                              |
| 5.3   | Child Protection                  | Child Protection Policy & compliance with “Every Child Matters”<br>CRB Checks Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.4   | Staff development                 | Staff Development Handbook<br>Investors in People Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.5   | Risk management                   | Risk Management policy<br>Risk register                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Paper and electronic<br>Paper and electronic                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.6   | Financial management              | See class two above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.7   | Disaster recovery                 | Disaster Recovery Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Paper and Electronic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|      |                    |                                                                                                                                                                                                                  |                                                                                                                                                                                |
|------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.8  | Student discipline | <ul style="list-style-type: none"> <li>▪ The Student Contract and Disciplinary process</li> <li>▪ College policy on Substance Abuse and the use of computers.</li> <li>▪ Student complaints procedure</li> </ul> | <p>Student Handbook (Paper &amp; electronic)<br/>                 Student Handbook (Paper &amp; electronic)<br/>                 Student Handbook (Paper &amp; electronic)</p> |
| 5.9  | Smoking            | <ul style="list-style-type: none"> <li>▪ Smokefree Policy</li> </ul>                                                                                                                                             | Paper & electronic                                                                                                                                                             |
| 5.10 | Student liaison    | <ul style="list-style-type: none"> <li>▪ Organisational Structure of Staff Student Council</li> <li>▪ College clubs and societies.</li> </ul>                                                                    | <p>Paper<br/>                 Student Handbook (Paper &amp; electronic)</p>                                                                                                    |

## Class Six - Lists and registers

This section covers information we hold relating to administration and progression of our students from admission to course completion, including student support services. It also includes information relating to staff. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

| Class |                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Manner                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1   | Information on student admission, progression and completion | <ul style="list-style-type: none"> <li>▪ Admissions Policy</li> <li>▪ Course Fees policy and course cost policy</li> <li>▪ MIS data on student gender, ethnicity.</li> <li>▪ MIS course retention and completion data</li> <li>▪ Exam results data.</li> <li>▪ Destinations data.</li> <li>▪ Numbers of applicants</li> <li>▪ Parents' consultation and report dates</li> <li>▪ Self Assessment Report for Student Guidance</li> <li>▪ Parents newsletters</li> <li>▪ BTS course fees</li> <li>▪ BTS evaluation data</li> </ul> | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic<br>Electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic |
| 6.2   | Data Protection                                              | <ul style="list-style-type: none"> <li>▪ Data protection policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.3   | Staff Information                                            | <ul style="list-style-type: none"> <li>▪ Staff List</li> <li>▪ Analysis of Staff                             <ul style="list-style-type: none"> <li>○ Gender</li> <li>○ Full time/part time</li> <li>○ Age distribution</li> <li>○ Ethnicity</li> <li>○ Sickness absence</li> </ul> </li> <li>▪ Staff Development Handbook</li> <li>▪ Self Assessment Report for Staff Development</li> </ul>                                                                                                                                   | Paper and electronic<br>Paper and electronic<br><br><br><br><br><br><br><br>Paper and electronic<br>Paper and electronic                                                                                                                                                                                                                                                                                                                                                           |

## Class Seven - The services we offer

This section covers advice and guidance, information leaflets and media releases.

| Class |                                              | Description                                                                                                                                                                                                                                                                                                                                 | Manner                                                                                                                                                                                                                                                                                                                                   |
|-------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.1   | Courses                                      | Term dates<br>Open/Information evenings<br>Prospectus (requests can be made via website)<br>BTS Course information<br>Student Diary                                                                                                                                                                                                         | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic |
| 7.2   | Student Contract and Agreements              | Student Code of Conduct<br>Student/Tutor Agreement<br>Student Contract<br>Student Regulations for Use of Computers                                                                                                                                                                                                                          | Paper and electronic<br>Paper<br>Paper<br>Paper and electronic                                                                                                                                                                                                                                                                           |
| 7.3   | Student learning support services            | <ul style="list-style-type: none"> <li>▪ Organisational structure of the Learning Support Team.</li> <li>▪ Set Lists and Personal tutors</li> <li>▪ Organisational structure of the careers department</li> <li>▪ Counselling service</li> <li>▪ Tutorial Programme by year group</li> <li>▪ Learning Support Department Leaflet</li> </ul> | Paper and electronic<br>Paper and electronic<br>Paper and electronic<br>Paper (leaflet)<br>Paper<br>Paper (leaflet)                                                                                                                                                                                                                      |
| 7.4   | Policies with regard to data and information | Access and Authorisations<br>Data Protection Policy<br>ILT Policy<br>Disaster Recovery Policy<br>Freedom of Information<br>Surf Control                                                                                                                                                                                                     | Paper<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper and electronic<br>Paper and electronic<br>Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br>Paper                                                                                                                           |
| 7.5   | Media Releases & Marketing                   | Publicity information circulated to local Newspapers, radio stations, television organisations, etc<br>Marketing Plan<br>Market research data<br>Self Assessment Report for Marketing                                                                                                                                                       | Website <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a><br><br>Paper and electronic<br>Paper and electronic<br>Paper and electronic                                                                                                                                                                                         |
| 7.6   | Hire of Rooms & Facilities                   | Conditions of Hire                                                                                                                                                                                                                                                                                                                          | Paper and electronic                                                                                                                                                                                                                                                                                                                     |