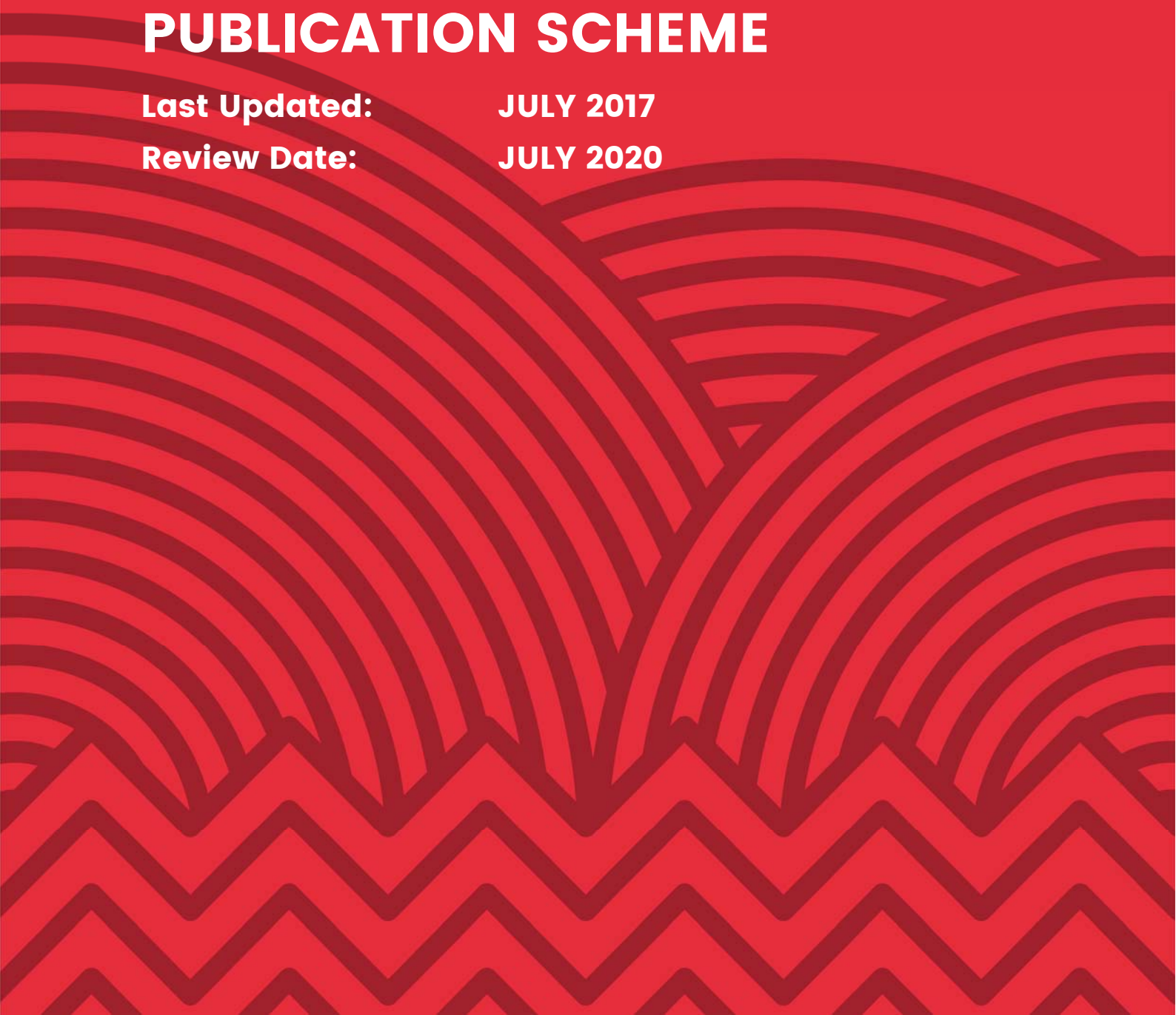# BHASVIC

FREEDOM OF INFORMATION PUBLICATION SCHEME

Last Updated: JULY 2017

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FREEDOM OF INFORMATION PUBLICATION SCHEME

An Introduction to Freedom of Information

The FOI Act is intended to promote a culture of openness and accountability amongst public sector bodies by providing people with rights of access to the information held by them. It is expected that these rights will facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

The Act introduces two new rights and obligations:

- A requirement for public authorities to adopt, maintain and adhere to a publication scheme
- A right for any person to make a request to any public authority for information held by it

The Freedom of Information Act sits alongside the Data Protection Act 1998 and the forthcoming Environmental Information Regulations as the principal mechanism for access to information held by English, Welsh and Northern Irish public bodies.

The Freedom of Information Act is enforced by the Information Commissioner, who oversees both Freedom of Information and Data Protection legislation

Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

What is a publication scheme?

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

The 'model' publication scheme for further education

BHASVIC has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

This model is designed for colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

Who we are

BHASVIC (Brighton Hove & Sussex Sixth Form College) is a state-funded sixth form college whose main focus is the education of approximately 2800 full-time students aged between 16 and 18 years. The College also provides opportunities for adult education in foreign languages. The College is funded predominantly by the Education and Skills Funding Authority.

Accessing information covered by the publication scheme

The classes of information we publish are described in the publication scheme.

We hope you will be able to find as much information as possible on our website. However, if the information you would like is not available here, please don't hesitate to contact us. To help us process your request quickly, please clearly mark any correspondence "FOI REQUEST"

Email: FOI@bhasvic.ac.uk
Tel: 01273 552200
Address: Brighton, Hove & Sussex Sixth Form College, 205 Dyke Road, Hove, East Sussex, BN3 6EG

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

What about information not covered by the publication scheme?

You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

Will I have to pay for the information?

We intend to make as much information as possible available on our website for your convenience. This will increase as our website is updated and developed further.
We will also try to provide information for free via email if it is easily available within the College systems.
Single copies of information, easily available within the College, will be provided, by post, free of charge. We will only charge you for information if;

- your request means that we have to do a lot of photocopying or printing
- the cost of postage is large
- your request requires staff time to gather or collate the information
- your request is for a priced item such as some printed publications or videos

We will contact you to let you know if there will be a charge for providing the information you requested

How long will it take to receive the information?

We will acknowledge that we have received your request within 7 working days. Information will be provided to you within 20 working days of your request being made. Should a charge need to be made to provide the information, we will ensure that you receive the information requested within 14 days of payment being received.
Some information might be confidential or otherwise exempt from the publication by law; if this is the case we will let you know within 7 working days. To find out more about the type of information that we are unlikely to provide please look at part 2 of the Freedom of Information Act 2000.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Tara Davies, Information Manager at the College.

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

Tel: 01625 545700 e:mail@ico.gsi.gov.uk website: informationcommissioner.gov.uk

Vexatious requests

The College reserves the right to deal with FOI requests it judges to be vexatious under Section 14 of the Freedom of Information Act.

Further information

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

Freedom of Information Act 2000
Publication Scheme for BHASVIC

In order to protect the environment we will endeavour to provide the majority of this information electronically however we are happy to provide paper copies if you specifically request it.

The college reserves the right to charge a fee and you will be informed of this in a fee notice before we commence with providing the information.

1.   Who we are and what we do

	Class	Description
1.1	Legal framework	• Instrument and articles of government • Financial memorandum
1.2	How the institution is organised	• BHASVIC Line Management Structure: Curriculum Managers; Guidance Managers; Support Staff Mangers • Heads of Department and Course Leaders • Job titles of academic staff and support staff • Contact details for each department • Corporation committee structure • Committee membership • Terms of office of members • Corporation schedule of delegations • Corporation standing orders • Corporation committees standing orders • Procedure for the election of parent members • Procedure for the election of student members • Procedure for the election of staff members • Governor role description • Confidentiality in relation to Corporation business • Complaints to the Corporation • Registration and declaration of interests • Declaration of eligibility
1.3	Lists of and information relating to organisations we work in partnership with and any companies wholly owned by us	
1.4	Location and contact details	• Map of main site • Address of main site
1.5	Student Activities	• Terms of reference of student union • Minutes of student council meetings • List of Student Union Officers • Student Union Constitution

2. What we spend and how we spend it

	Class	Description
2.1	Funding / income	• Donations from parents • ESFA income • Lettings • Any Other Sources of Income
2.2	Budgetary and account information; Expenditure	• Annual report and financial statements • College budget • Business procedures • Two year financial forecast • Details of items of expenditure over £15,000
2.3	Financial Audit Reports	• Internal Audit Reports • External Audit Management Letter • Performance Indicators for External and Internal Audit

2.4	Capital programme	• Plans • Planning Application • Funding Approval
2.5	Financial Regulations and Procedures	• Financial regulations, including procurement policy • Annual accounts • Annual budget • Strategic plan • Property Strategy • Financial Objectives • Investment Policy
2.6	Staff Pay and Grading Structure	• Senior Post Holders Salaries (expressed in salary bands) • Support staff pay spine • Teaching staff pay spine • Pay Policy
2.7	Staff allowances and expenses	• Details of allowances and expenses • Total allowances / expenses paid to SPHs
2.8	Governors' allowances	• Details of allowances or expenses that can be claimed or incurred • record of total payments made to individual governors
2.9	Register of Suppliers	• Register of Suppliers
2.10	Procurement and tender Procedures and reports	• Business procedures
2.11	Contracts	• All contracts relating to significant Capital Projects

3. What our priorities are and how we are doing

	Class	Description
3.1	Annual report	• Annual Report
3.2	Corporate and business plans	• Strategic Plan • College Development Plan
3.3	Teaching and learning strategies	• College Self Assessment Report • Teaching and Learning Strategy
3.4	Academic quality and standards	• Self Assessment Report • Quality Assurance and Improvement Policy and Procedures • Student retention, achievement and value-added data • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin • Departmental assessment policy • Suitability of accommodation, equipment and facilities for teaching and learning • The availability and use of specialist equipment and other resources and materials to support teaching and learning • The use of external benchmarking and other comparators • Outcomes of student and parent satisfaction survey • PDR Policy
3.5	External review information	• Annual monitoring and review processes • OFSTED Inspection Report
3.6	Government and regulatory reports	• Returns to the EFA / SFA • OFSTED Inspection Report

4.   How we make decisions

	Class	Description
4.1	Minutes from governing body, council, academic boards and steering groups	• Minutes and papers of Corporation and Committee meetings excluding reserved business
4.2	Minutes of staff / student	• Cross College Council

	consultation meetings	
4.3	Appointment committees and procedures	• Recruitment Policy and Procedures

5. Our policies and procedures

	Class	Description
5.1	Policies and procedures for conducting College business	• Copyright • Acceptable use of computers policies • Other codes of conduct relating to information technology (e.g. JANET) are available • Term dates • Complaints policy • Disaster Recovery Plan • Environmental Policy • Risk Management Policy • Marketing Policy and Codes of Conduct
5.2	Policies and procedures relating to academic services	The following information is available in the college prospectus • Qualifications available • Course entry requirements • External examination bodies • Course specifications Other policies and procedures relating to academic services: • Exams Policy • Internal assessment appeals policy and procedures • Coursework procedures • Coursework Deadlines Policy • Student Assessment policy
5.3	Policies and Procedures relating to student services	• Admissions procedures and documentation • Enrolment procedures and documentation • College Charter • College Contract • Substance misuse by Students Policy • Expulsion and exclusion policies • Student handbook • Learning support documentation (PMK) • College counsellor • Library • IT support • Guidance review and action plan for senior tutors • Trips and visits documentation • Child Protection Policy and safeguarding • Acceptable use of the College IT network Policy • Attendance Policy • Student Discipline Policy
5.4	Policies and Procedures relating to human resources	• Support staff contract • Teaching staff contract • Support staff conditions of service • Teaching staff conditions of service • Grievance procedure • Disciplinary procedures and policies • Health and safety policy and procedures • Induction procedures • Probation procedures • Appraisal policy and procedures • Staff Development Plan • Pay Policy • Procedures for ill health retirement • Redundancy Policy • Directed Time guidelines

		• Absence Management Policy • Flexible Working Policy • Dignity at Work Policy • Maternity and Adoption policy • Paternity guidelines • Staff Code of Conduct • Children of Staff on the College site policy • Policy and Procedures for staff to request a change to their contract or extended period of planned unpaid leave of absence • PDR Policy • Staff Development Policy • Staff References Policy and guidelines • Whistleblowing policy and Procedures
5.5	Policies and Procedures relating to recruitment	• Staff recruitment policy and guidelines
5.6	Code of Conduct for members of governing bodies	• Code of conduct for holders of offices at BHASVIC
5.7	Equality and Diversity	• Equality and Diversity Policy
5.8	Health and Safety	• Health And Safety Policy
5.9	Estate management	• Property strategy • Planned maintenance plan • Business procedures • Environmental policy • Opening hours of Library
5.10	Complaints policies and procedures	• Complaints Policy
5.11	Records Management and personal data policies	• Data protection policy • CCTV monitoring
5.12	Charging regimes and policies	• Student Charging Policy • Financial support Policy

6.   Lists and Registers

	Class	Description
6.1	Asset registers	• Asset register
6.2	Disclosure logs	• Log of disclosures made under freedom of information
6.3	CCTV	• Details of locations of CCTV
6.4	Register of interests	• Senior staffs declaration of interests • Register of gifts and hospitality

7.   The services we offer

	Class	Description
7.1	Prospectus and course content	• College prospectus • Subject Leaflets
7.2	Health advice	• Information leaflets • Student planner
7.3	Careers advice	• Careers services
7.4	Services for which the college is entitled to recover a fee together with those fees	• Fees and Charges policy
7.5	Sports and recreational facilities	• Sports and recreational facilities • Lettings Policy
7.6	Museums, libraries, special collections and archives	• Library books and periodicals

7.7	Advice and Guidance	• Student Planner
7.8	Media Releases	• BHASVIC Website