

The College Publication Scheme

What is the scheme?

A publication scheme sets out the information that a public authority should make routinely available. As of 1 January 2009 the College has adopted the Information Commissioner's model publication scheme for all public authorities. Because the model scheme applies to all public authorities it classifies information at a high level. The Information Commissioner has therefore also published a 'Definition Document for the Model Publication Scheme' for colleges of further education, which shows what colleges are expected to publish. At Lewisham Southwark College we have a Guide to Publications which we routinely publish or which we intend to publish. This gives the details of the information we will routinely make available, how the information can be accessed and whether or not a charge will be made for it.

Adopting a publications scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including Universities and Further Education Colleges).

How do I obtain information covered by the Publication Scheme?

We make available items that belong to classes in the Publication Scheme. Any exceptions are noted. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.

Where possible, we will be publishing all documents covered by the scheme, in electronic format, on our website. All documents are available in hard copy.

How much do printed publications cost?

All electronic documents on the website and also those we can provide by email at your request are free of charge. Printed information on the courses and services we offer 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. In certain circumstances, we may waive the charge.

Who do I contact if I have a question, comment or complaint?

If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please contact:

Allison Howe
Clerk to the Corporation
Lewisham Southwark College
Lewisham Way
London SE4 1UT
Telephone: 020 3757 4496
Email: allison.howe@lesoco.ac.uk

What about information not covered by the Publication Scheme?

You have the right, under the Freedom of Information Act 2000, to request information (subject to certain exemptions) held by a public authority, including such a college as Lewisham Southwark College. Requests will have to be made in writing and, in general, public authorities will have twenty working days to respond. Lewisham Southwark College may charge a fee, which will be calculated according to Fees Regulations.

Who do I contact if I have a complaint?

We will do everything in our power to meet your information needs. However, if you have a complaint we are unable to resolve, you have the right to complain to the Information Commissioner, the independent body that oversees the implementation of the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

CLASSES OF INFORMATION

The main groups of classes of information are:

1. Governance
2. Financial Resources
3. Human Resources
4. Physical Resources
5. Student Administration and Support
6. Information Services
7. Teaching and Learning
8. External Relations

The columns used in this scheme are shown below:

CLASS	DESCRIPTION	MANNER	FEE
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

THE MOST UP TO DATE VERSION OF DOCUMENTS WILL BE AVAILABLE

GOVERNANCE

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, 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 damage our commercial interests or that may threaten the health and safety of specific individuals.

Sub-class	Covers information relating to	Manner	Fee
Legal Framework	<p>The College was incorporated under the Further and Higher Education Act 1992 as modified by the Learning and Skills Act 2000. Freedoms and flexibilities were given to Corporations under the Education Act 2011. Its core work is funded by the Skills Funding Agency. The actual legislation is available via the HMSO website.</p> <p>Instrument and Articles Financial Memorandum Register of Members' Interests</p>	<p>www.legislation.gov.uk</p>	
How the institution is organised	<p>Governing Body booklet Terms of reference of Governing Body Committees Management Organograms</p>		
Information on the institutional context	<p>Pushing Prosperity – 2003-2006 Strategic Plan Quality Assurance policies and procedures Learning and Teaching Strategy</p>		
Management structure	<p>Governing Body booklet</p>		

	Governor Specification Governor Role Code of Conduct for Members of the Governing Body Terms of Reference of College Committees Minutes of Governing Body meetings and Governing Body Committee meetings Recruitment Guide for Potential Governors		
FINANCIAL RESOURCES This section covers information on our strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make the best use of resources and fulfilling statutory responsibilities. Information that may damage our commercial interests will be excluded from publication.			
Finance and Resource Planning	Financial procedures Fraud and Corruption Policy Public Interest Disclosure Annual Accounts Annual Report Finance Record Budget income and expenditure summary Budget manual Strategic Plan Financial Forecast Risk Management Policy and Plan Accommodation Strategy		

HUMAN RESOURCES
This section covers information on our strategy and management of human resources. The information available covers HR policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

Employment and employee relations	Trades Unions Recognition Agreements Staff Handbook Employment Terms and Conditions Salary Grades Probationary Services Procedure Disciplinary Procedure Grievance Procedure Recruitment and Selection manual Redundancy Policy Staff Complaints Procedure Harassment Policy and Procedure Whistleblowing (Public Interest Disclosure) Data Protection Procedure Medical Incapability Procedure Maternity Leave and Care Scheme Parental Leave Scheme		
Equal Opportunities/Diversity	Equal Opportunities and Diversity Policy Annual Equalities Report Disability Statement Race Equality Policy		
Human Resources Strategy	Optional ?		
Staff Development	Learning Together, Working Together – staff learning and development strategy Investors in People Accreditation		

	Investors in Careers Accreditation		
PHYSICAL RESOURCES This section covers information relating to the management of our physical resources.			

Estates	Security Procedures Damage to Personal Property Burglary and Theft Health and Safety Policy Lost Property Letting of College Accommodation to External Bodies		
STUDENT ADMINISTRATION AND SUPPORT This section contains information on how we manage the administration and progression of students from admission to course completion, including student support services. Information available within this section does not include specific student personal details by virtue of being personal information.			
Student Welfare Services	Student Charter Student Handbook Careers Sports and recreational facilities		
Student Support	Guidance Unit Statements and Procedures relating to Equal Opportunities and Diversity Chaplaincy Service Complaints		
Student Liaison	Structure and function of staff/student consultative committees or other liaison groups		
Student admission and enrolment	Application form Prospectus		
Student discipline	Student Disciplinary Procedure		
Student associations and activities	Operation and activities of the Student Union and other clubs and associations, and other non-academic activities organised by/for students		

INFORMATION SERVICES

This section covers those functions within the institution that provide access to information to the student body and all staff. These include libraries, computing services and information support services.

Mission statements and related documents	Strategy for the use of Information and Learning Technologies		
Policies with regard to data and information	Data Security Data Protection Policy Data Retention Policy		
Availability and conditions of use of learning centres	Opening hours Registration for using facilities General conditions of use		
Scope of collections held	How material in the Learning Resources Centres are catalogued		
Procurement and Disposal Policies	Purchase and disposal of equipment		

TEACHING AND LEARNING

This section includes publications relating to student recruitment - including the prospectus – and information related to the learning experience.

Academic year dates	Terms dates for 2003/04		
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Further course information	Detailed course information		
Information of internal procedures for assuring academic quality and standards	Self Assessment Report		
Staffing structure of schools/ departments	Organisational structure Staff information		
Student assessment strategy	Regulations and policies covering student assessment		
Tuition fees	Tuition fees policy Tuition fees schedule		

Awards	Investor in People Beacon College Pathfinder Centre of Vocational Excellence Centre of Excellence Charter Mark Hospitality Assured Investors in Careers Good Corporation Guidance Accreditation Board Approval		
EXTERNAL RELATIONS			
Community liaison – optional			
Funding – optional			
Government and Regulator relations	Reports/returns to funding councils, inspectorates, standard bodies, professional bodies, government departments OFSTED/ALI Inspection Teaching Quality Assessment Reviews		
Marketing and recruitment	Prospectus Course handbooks Open Days Widening participation		
Public relations	Prospectus News releases Newsletters and Magazines		