



FREEDOM OF INFORMATION PUBLICATION SCHEME 2017-20

PART ONE: About the Publication Scheme

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 College'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. In all circumstances where the College reserves the right to make a charge, this may be waived where the time and work involved in providing the information is not significant.

3. The 'model' publication scheme for further education

3.1. The College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes. It is based on good practice guidance issued by the Information Commissioner's Office.

3.2. This model is designed for further education colleges and sixth form 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.

4. Who we are

4.1. In December 2011, Carshalton and Kingston Colleges received approval from the Secretary of State to enter into a Federation. The Federation is led by a Principal's group comprising the Principal and Chief Executive, Peter Mayhew Smith with senior management team comprising Vice-Principals and Directors. The Kingston and Sutton Educational Partnership Board (KSEP) has been formed to oversee Corporate Services and Quality and Student Services. Each College still retain their own governing bodies.

4.2. Carshalton College is situated in the London Borough of Sutton, in the heart of Carshalton, close to Sutton and Croydon.

4.3. Kingston College is situated in Kingston town centre, in the Royal Borough of Kingston upon Thames.

4.4. The Federation’s mission statement:

‘We will provide excellent learning and progression for students and support growth for employers around our region, working in close partnership within and beyond our Federation’.

4.5. The Federated strategic objectives were reviewed and amended for 2016-17. Further details can be found on both College websites.

5. Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme. To request information which is not already published on either College website, please contact for:

- Carshalton College: rachael.tucker@carshalton.ac.uk
- Kingston College: david.finch@kingston-college.ac.uk

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

6.1. Under the Freedom of Information Act you can request any information held by a public authority that it has not already made available through its publication scheme. Exceptions to this are personal and sensitive data/information covered by the Data Protection Act 1998 and information that is subject to an exemption under the Freedom of Information Act. 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.

6.2. Requests must be made in writing and, in general, public authorities have 20 working days to respond. Under the Freedom of Information Act, Further Education Colleges are subject to the same response times as schools i.e. if a request is received during college holidays, the response timeline of 20 days starts from the next official working day. If the request requires significant resource to collate the information required, we reserve the right to charge a fee, which will be to be calculated according to Fees Regulations. Where fees are warranted, the College will advise the applicant accordingly.

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:

- Carshalton College: Rachael Tucker, PA to the Principal, Nightingale Rd, Carshalton SM5 2EJ
- Kingston College: David Finch, Kingston College, Kingston Hall Road, Kingston upon Thames, KT1 2AQ

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:

Customer Contact Department, Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

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

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PART TWO: Publication Scheme for Further Education

In some instances information will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Class	Description	Source Email / Paper / College Website / Internet Websites	Fee Y/N
1. Who are we and what we do			
<ul style="list-style-type: none"> Legal framework 	The corporate status of the College Corporation is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992.	HMSO Website http://www.legislation.hmsso.gov.uk/acts	N
	Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. The College Corporation's legal status is derived from the Instruments and Articles of Government.	DfES Internet: www.dfes.gov.uk/furthereducation/docs	N
<ul style="list-style-type: none"> Organisations with whom the College works in partnership 	Business and community organisations	Paper	Y
<ul style="list-style-type: none"> How the College is organised 	Organisation Chart	Email	N
	Senior Team Structure	Email	N
	Governing Body	Email	Y
<ul style="list-style-type: none"> Location and contact details 	College site maps and directions	Website	N
2. What we spend and how we spend it			
<ul style="list-style-type: none"> Financial Information 	Annual Accounts	Email	N
	Financial Audit Reports	Email	N
	Information about Capital Programmes	Email	N
	Property Strategy	Email	N
	Financial Regulations including Procurement Procedures	Email	N
	Staff Pay and Grading Structures	Email	N
	Pensions (LGPS and Teachers' Scheme)	Email	N
	Register of Suppliers	Email	N
	Contracts	Email	N

	Remuneration of Senior Staff	Email	N
	Travel and Subsistence Allowances	Email	N
3. What our priorities are and how we are doing			
• Corporation and Business Plans	College Strategic Plan	Website	N
	Annual Report	Website	N
• Teaching, Assessment & Learning Strategy	Self-Assessment Report	Email	N
	Quality Improvement Action Plan	Email	N
	Curriculum Development Plan	Email	N
• External Review Information	Examinations Regulations/Timetables	Email	N
	Board Minutes	Paper	
	Ofsted Reports	Ofsted Website: https://reports.ofsted.gov.uk/	N
	Other External Review Reports (HE, British Council, etc)	Email	N
• Corporate Relations	Links with Stakeholders	Paper	N
• Government and Regulatory Reports	Internal and Financial Statements Audit Reports (Exec Summaries)	Email	N
4. How we make decisions			
• Board / Committee Minutes and other Groups	Agendas and Public Minutes of Full Corporation Meetings	Website	N
	Agendas and Public Minutes of Corporation Committees	Email	N
	Others ?????	Email	N
	Quality Committees	Email	N
	Safeguarding Committee Meeting Minutes	Email	N
	Students' Union Meeting Minutes	Email	N
5. Policies, procedures and other supporting documentation			
• Policies and procedures for conducting college Business/General		Website	N
• Procedures and Policies relating to Finance	Full range of policies relating to finance	Email	N
• Procedures and Policies relating to Human Resources	Full range of policies relating to staff.	Email	N
• Procedures and Policies relating to Recruitment	Recruitment and Retention Policy	Email	N
• Code of Conduct for Members of the	Governor Handbook	Website	N

Governing Body			
• Equality and Diversity	Full range of policies relating to Equality and Diversity. Examples include: Single Equality Scheme, Equality Objectives, Equality Information.	Website	N
• Health and Safety	Full range of policies relating to health and safety. Examples include: Smoke Free Workplace Policy, Health and Safety Policy.	Website	N
• Estate Management	Full range of policies relating to Estates.	Email	N
• Security	Full range of policies relating to Security. Examples include: CCTV Policy, Health & Safety Policy	Email	N
• Data and IT	Full range of policies relating to Data and IT. Examples include: Data Protection Policy, ICT.....	Website	N
• Complaints Policies and Procedures	Complaints Policy and Procedure	Website	N
• Records Management and Personal Data Policies	Data Protection Policy Freedom of Information Publication Scheme	Website Website	N N
• Student Policies and Procedures	Full range of policies relating to students. Examples include: Safeguarding Young People and Child Protection, Admissions Policy, Assessment Policy, Student Support Funds Policy, Teaching, Learning and Assessment Policy.	Website	N
6. Lists and Registers			
• Lists and Registers	Corporation members' Register of Interests	Email	N
	College Asset Register	Email	N
	Learning Centre Catalogue	Email	N
• Disclosure Logs	Freedom of Information Disclosure Logs	Email	N
7. The Services We Offer			
• Facilities	College Sites	Website	N
	Hairdressing & Beauty Therapy Salons	Website	N
	Sports and Recreational Facilities	Website	N
• Student Services / Marketing	Health Advice		
	Information Advice and Guidance		
	Learning Resource Centres		
	Prospectus, Course Content, Media Releases		