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<b>Originator:</b>	<b>Director of Governance and Policy</b>
<b>Responsibility:</b>	<b>Director of Governance and Policy</b>

## **PUBLICATION SCHEME AND ACCESS TO INFORMATION**

### **1. INTRODUCTION**

- 1.1. Leicester College is committed to making as much information about College activities as possible available to the public either through documents currently published on the College website or on request.
- 1.2. This policy applies to all College activity including ESF contracts.

### **2. FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME**

- 2.1. Adopting a publication 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, which include further education colleges.
- 2.2. Leicester College uses the model publication scheme produced by the Information Commissioner's Office in the Definition Document for colleges of Further Education. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available. The definition document for further education colleges can be downloaded by following the links from [www.ico.gov.uk](http://www.ico.gov.uk). The main classes of information are shown in Appendix 1 of this Policy.
- 2.3. Organisations 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 attached as Appendix 2 to this Policy.

### **3. HOW TO ACCESS INFORMATION**

- 3.1. Leicester College will make available information it holds unless it has been identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in Appendix 1. Some documents are published in electronic format via the

College's website at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk) or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

- 3.2. Requests should be made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this Policy as Appendix 3.

#### **4. CHARGING POLICY**

- 4.1. Printed information on courses and services offered by the College is available free of charge, as is information issued to people responding to notices of job vacancies. The majority of the information is available on the College website. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so.
- 4.2. For items not routinely available on request free of charge, or for items requested in other formats which incur additional costs, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats. Postage will also be charged if applicable. In certain circumstances, at the College's absolute discretion, the fee may be waived.

#### **5. CONTACT AND COMPLAINTS**

- 5.1. The contact for requests for documents, questions, comments or complaints about this Policy or the Publication Scheme is as follows:

Louise Hazel  
Director of Governance and Policy  
Leicester College  
Freemen's Park Campus  
Welford Road  
LEICESTER  
LE2 7LW

Telephone: 0116 224 2023  
E-mail: [lhazel@leicestercollege.ac.uk](mailto:lhazel@leicestercollege.ac.uk)

#### **6. COMPLAINTS OUTSIDE THE COLLEGE**

- 6.1. The College will do everything in its power to meet enquirers' information needs. If, however, 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

[www.ico.gov.uk](http://www.ico.gov.uk)

**MAIN CLASSES OF INFORMATION**

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our Policies and Procedures
6. Lists and Registers
7. The services we offer

## LEICESTER COLLEGE

**GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME  
(All requests to be forwarded to the Freedom of Information Officer on the appropriate form – Appendix 3)**

*This is not an exhaustive list but indicative of the types of documents held.  
If a document you require is not shown in this guide please contact the  
Freedom of Information Officer.*

*Some information may, in some circumstances, be exempt from disclosure.*

*Items marked with an asterisk (\*) can be found on the College website at:  
[www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk)*

1. Who we are and what we do		
Sub Classes		Documents
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>• Instrument and Articles of Government* (governance key documents)</li> <li>• Legal status – conferred by the Further and Higher Education Act 1992 <a href="https://www.legislation.gov.uk/ukpga/1992/13/contents">https://www.legislation.gov.uk/ukpga/1992/13/contents</a></li> <li>• Charitable status – The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992.</li> </ul>
1.2	<b>How the Institution is organised</b>	<ul style="list-style-type: none"> <li>• College structure charts</li> <li>• Introduction to the College*</li> <li>• College Term Dates *</li> <li>• Key College Policies *</li> <li>• List of Governors*</li> <li>• Governors Code of Conduct*</li> <li>• Register of Interests of Governors*</li> <li>• Governing Body and Committee structure chart</li> <li>• Directorate Responsibilities</li> <li>• Corporation Standing Orders</li> <li>• Terms of Reference</li> <li>• Membership of Governing Body and Committees*</li> </ul>
1.3	<b>Lists of information relating to organisations the College works in partnership with and any companies wholly owned by it</b>	<ul style="list-style-type: none"> <li>• Education and Skills Funding Agency (ESFA)</li> <li>• The Office for Students (OfS)</li> <li>• The Office for Standards in Education, Children’s Services and Skills (Ofsted)</li> <li>• Department for Education</li> <li>• Examining Boards/Awarding Organisations</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Leicester and Leicestershire Enterprise Partnership (LLEP)</li> </ul>



<b>3. What our priorities are and how we are doing</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>3.1</b>	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Annual Report and Financial Statements*</li> </ul>
<b>3.2</b>	<b>Corporate and Business Plans</b>	<ul style="list-style-type: none"> <li>• Strategic Plan*</li> </ul>
<b>3.3</b>	<b>Teaching &amp; Learning Strategy</b>	<ul style="list-style-type: none"> <li>• Curriculum Strategies</li> <li>• Quality Improvement Plan</li> </ul>
<b>3.4</b>	<b>Academic Quality and Standards</b>	<ul style="list-style-type: none"> <li>• Self-Assessment Report</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Student Surveys</li> <li>• Assessment appeals</li> <li>• Course reviews</li> <li>• External Verifier reports</li> <li>• Malpractice Policy (Relating to Exams and Assessment)</li> </ul>
<b>3.5</b>	<b>External Review Information</b>	<ul style="list-style-type: none"> <li>• List of external reviews and outcomes</li> </ul>
<b>3.6</b>	<b>Corporate Relations</b>	<ul style="list-style-type: none"> <li>• Marketing and Communications strategies</li> </ul>
<b>3.7</b>	<b>Government and Regulatory Reports</b>	<ul style="list-style-type: none"> <li>• Ofsted Inspection Reports*</li> <li>• Monitoring Visit Reports</li> <li>• FE Commissioner Reports</li> </ul>
<b>4. How we make decisions</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>4.1</b>	<b>Minutes from Governing Body and Committee Meetings</b>	<ul style="list-style-type: none"> <li>• Minutes* and papers of Governing Body and Committee Meetings. <i>(Minutes of some meetings may be confidential due to Data Protection and Commercial sensitivity issues. Occasionally papers presented to, or minutes of, meetings will be identified as confidential but the reasons for this will be given, including the date of review or release.)</i></li> </ul>
<b>4.2</b>	<b>Teaching and Learning Committee Minutes</b>	<ul style="list-style-type: none"> <li>• Further Education Quality, Strategy and Improvement Committee</li> <li>• Higher Education Quality, Strategy and Improvement Committee</li> </ul>
<b>4.3</b>	<b>Minutes of Staff/ Student consultation meetings</b>	<ul style="list-style-type: none"> <li>• Minutes of Course Representatives meetings</li> <li>• Student Liaison Committee</li> </ul>
<b>4.4</b>	<b>Appointment Committees and Procedures</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and Procedures</li> <li>• Appointment procedures for Governors</li> </ul>

<b>5. Our Policies and Procedures</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>5.1</b>	<b>Policies and Procedures for conducting College business</b>	<ul style="list-style-type: none"> <li>• Key College Policies* (other policies available on request)</li> <li>• Management Procedures</li> <li>• Freedom of Information and Guide to Requesting Information from the College *</li> <li>• Standing Orders for Governors</li> <li>• Staff Code of Conduct</li> </ul>
<b>5.2</b>	<b>Procedures and Policies relating to academic services</b>	<ul style="list-style-type: none"> <li>• Student Application Procedure</li> <li>• Admissions Policy</li> <li>• Examinations special arrangements</li> <li>• Student Induction</li> <li>• Assessment Policy – Students</li> <li>• Assessment Policy – Staff</li> <li>• External examination bodies regulations</li> <li>• TEF Access and Participation Statement*.</li> </ul>
<b>5.3</b>	<b>Procedures and Policies relating to student services</b>	<ul style="list-style-type: none"> <li>• College Life Section on the website</li> <li>• Student and Apprentice Induction and Individual Tutorial Policy</li> <li>• Fitness to Study Policy*</li> <li>• Student and Apprentice Behaviour and Conduct Policy*</li> <li>• Financial Support for Students</li> <li>• Safeguarding and Prevent Policy*</li> <li>• Fitness to Study Policy*</li> <li>• Risk Assessment and Criminal Convictions Policy*</li> </ul>
<b>5.4</b>	<b>Procedures and Policies relating to Human Resources</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Local recognition and procedural arrangement</li> <li>• Grievance Policy</li> <li>• Bullying and Harassment Policy</li> <li>• Leave of Absence Policy</li> <li>• Health and Safety Policy Statement*</li> <li>• Public Interest Disclosure (Whistleblowing) Policy*</li> <li>• Staff Development Policy and Procedures</li> <li>• Probationary Policy</li> <li>• Appraisal Schemes</li> <li>• Disciplinary Procedure</li> <li>• Employee Standards and Code of Conduct</li> </ul>
<b>5.5</b>	<b>Procedures and Policies relating to Recruitment</b>	<ul style="list-style-type: none"> <li>• Recruitment and Selection Policy*</li> <li>• College Vacancies *</li> </ul>
<b>5.6</b>	<b>Code of Conduct for members of the Governing Body</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for members of the Governing Body*</li> </ul>
<b>5.7</b>	<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Equality and Diversity Policy*</li> </ul>
<b>5.8</b>	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Health and Safety Policy*</li> </ul>
<b>5.9</b>	<b>Estate Management</b>	<ul style="list-style-type: none"> <li>• Waste Management Policies</li> <li>• Environmental and Sustainability Policy</li> <li>• Maintenance Policy</li> </ul>

<b>5. Our Policies and Procedures</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>5.10</b>	<b>Complaints Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Complaints Procedure*</li> <li>• Talkback Form</li> <li>• Complaints against the Governing Body (in Standing Orders)</li> <li>• Complaints about the Freedom of Information procedures (Publication Scheme)</li> <li>• HE Student Protection Plan*</li> <li>• Freedom of Speech Policy*</li> </ul>
<b>5.11</b>	<b>Records Management and Personal Data Policies</b>	<ul style="list-style-type: none"> <li>• Data Protection Policy *</li> <li>• Acceptable Use of IT Policy*</li> <li>• E-Communications Policy</li> <li>• Archiving Policy</li> <li>• Records Retention Guidelines</li> <li>• Publication Scheme/Access to Information*</li> </ul>
<b>5.12</b>	<b>Charging Regimes and Policies</b>	<ul style="list-style-type: none"> <li>• Tuition Fees Policy*</li> </ul>
<b>6. Lists and Registers</b> (Information contained only in currently maintained lists and registers)		
<b>Sub Classes</b>		<b>Documents</b>
<b>6.1</b>	<b>Any information currently legally required to be held in publicly available registers</b>	<ul style="list-style-type: none"> <li>• Register of Interests</li> </ul>
<b>6.2</b>	<b>Asset Registers</b>	<ul style="list-style-type: none"> <li>• Asset Register</li> </ul>
<b>6.3</b>	<b>Disclosure Logs</b>	<ul style="list-style-type: none"> <li>• Freedom of Information Requests</li> <li>• Data Protection Requests</li> <li>• Gifts and Hospitality Register</li> </ul>
<b>7. The services we offer</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>7.1</b>	<b>Prospectus and Course content</b>	<ul style="list-style-type: none"> <li>• Prospectuses/Course Information*</li> </ul>
<b>7.2</b>	<b>Health Advice</b>	<ul style="list-style-type: none"> <li>• College Life Section on the website</li> <li>• Staff Induction Materials</li> <li>• Mental Health and Wellbeing</li> </ul>
<b>7.3</b>	<b>Careers Advice</b>	<ul style="list-style-type: none"> <li>• Careers Service section on the website</li> </ul>
<b>7.4</b>	<b>Chaplaincy Services</b>	<ul style="list-style-type: none"> <li>• Reflection Room (information available on the College website within the students/enrichment category)</li> </ul>
<b>7.5</b>	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	<ul style="list-style-type: none"> <li>• Publication Scheme - Freedom of Information Requests (Photocopying/other charges)</li> </ul>

<b>5. Our Policies and Procedures</b>		
<b>Sub Classes</b>		<b>Documents</b>
<b>7.6</b>	<b>Sports and Recreational Facilities</b>	<ul style="list-style-type: none"> <li>• College Life Section on the website</li> <li>• Enrichment Opportunities Guide/Calendar</li> </ul>
<b>7.7</b>	<b>Museums, Libraries, Special Collections and Archives</b>	<ul style="list-style-type: none"> <li>• Library catalogues</li> <li>• Heritage on-line library</li> <li>• Moodle on-line learning environment</li> </ul>
<b>7.8</b>	<b>Conference Facilities</b>	<ul style="list-style-type: none"> <li>• External Lettings Policy</li> </ul>
<b>7.9</b>	<b>Advice and Guidance</b>	<ul style="list-style-type: none"> <li>• College Life Section on the website</li> <li>• Welfare and Financial Support for Students</li> <li>• Careers Advice and Guidance Policy</li> </ul>
<b>7.10</b>	<b>Local Campaigns</b>	<ul style="list-style-type: none"> <li>• see College website and social media</li> </ul>
<b>7.11</b>	<b>Media Releases</b>	<ul style="list-style-type: none"> <li>• Press Releases</li> </ul>

LEICESTER COLLEGE

FREEDOM OF INFORMATION ACT 2000  
INFORMATION ACCESS REQUEST FORM

Please read carefully the Publication Scheme/Access to Information Policy BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 MUST be completed as fully as possible.

**PART 1: Personal Details of the Applicant**

Title (Mr/Mrs/Miss/Ms etc.): .....

First Name: ..... Surname: .....

Address: .....  
.....  
.....

Telephone: ..... E-Mail: .....

**PART 2: Details of the information required  
(continue on separate sheet if necessary)**

(Please provide as much detail about the information you would like to have and be as concise and clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing.)

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**PART 3: Other Information**

(Please provide any other details to identify or locate the information which would help us process your request, eg your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc.)

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**PART 4: Privacy Notice**

The personal details you have provided to Leicester College on this form will be used to process your request for information. These details will also be used to keep a register of requests so that responses can be monitored to ensure consistency and analyse trends. The College will not disclose your details to any external third party without your consent.

**Signature:** .....

**Date:** .....

**IMPORTANT NOTE: If the information you have requested requires a fee, you will be informed on receipt of your request. If you choose to accept this fee charge, the request will be processed upon receipt of payment.**

Please forward your completed request to:

Louise Hazel  
Director of Governance and Policy  
Leicester College  
Freemen’s Park Campus  
Welford Road  
LEICESTER LE2 7LW

Or e-mail to [lhazel@leicestercollege.ac.uk](mailto:lhazel@leicestercollege.ac.uk)