

FREEDOM OF INFORMATION

A guide to the Publication Scheme Effective 1 December 2022

Introduction

The college is responsible for making non-personal recorded information available to the general public by creating and maintaining a publication scheme and to respond to individual requests that are not contained within the publication scheme.

The new Model Publication Scheme and definition document provided by the ICO for colleges of further education has been adopted by The Oldham College and the Corporation formally approved the detail and content of the Scheme at its meeting on

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- they do not hold the information
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The College's Publication Scheme can be accessed from its website: www.oldham.ac.uk. The ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from www.ico.gov.uk.

Information to be made available by the College

The College is committed to making as much information about its activities as possible generally available to the public, either through published documents, or on request.

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

- 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*

How to obtain information

- Via the College website – www.oldham.ac.co.uk
- Email info@oldham.ac.uk or gdpr@oldham.ac.uk

Using the request form provided at the end of this document

The College will make available information it holds whether or not listed in the Publication Scheme, unless identified as not available under one of the exemptions provided for by the legislation listed above.

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

or via the internet at www.ico.gov.uk

Routinely published documents

Appended to the guide is a list of documents routinely published by the College, categorised in accordance with the ICO's model. Where indicated, these documents are available via the College website, free of charge. Other documents will be provided in hard copy on request.

Charges for information

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be based on the cost of putting the information into the requested format, including photocopying cost at 5p per sheet plus VAT, and postage where applicable. In certain circumstances, the College may waive the fee at its discretion.

Response times to requests for information

- The College will respond to requests for information on receipt within 20 days
- If information has to be posted it will be sent promptly and within 20 working days
- If information has to be viewed at College premises, the individual making the request will be contacted within 20 working days to make a convenient appointment

Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with in accordance with the College's Complaints Procedure which can be viewed on request, or on the College's website.

Complaints, in writing, should be addressed to The Principal, The Oldham College, Rochdale Road, Oldham OL9 6AA. The complaint will be acknowledged within 10 working days, naming the investigating manager and noting the appeals procedure. If the College is unable to satisfactorily resolve the complaint, enquirers have the right to complain to the Office of the Information Commissioner at the above address.

Who we are and what we do

This category includes organisational information: Structures, locations, contacts

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|--|---|------------------------------------|---|
| 1.1 Legal Framework | Further and Higher Education Act 1992 http://www.legislation.hms.gov.uk/acts.htm | Clerk to the Corporation | No |
| | Instrument and Articles of Government 1 January 2008 | Clerk to the Corporation | Yes |
| | Instrument and Articles of Government Amendment Order 1 April 2008 | Clerk to the Corporation | Yes |
| | Incorporation | Principal/Clerk to the Corporation | No |
| 1.2 How the College is organised | Management/organisation structure | Director of HR | No |
| | Governor and Committee membership | Clerk to the Corporation | No |
| | Committee Standing Orders and Terms of Reference | Clerk to the Corporation | Yes |
| | List of College Governors | Clerk to the Corporation | Yes |
| | Register of Governors' Interests | Clerk to the Corporation | No |
| 1.3 Information relating to organisations College works in partnership with and any companies wholly owned by it | Engages with: DfE, Local Authorities, Employers, Local Schools, UCS, other training providers, government agencies, sector skills councils | Director of Finance | No |
| 1.4 Locations and contact details | Switchboard 0161 785 4000 Email: info@oldham.ac.uk Website: www.oldham.ac.uk | Director of Finance | Yes |
| | Addresses: The Oldham College (main campus) Rochdale Road, Oldham OL9 6AA Oldham Business Centre University Way, Oldham OL1 1BB | | |
| 1.5 Student activities | Student Union Representative Councils | Student Services Management | No |
| | Annual Enrichment report | | No |

What we spend and how we spend it

This category includes: income and expenditure, procurement, contracts and financial audit

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|--|---|---|---|
| 2.1 Funding/income | Annual budget approved by the Corporation Annual audited accounts | Director of Finance Director of Finance | No Yes |
| 2.2 Budgetary and account information | Minutes of Finance Committee Management accounts as reported to Corporation | Clerk to the Corporation Clerk to the Corporation | Yes No No |
| 2.3 Financial Audit Reports | Annual financial audit report Annual Regularity audit report Annual internal audit report | Director of Finance Director of Finance Director of Finance | No No No |
| 2.4 Capital Programme Accommodation Strategy | Project Manager reports on progress of capital projects | Director of Finance | No |
| 2.5 Financial Regulations and procedures | Financial Regulations | Director of Finance | No |
| 2.6 Staff pay and grading structures | Pay scales | Director of HR | No |
| 2.7 Register of College suppliers | | Director of Finance | No |
| 2.8 Procurement and tender Procedures | Contracting and tendering procedures | Director of Finance | No |
| 2.9 Contracts | Contracts currently available for public tender | Director of Finance | No |

What our priorities are and how we are doing

This category includes: Strategies and plans, performance indicators, audit, inspections and reviews

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|---------------------------------------|---|---|---|
| 3.1 Annual Report | Annual College report | Head of Marketing | No |
| 3.2 Corporate and Business Plans | Strategic Plan | Deputy Principal | No |
| 3.3 Teaching and Learning | Teaching & Learning Strategy | Head of Teaching, Learning & Assessment | No |
| | E Learning Strategy | Head of Teaching, Learning & Assessment | No |
| 3.4 Academic Quality and standards | Quality Strategy | Head of Quality | No |
| | Quality Assurance & Improvement Policy | Head of Quality | No |
| | Annual Self Assessment Report | Head of Quality | No |
| | External Verifier report action plans | Head of Quality | No |
| | Student Perception Survey | Head of Quality | No |
| 3.5 External review information | Ofsted/QAA reports (See www.ofsted.gov.uk) | | www.ofsted.gov.uk |
| 3.6 Corporate relations | Employers' Charter | Head of Apprenticeships | No |
| 3.7 Government and regulatory reports | Accreditation and monitoring reports by statutory or regulatory bodies | Head of Quality | No |

How we make decisions

This category includes: decision-making processes and records of decisions

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|--|--------------------------------------|-----------------------------|---|
| 4.1 Corporation Minutes | Governing Body | Clerk to the Corporation | Yes |
| 4.2 Curriculum & Quality Committee Minutes | Corporation Board Minutes | Clerk to the Corporation | Yes |
| | Committee Minutes | Clerk to the Corporation | Yes |
| | Quality Strategy Group Minutes | Clerk to the Corporation | Yes |
| 4.3 Minutes of student consultation meetings | Minutes of Student Union Meetings | Student Services Management | No |
| 4.4 Appointment procedures | Recruitment and selection procedures | Director of HR | No |

Our Policies and procedures

This category includes: protocols, policies and procedures for delivery of College services

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|---|---|--|---|
| 5.1 Policies and procedures for conducting College business | College Charter Financial Memorandum Corporation Standing Orders Procedures for requests for Information College policies and procedures <i>(Various – availability and access arrangements to be confirmed on request)</i> | Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation Clerk to the Corporation | No No Yes No No |
| 5.2 Procedures and policies relating to academic services | Assessment – Internal Verification & Moderation (including appeal procedure) Assessment Policy/Appeals procedure Assessment Malpractice on Edexcel programmes procedure | Director of Quality Director of Quality Director of Quality | No No No |
| 5.3 Procedures and policies relating to student services | Admission and CEIAG policy Complaints Procedure and appeals Student Disciplinary procedure Student Handbook Including information on: Welfare/Advice services, Careers & Guidance services, Transport, Admissions, Examinations, Learning Support, Sports and Recreational facilities, Equal Opportunities, Finance, Library and It facilities/guide | Student Services Management | No No No No |
| 5.4 Procedures and policies relating to human resources | HR policies and procedures (Including: Generic terms and conditions of Employment, Grievance, Discipline, Harassment and Bullying, Absence, Public interest disclosure) | Director of HR | No |

| | | | |
|---|--|--|-------------------------|
| 5.5 Procedures and policies relating to recruitment | Recruitment Policy (Including:CRB, Data Protection Disclosure of Criminal Convictions) | Director of HR | No |
| 5.6 Code of Conduct for governing body | Code of Conduct for Corporation members | Clerk to the Corporation | Yes |
| 5.7 Equality and Diversity Equal Opportunities Policy | Procedures and guidelines relating to equal opportunities | Director of HR | Yes |
| 5.8 Health and Safety | Health and Safety Policy | Director of Finance | Yes |
| 5.9 Estate Management | | Director of Finance | No |
| 5.10 Complaints policies and procedures | Complaints Handling Procedure Whistle-blowing policy | Director of Quality Director of Quality | Yes No |
| 5.11 Records Management and personal data policies | Freedom of Information – Publication Scheme Data protection policy | Director of MIS Director of MIS | Yes No |
| 5.12 Charging regimes and policies | Fees Policy Charges for information routinely published | Director of Finance Director of Finance | Yes No |

Lists and Registers (current information only)

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|---|---|--------------------------|---|
| 6.1 Information legally required to be held in publicly available registers | Members of the Corporation Register of Interests | Clerk to the Corporation | No |
| 6.2 Asset registers | Land and Buildings assets register | Director of Finance | No |
| 6.3 Disclosure logs | FOI/Data Protection/Disclosure logs | Clerk to the Corporation | No |

The Services we offer

This category includes: information not provided elsewhere in other categories

| Category | Description | Responsible Officer | Available on the College website? www.oldham.ac.uk |
|----------------------------|-------------------------------|----------------------------|---|
| 7.1 Other services offered | Prospectus and course content | Head of Student Services | No |
| | Careers Advice | Head of Student Services | No |
| | Prayer Room | Head of Learning Resources | No |
| | Library/resource centre | Head of Student Services | No |
| | Advice and guidance | Head of Marketing | No |
| | Media releases | | No |



Freedom of Information Act 2000
Information Access Request Form

Please read carefully the College Access to Information Policy/Publication Scheme 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.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms/Other)

First Name

Surname

Address

Post Code

Telephone

E-mail address

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 to be as concise and as clear as possible in order that we can identify and process your request promptly. Any lack of clarity or ambiguity in your request will delay the processing).

3. Data Protection Notice – The personal details you have provided to The Oldham College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature

Date



Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment.

Please send your completed request form to :
The Data Protection Officer
The Oldham College
Rochdale Road
Oldham
OL9 6AA
Telephone: 0161 785 4000