

HCUC PUBLICATION SCHEME

INTRODUCTION

1. Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The 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 The HCUC 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 The HCUC publication scheme sets 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 HCUC has adopted with some amendments to reflect the structure of the organisation the model publication scheme developed for the Further Education sector. It is therefore committed to publishing the information it describes.

3.2 The HCUC model follows the design 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 each institution, a number of optional classes of information have been included. As a result, models within the sector will vary slightly. Any optional classes relevant to HCUC have been included in our publication scheme.

4. About HCUC

INSERT MERGER INFO

INSERT HARROW COLLEGE INFO

Uxbridge College is a large Further Education College located in the London Borough of Hillingdon at two main sites, Uxbridge and the Hayes Community Campus. We are the only

Further Education College in Hillingdon but there are 19 schools in the borough with sixth forms. The College offers academic and vocational provision in 12 of the Ofsted areas of learning. In 2016/17 Uxbridge College had over 8,000 students and over half were from black and minority ethnic groups. In May 2008 the College was graded as Outstanding by Ofsted.

The student population is largely drawn from the West London boroughs of Hillingdon, Ealing, Harrow and Brent. Hillingdon is an area of high employment with Heathrow, the largest international airport in the world in the south of the borough. There are areas of affluence in the north of the borough but there are also significant areas of deprivation to the south of the A40 main arterial road into London. The College attracts students from abroad and many new arrivals to the area including refugees and asylum seekers.

The College's mission is to value and promote learning as a key to success, to widen participation and increase student recruitment, to continue to deliver a curriculum portfolio that meets local and regional educations, training and skills needs.

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. We have also indicated whether charges apply to material in each class.
- 5.3 To request the information that is available through the HCUC publication scheme, please contact: HR Director – HCUC
(Tel: 01895 853312, E-mail: hr@uxbridgecollege.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 there is a right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, the College will have 20 working days to respond. The College will charge a fee if requests are for multiple documents. The fee will be £20 for each single request, which will have to be calculated according to the Fees Regulations.

The College will not be required to release information to which an exemption in the Act legitimately applies. However, the College may be required to explain to the applicant why it is not releasing information and the College may also have to justify this to the Information Commissioner.

7. Reproducing Information from the Publication

Information obtained from the Uxbridge College Publication Scheme may not be reproduced without the prior permission of the College.

8. Feedback

- 8.1 It is important that the publication scheme is understandable. If the scheme is difficult to understand, please let HCUC know. HCUC welcomes suggestions as to how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

HR Director
HCUC
Park Road
Uxbridge
Middlesex UB8 1NQ

Tel: 01895 853312
Fax: 01895 853316
E-mail: hr@uxbridgecollege.ac.uk

- 8.2 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

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.ico.org.uk

Freedom of Information Act 2000

Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland

Main categories

Eight main groups (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. **The types of information and documents listed within the classes are examples only and not mandatory.** The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

Some classes are 'Optional', that is an institution need not include these classes in their Publication Scheme (PS) but may still sign up to the MPS. All other classes are 'Core' and are compulsory. For further details see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, provided in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the model publication scheme 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 MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information in this class	A brief description to aid the public in understanding the type of information	The format in which the information is to be provided, ie paper or electronically (via the Internet or email)	There will be no charge for information requested unless the amount of documents are multiple, numerous and take up significant amounts of College time and resources. In these cases the fee will be £10 for each document

1. Governance

Introduction

This section covers information relating to the way the College is governed, how decisions are made and includes information on the legal status of the College. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or may threaten the health and safety of specific individuals.

	Class	Description	Manner
1.1	Legal framework	Instrument and Articles of Governance	E-mail/hard copy
1.2	How the institution is organised	Organisational structure charts	E-mail/hard copy
1.3	Information on the institutional context	College Mission Statement and Strategic Plan Statement of the College's quality assurance policies and procedures	E-mail/hard copy
1.4	Management structure	List of Governors and Members of the College Committees	E-mail/hard copy
1.5	Governance Policies	<ul style="list-style-type: none"> • Code of Conduct for Members of the Governing Body • Standing Orders of the Corporation • Code of Ethics • Public Interest Disclosure Procedure • Report on Attendance at Corporation and Corporation Sub- Committee meetings • Terms of Reference – Audit Committee • Terms of Reference – Resources Committee • Terms of Reference – Remuneration Committee • Terms of Reference – Search Committee • Terms of Reference – Quality, Curriculum & Students Committee • Terms of Reference – Stakeholder & Scrutiny Sub-Committees 	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Finance Directorate provides accounting and procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Manner
2.1	Finance	<ul style="list-style-type: none"> • Financial Statements • Contracting – included in the Financial Regulations • Goods and Services – included in the Financial Regulations • Insurance – included in the Financial Regulations • Pensions – detailed in the Financial Statement • Remuneration of Senior Post Holders - detailed in the End of Year Financial Accounts • Travel and subsistence – included in the Financial Regulations 	All available in hard copy
2.2	Resource planning	<ul style="list-style-type: none"> • Financial Regulations, including Procurement Policy • Financial Statements - Financial year August to July. This document is available in December following year end. • Planning and Budgeting Procedures – included in the Financial Regulations • Corporate Plan/Mission statement • Annual Report 	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy Hard copy only
2.3	Finance Policies	<ul style="list-style-type: none"> • Fees Policy • Financial Regulations • Staff Expenses Policy and Procedure Guide • Learning Support and College Fund Policy • Mobile Telephone Policy • Risk Management Policy • Policy on the Payment of Subscriptions on behalf of Staff to Professional Associations Membership • Credit Control Policy 	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

3. Human Resources

Introduction

This section covers information on the College's strategy and management of human resources. It does not include information relating to individual members of staff which is exempt from disclosure as it is personal information. The information available covers Human Resource policies and procedures (including terms and conditions of service of the different categories of staff.

	Class	Description	Manner
3.1	Employment and employee relations	<ul style="list-style-type: none"> • Recruitment and Selection Policy • Job Vacancies • Generic Terms and Conditions of Employment • Pay Scales • Grievance Procedure • Disciplinary Procedure • Sickness Policy • Internal Applicants for Permanent Vacancies Policy • Maternity Policy • Capability Policy and Procedure • Management Guidelines for Teaching Loads for Academic Staff • Management Guidelines for Contact Hours for Academic Support Staff • College Pay Policy • Staff Code of Conduct • Criminal Records Bureau Policy • Staff Handbook • Freedom of Information Policy • Pay Policy for Academic Staff 	All available by e-mail/hard copy
3.2	Equal opportunities /Diversity	<ul style="list-style-type: none"> • Equal Opportunities Policy • Disability Statement • Race Equality Policy, Race Relations (Amendment) Act data. 	All available by E-mail/hard copy
3.3	Human Resources Strategy	<ul style="list-style-type: none"> • HR Goals and Objectives • HR Operational Plan • HR Policies and Procedures not included above 	All available by E-mail/hard copy
3.4	Staff development	<ul style="list-style-type: none"> • Appraisal Policy and Procedure • Staff Induction Programme • Training and development policy • liP Report 2013 • Policy on Support for Teaching Staff studying for a Teaching Qualification • Customer First Framework – people section 	All available by e-mail/hard copy

4. Physical Resources

Introduction

The College owns land and property in its own right. Classes in this section cover information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Manner
4.1	Estates	<ul style="list-style-type: none">• Property Strategy• Map of Sites and Locations• Campus Security• First Aid Policy• Emergency Evacuation Procedure• Minibus Code of Practice• Personal Metal Detector Protocol• Health & Safety Policy	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

5. Student Administration and Support

Introduction

This section contains information on how the College manages the administration and progression of our students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, as it is personal information.

	Class	Description	Manner
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> • Student Qualifications on Entry • The range of Student Entrants Classified by Age, Gender, Ethnicity, Socio-economic Background, Disability and Geographical Origin as Returned to LSC • Student Progression, Retention and Completion Data • Student Achievement/Success Rates • Student Progression, Retention and Completion Data • Data on Qualifications Awarded to Students 	All available by e-mail/hard copy
5.2	Student accommodation	<ul style="list-style-type: none"> • Accommodation Services 	Hard copy
5.3	Student administration	<p>This class relates to the maintenance of individual student records, policies and procedures relating to the management of the student records system</p> <ul style="list-style-type: none"> • Student Records Policies and Procedures documents – included in Data Protection Policy • Security and Data Protection – included in the Data Protection Policy 	E-mail/hard copy E-mail/hard copy
5.4	Student admission and enrolment	<ul style="list-style-type: none"> • Prospectuses • Admissions Policies and Procedures 	Hard copy
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students. Examples of the information in this class are:</p> <ul style="list-style-type: none"> • Student Code of Conduct • Student Disciplinary Policy and Procedure • Appeals Procedure 	All available by e-mail/hard copy
5.6	Student learning support services	<p>This class includes information in student support from an academic and learning perspective</p> <ul style="list-style-type: none"> • Learning Development and Support • Services for Students with Special Needs 	Hard copy E-mail/hard copy
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff / student consultative committees</p> <ul style="list-style-type: none"> • Terms of Reference of Staff/Student liaison Committee(s) • Minutes of previous Staff/Student Liaison Committee(s) Meetings 	Hard copy Hard copy
5.8	Student policies	<p>This class includes a guide to all student policies issued by the College.</p> <ul style="list-style-type: none"> • Admission of 16-18 students studying full time at other institutions • Admissions Policy • Assessment & Achievement Policy • Attendance & Punctuality Policy • Complaints Policy and Procedures • Course Enquiries and Careers Guidance Policy • Customer Care Policy • Disciplinary Procedure • Disability Statement 	All available by e-mail/hard copy

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		<ul style="list-style-type: none"> • Enrichment Policy • Equal Opportunities Policy • Key Skills Policy • Off Site Visits and Activities Policy • Plagiarism Policy • School Link Policy • Statement of Religious Diversity • Student Charter • Student Rules and Regulations • Tutorial Policy 	
5.9	Student welfare	<ul style="list-style-type: none"> • Welfare/Advice Services • Health Services • Careers Services • Sports and Recreational Facilities • Housing • Finance <p>The above are all available in the Student Handbook/diary</p>	Hard copy
5.10	Student Associations and Activities	<ul style="list-style-type: none"> • Students' Union Constitution, List of Student Officers 	Hard copy

6. Information Services

Introduction

This section covers those functions within the College which provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

These functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> • Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems • Code of Practice – Staff use of E-mail and intranet • IT Strategy • E-Learning Strategy • Terms of Reference – IT Strategy • IT Security Policy 	All available by e-mail/hard copy
6.2	Mission statements and related documents	Mission statements and related documents are included in the Strategic Plan	E-mail/hard copy
6.3	Policies with regard to data and information	<ul style="list-style-type: none"> • Security Policies – Data Protection Policy • Date Retention and Archive Policies – Data Protection Policy • Data Protection Statements/Policies – Data Protection Policy 	E-mail/hard copy E-mail/hard copy E-mail/hard copy
6.4	Procurement and disposal policies	Policies relating to the procurement and disposal of equipment – included in the Financial Regulations	E-mail/hard copy

7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the College including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description	Manner
7.1	Academic year dates	College Planning Calendar	E-mail/hard copy
7.2	Further course information	<ul style="list-style-type: none"> • Student/Staff/Course handbooks • Prospectuses • Course profiles 	Hard copy Hard copy E-mail/hard copy
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • Academic Misconduct Policy • Assessment Policy • Appeals against Assessment Policy • Basic Literacy, Numeracy & Key Skills • Capability Policy and Procedure • Complaints Procedure • Complaints Report • Copyright Policy • Course Validation Process • Grade and Key Question Summary (Self Assessment Report) • Internal Verification and Moderation Policy • Learning Support Policy • Management of Achievement Policy • Quality Management Policy • Staff Development Policy • Summary Information on Student Feedback • Tutorial Policy • Teaching observation Flow Chart • Targeted Course Procedure • Employer Engagement Strategy • Procedure for the Management of Work Based Learning 	All Available by E-mail/hard copy
7.4	Staffing structure of schools/ departments	<ul style="list-style-type: none"> • College Organisation Chart • School Responsibility Information • School contact details • Prospectus • Student Handbooks • Organisation Chart of each School 	E-mail/hard copy “ “ Hard copy Hard copy
7.5	Student assessment strategy	<ul style="list-style-type: none"> • Examination Period Dates • Examination Regulations • Examination Policy • Policy on Plagiarism • List of External Examination Bodies 	Can be e-mailed/ hard copy
7.6	Tuition fees	<ul style="list-style-type: none"> • Fees Policy • Information for Home/EU students • Information for International Students • Information on Other Charges <p>All information on fees is contained within the prospectuses</p>	Hard copy Hard copy Hard copy Hard copy Hard copy

8. External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions and how we manage our relationship with the local community.

	Class	Description	Manner
8.1	Fundraising	<ul style="list-style-type: none"> • Employer Services Information • Mailshots to Employers • Customer First Framework – Customer Relationship 	Hard copy
8.2	Government and Regulator relations	<ul style="list-style-type: none"> • Ofsted Reports • Relevant Section of QAA Reports • Performance Data 	Ofsted web site E-mail/hard copy DfES web site
8.3	Marketing and recruitment	<ul style="list-style-type: none"> • Prospectuses • Open Days • Entry Requirements – Course Profiles • Widening Participation • Terms of Reference – Marketing Strategy Group 	Hard copy E-mail/hard copy E-mail/hard copy
8.4	Public relations	<ul style="list-style-type: none"> • Press releases • Prospectus • Course Brochures • Current Information provided to an Enrolled Student – Student Diaries/Induction Pack • College Newsletters • Policy on Press Statements and Gathering / Reporting of Information • Customer First Framework – Marketing Awareness 	Hard copy “ “ “ “

¹ www.ofsted.gov.uk/reports/

² www.dfes.gov.uk/index.htm