

# COLCHESTER INSTITUTE

## PUBLICATION SCHEME

### INTRODUCTION

#### 1. Legal requirement

1.1 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.

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

#### 2. What is a publication scheme?

2.1 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.

2.2 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.

#### 3. The 'model' publication scheme for further education

3.1 Colchester Institute has adopted the model publication scheme developed for the further education sector and is therefore committed to publishing the information it describes.

3.2 This model is designed for further education 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.

3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems committee) website at: [www.jisc.ac.uk/index.cfm?name=mps\\_overview](http://www.jisc.ac.uk/index.cfm?name=mps_overview)

#### 4. Who we are

Colchester Institute is a college of further education (FE) and higher education (HE) located on two main sites in Colchester and Clacton. Provision is mainly vocational, concentrating on levels 1, 2 and 3. In most areas, however, provision is from level 1 to level 4. There is a substantial range of HE courses validated through the college partnership with The University of Essex.

The college offers a wide range of full-time and part-time vocational provision at a range of levels in 13 of the 14 areas of learning funded by the Learning and Skills Council (LSC). The majority of full-time enrolments are students aged 16 to 18 following courses at levels 1, 2 and 3. There are about 10,000 FE students, 1,500 HE students and about 800 staff.

There are about 490 work-based learners, based mainly in the areas of construction, engineering and business. The college has achieved Centre of Vocational Excellence (CoVE) status for hospitality and food studies and the Construction Professional and Technical Areas.

Colchester Institute works in partnership with other local providers in Colchester and Tendring and is a core member of the North Essex Learning Partnership. The close working relationship with the sixth form college demonstrates the partnership approach to increasing the post-16 participation rate. The college also works closely with schools, Connexions and the youth service to provide alternative educational routes for youngsters who are disaffected.

## **5. Accessing information covered by the publication scheme**

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. Items published routinely on the Colchester Institute website can be downloaded free of charge, for other items there is a standard charge of £30 for up to 5 items requested. All additional costs indicated in the "Additional Fee" column are in addition to the standard charge.

5.3 To request information available through our publication scheme, please contact: The Director of Human Resources and Projects, Colchester Institute, Sheepen Road, Colchester, CO3 3LL, telephone 01206 712602 or email [linda.cox@colchester.ac.uk](mailto:linda.cox@colchester.ac.uk)

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

## **6. What about information not covered by the publication scheme?**

6.1 From 1 January 2005 you will 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.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## **7. Feedback**

7.1 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 person named in paragraph 5.3.

7.2 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

## **8. 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)

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

## FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME

### (INFORMATION AVAILABLE)

#### Note about Fees:

All items published on the Colchester Institute Website ([www.colchester.ac.uk](http://www.colchester.ac.uk)) can be downloaded free of charge, these and other items routinely available on enquiry are indicated by ‘no charge’.

A standard charge of £30 will be applied to up to 5 other items requested.

Other publications with a fee showing in the “Additional Fee” Column will have this added to the standard £30 charge detailed above.

#### Who are we and what we do

Organisational information, structures, locations and contacts

Class	Description of information available	Web site address	Hard Copy Available	No Charge /Additional Fee
Legal Framework	<ul style="list-style-type: none"> <li>Instrument and Articles of Governance</li> </ul>	<a href="http://www.colchester.ac.uk/governance">www.colchester.ac.uk/governance</a>	Yes	No Charge
How the institution is organised	<ul style="list-style-type: none"> <li>College organisation chart</li> </ul>		Yes	No Charge
	<ul style="list-style-type: none"> <li>Governing Body: outline of duties and responsibilities</li> </ul>	<a href="http://www.colchester.ac.uk/governance">www.colchester.ac.uk/governance</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Board Committees, terms of reference and membership</li> </ul>	<a href="http://www.colchester.ac.uk/governance">www.colchester.ac.uk/governance</a>	Yes	No Charge
Information relating to organisations we work in partnership with	<ul style="list-style-type: none"> <li>Colchester Institute Foundation Trust Deed.</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>Colchester Institute Enterprises, Register of Shareholders</li> </ul>		Yes	£10
Location and Contact details	<ul style="list-style-type: none"> <li>Location and contact details for college</li> </ul>	<a href="http://www.colchester.ac.uk/campuses">www.colchester.ac.uk/campuses</a>	Yes	No Charge
Student Activities	<ul style="list-style-type: none"> <li>Student Union information, constitution, clubs and societies</li> </ul>	<a href="http://www.colchester.ac.uk/students/su">www.colchester.ac.uk/students/su</a>	Yes	No Charge

#### What we spend and how we spend it

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

Budgetary and account information	<ul style="list-style-type: none"> <li>Annual Report and Accounts</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>Revenue Budgets</li> </ul>		Yes	£10

	<ul style="list-style-type: none"> <li>• Management Reports</li> </ul>		Yes	£10
Financial audit reports	<ul style="list-style-type: none"> <li>• Annual Report and Accounts</li> </ul>		Yes	£25
Capital Programme	<ul style="list-style-type: none"> <li>• Minutes of Finance and General Purposes Committee Meetings</li> </ul>	<a href="http://www.colchester.ac.uk/governance/fgp-committee">www.colchester.ac.uk/governance/fgp-committee</a>	Yes	No Charge
Financial regulations and procedures	<ul style="list-style-type: none"> <li>• Financial Regulations and Procedures</li> </ul>		Yes	£25
Staff pay and grading structures	<ul style="list-style-type: none"> <li>• Harmonised Pay Scale</li> </ul>		Yes	
Register of Suppliers	<ul style="list-style-type: none"> <li>• Current Active Supplier Database</li> </ul>		Yes	£10
Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>• Financial Regulations and Procedures</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>• Contract Database</li> </ul>		Yes	£10
Contracts	<ul style="list-style-type: none"> <li>• Contract Database</li> </ul>		Yes	£10

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

Strategies and plans, performance indicators, audits, inspections and reviews

Annual report	<ul style="list-style-type: none"> <li>• Annual Report</li> </ul>		Yes	£25
Corporate and business plans	<ul style="list-style-type: none"> <li>• College Strategic Plan</li> </ul>		Yes	No Charge
Teaching and Learning Strategy	<ul style="list-style-type: none"> <li>• Teaching and Learning Strategy</li> </ul>		Yes	
Academic Quality and Standards	<ul style="list-style-type: none"> <li>• Guide to Quality Improvement in Learning and Teaching</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>• Student Perception of College Survey</li> </ul>		Yes	
	<ul style="list-style-type: none"> <li>• College Complaints Procedure</li> </ul>		Yes	No Charge
External review information	<ul style="list-style-type: none"> <li>• Guide to Quality Improvement in Learning and Teaching</li> </ul>		Yes	£25
Corporate Relations	<ul style="list-style-type: none"> <li>• Employer Engagement Strategy</li> </ul>		Yes	
	<ul style="list-style-type: none"> <li>• Information for Employers</li> </ul>	<a href="http://www.colchester.ac.uk/employers">www.colchester.ac.uk/employers</a>	Yes	No Charge
Government and regulatory reports	<ul style="list-style-type: none"> <li>• Ofsted Inspection Reports</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>• QAA Reports</li> </ul>		Yes	£10

	<ul style="list-style-type: none"> <li>External Examiner / EV Reports</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>Awarding Body Review Reports</li> </ul>		Yes	£10

### How we make decisions

Decision making processes and records of decisions

Minutes from governing body, council, academic boards and steering groups	<ul style="list-style-type: none"> <li>Minutes of Part 1 Corporation Board meetings and Committee meetings</li> </ul>	<a href="http://www.colchester.ac.uk/governance">www.colchester.ac.uk/governance</a>	Yes	No Charge
Teaching and learning committee minutes	<ul style="list-style-type: none"> <li>Learning and Teaching Unit Meeting Minutes</li> </ul>		Yes	
Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> <li>Student Focus Group reports</li> </ul>		Yes	
Appointment committees and procedures	<ul style="list-style-type: none"> <li>Search and Constitution Committee Meetings</li> </ul>	<a href="http://www.colchester.ac.uk/governance/search-constitution-committee">www.colchester.ac.uk/governance/search-constitution-committee</a>	Yes	No Charge

### Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Policies and procedures for conducting college business	<ul style="list-style-type: none"> <li>Policies and Procedures for the Governance of the College</li> </ul>	<a href="http://www.colchester.ac.uk/governance/policies-procedures">www.colchester.ac.uk/governance/policies-procedures</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Access to information policy</li> </ul>	<a href="http://www.colchester.ac.uk/governance/access-to-information">www.colchester.ac.uk/governance/access-to-information</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Data protection policy</li> </ul>		Yes	
Procedures and policies relating to academic polices	<ul style="list-style-type: none"> <li>All policies within the Guide to Quality Improvement in Learning and Teaching, including:</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>Entry and Progression Policy</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>College Appeals Process</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>Complaints Procedure</li> </ul>		Yes	No Charge
	<ul style="list-style-type: none"> <li>Plagiarism and Academic Malpractice Policy</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>C.I. Accreditation and Approvals panel minutes</li> </ul>		Yes	£10



recruitment	<ul style="list-style-type: none"> <li>• Job vacancies</li> </ul>	<a href="http://www.colchester.ac.uk/jobs">www.colchester.ac.uk/jobs</a>	Yes	No Charge
Code of conduct for members of governing bodies	<ul style="list-style-type: none"> <li>• Code of conduct for members of Governing Body</li> </ul>	<a href="http://www.colchester.ac.uk/governance/policies-procedures">www.colchester.ac.uk/governance/policies-procedures</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>• General criteria for the appointment of new Board members</li> </ul>	<a href="http://www.colchester.ac.uk/governance/policies-procedures">www.colchester.ac.uk/governance/policies-procedures</a>	Yes	No Charge
Equality and diversity	<ul style="list-style-type: none"> <li>• Equality and Diversity Policy</li> </ul>	<a href="http://www.colchester.ac.uk/about/equality">www.colchester.ac.uk/about/equality</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>• Race Equality Policy</li> </ul>	<a href="http://www.colchester.ac.uk/about/equality">www.colchester.ac.uk/about/equality</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>• Disability Equality Scheme</li> </ul>	<a href="http://www.colchester.ac.uk/about/equality">www.colchester.ac.uk/about/equality</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>• Gender Equality Scheme</li> </ul>	<a href="http://www.colchester.ac.uk/about/equality">www.colchester.ac.uk/about/equality</a>	Yes	No Charge
Health and safety	<ul style="list-style-type: none"> <li>• Health and safety policy</li> </ul>		Yes	
Estate Management	<ul style="list-style-type: none"> <li>• Disposal Policy (within Financial Regulations and Associated Practices)</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>• Planned Preventative Maintenance Schedule</li> </ul>		Yes	£10
	<ul style="list-style-type: none"> <li>• Code of Practice for Grounds and Maintenance</li> </ul>		Yes	
Complaints policies and procedures	<ul style="list-style-type: none"> <li>• College complaints procedures</li> </ul>		Yes	No Charge
	<ul style="list-style-type: none"> <li>• Access to information policy</li> </ul>	<a href="http://www.colchester.ac.uk/governance/access-to-information">www.colchester.ac.uk/governance/access-to-information</a>	Yes	No Charge
Records management and personal data policies	<ul style="list-style-type: none"> <li>• Financial Regulations and Associated Practices</li> </ul>		Yes	£25
	<ul style="list-style-type: none"> <li>• Data Protection policy and statements</li> </ul>		Yes	
	<ul style="list-style-type: none"> <li>• General IT Security Policies (Individual and generic accounts central directory, forced password cycling)</li> </ul>		Yes	
	<ul style="list-style-type: none"> <li>• CIS Security Policies (access to business information systems)</li> </ul>		Yes	
	<ul style="list-style-type: none"> <li>• CCTV monitoring – recommended guidelines</li> </ul>		Yes	
Charging regimes and policies	<ul style="list-style-type: none"> <li>• Financial Regulations and Associated Practices</li> </ul>		Yes	£25

## Lists and Registers

Asset Registers	<ul style="list-style-type: none"> <li>Asset Register</li> </ul>		Yes	£10
-----------------	--	--	-----	-----

## The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

Prospectuses and course information	<ul style="list-style-type: none"> <li>Information on the courses covered, fees charged, entry requirements, student facilities and services etc.</li> </ul>	<a href="http://www.colchester.ac.uk/courses">www.colchester.ac.uk/courses</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Full range of prospectuses</li> </ul>	<a href="http://www.colchester.ac.uk/downloads">www.colchester.ac.uk/downloads</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Course information sheets</li> </ul>		Yes	No Charge
Collections held	<ul style="list-style-type: none"> <li>Complete category of library resources</li> </ul>	<a href="http://library.colchester.ac.uk/">http://library.colchester.ac.uk/</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Search guides for subject resources</li> </ul>	<a href="http://library.colchester.ac.uk/">http://library.colchester.ac.uk/</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>CILRISS student agreement</li> </ul>		Yes	No Charge
Others	<ul style="list-style-type: none"> <li>A full range of services offered by the College are on our website</li> </ul>	<a href="http://www.colchester.ac.uk">www.colchester.ac.uk</a>	Yes	No Charge
	<ul style="list-style-type: none"> <li>Media releases</li> </ul>		Yes	£10