

---

# Publications Scheme (Freedom of Information)

<b>Procedure name:</b>	<b>Publications Scheme (Freedom of Information)</b>
<b>Procedure reference:</b>	<b>PR-FOS-NM</b>
<b>Created by:</b>	<b>Data Protection Officer</b>
<b>Approved by:</b>	<b>Executive Leadership Team</b>
<b>Date of last review:</b>	<b>July 2021</b>
<b>Date of next review:</b>	<b>July 2023</b>
<b>Revision number:</b>	<b>7</b>

This document is available in other formats including audio, Braille and other languages. The same applies to all material which is referenced within in it. For further assistance, please contact the Quality Department on 01925 494645 or email [quality@wvr.ac.uk](mailto:quality@wvr.ac.uk)

## Contents

1. Purpose:.....	3
2. Scope .....	3
3. Responsibility .....	4
4. Procedure.....	4
5. Monitoring .....	4
Appendix 1 – Publication Scheme Introduction .....	5
1 Legal requirement.....	5
2 What is a publication scheme? .....	5
3 The ‘model’ publication scheme for higher education/further education .....	5
4 Who we are/What we do.....	6
5 Accessing information covered by the publication scheme .....	6
6 What about information not covered by the publication scheme?.....	6
7 Our Policy on Charging for Information .....	7
8 Feedback.....	7
9 Further information .....	7
PUBLICATION SCHEME – Part 2 .....	8

## 1. Purpose

In line with the Freedom of Information Act 2000, Warrington & Vale Royal College is committed to promote open access to information covered by its publication scheme.

Warrington & Vale Royal College has adopted the model publication scheme developed for the further education sector.

The information provided under the publication scheme falls into seven classes/categories:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

## 2. Scope

The college recognises that it has a statutory obligation under the Freedom of Information Act 2000 to promote open access to information held by the college in carrying out its business activities.

The college will adhere to a publication scheme which will enable the direct download of publications and documents from its website or where necessary give direct contact details for information requests other than by download.

If the college cannot supply requested information an explanation will be given.

Some information is generally exempt from release. Exemptions include:

- Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.
- Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.
- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
- Investigations and proceedings. If an investigation is on-going it is unlikely that we will be able to let you have information until all proceedings are finalised.
- Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.
- Information that the Principal of the college decides is not in the public interest to disclose.

Information provided on request will be free of charge (multiple copies will be charged per additional copy) unless otherwise indicated in the scheme

### **3. Responsibility**

The Data Protection Officer will be responsible for the management and implementation of the scheme.

Overall responsibility lies with the Executive.

### **4. Procedure**

The college publication scheme will be published on the college website and updated as required.

The public can download all documents available on the website free of charge.

For information not available on the website, the public can request copies in writing or by email. Contact details will be published under the publication scheme.

The request should include name and address or email address and a clear description of the information required.

The college will endeavour to supply the information requested within 5 working days of receipt of the request.

The college will adhere to the publication scheme at all times (see Appendix 1).

### **5. Monitoring**

The monitoring of this scheme will be the responsibility of the Data Protection Officer

---

## Appendix 1

### WARRINGTON & VALE ROYAL COLLEGE

#### PUBLICATION SCHEME – INTRODUCTION

##### 1 Legal requirement

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.

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

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

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.

A publication scheme must set out the classes, or categories, of information published as listed below:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

It must also make clear how the information described can be accessed and whether or not charges will be made. This is attached in the second part of the scheme.

##### 3 The ‘model’ publication scheme for higher education/further education

Warrington & Vale Royal College has adopted the model publication scheme developed for the further education sector and is therefore committed to publishing the information it describes.

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. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

---

#### **4 Who we are/What we do**

Warrington & Vale Royal College is a General Further Education College with campuses in Warrington & Winsford. Warrington & Vale Royal College was born out of the merger between Warrington Collegiate and Mid Cheshire College, which took place on the 1 August 2017.

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

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

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.

To request information available through our publication scheme, please contact:

Data Protection Officer  
Warrington & Vale Royal College  
Winwick Road  
Warrington  
WA2 8QA  
Tel: 01925 494270  
Email: [tcallaghan@wvr.ac.uk](mailto:tcallaghan@wvr.ac.uk)

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?**

From 1 January 2005 individuals 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.

The college has 1 month to respond to requests.

You should note we are not required to release information to which an exemption in the Act legitimately applies. However, where this is the case, we will explain to you why we are not releasing information and we may also have to justify this to the Information Commissioner.

Exemptions include:

- Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.
- Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.
- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
- Investigations and proceedings. If an investigation is on-going it is unlikely that we will be able to let you have information until all proceedings are finalised.
- Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.

- Information that the Principal of the college decides is not in the public interest to disclose.

## **7 Our Policy on Charging for Information**

Much of our information is available to you free of charge. However, Warrington & Vale Royal College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with that Act and any other relevant legislation.

## **8 Feedback**

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 Publication Scheme Co-ordinator below:

Data Protection officer  
Warrington & Vale Royal College  
Winwick Road  
Warrington  
WA2 8QA

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 Office website at

<https://ico.org.uk/>

**WARRINGTON & VALE ROYAL COLLEGE**

**PUBLICATION SCHEME – Part 2**

The seven classes of information outlined below form the Publication Scheme.

<b>Class</b>	<b>Manner</b>
• Legal Framework	On request
• How the College is organised	College Website
• Partners	College Website and on request
• Location and Contact details	College Website
• Student contacts and activities	College Website
• Funding / income	On request
• Accounts	On request
• Financial audit reports	On request
• Capital programme	On request
• Financial regulations & procedures	On request
• Staff pay and grading structures	On request
• Register of suppliers	On request
• Procurement and tender procedures & reports	On request
• Contracts	On request
• Annual report	On request
• Corporate and business plans	On request
• Teaching and learning strategy	On request
• Academic quality and standards	College website
• External review information	On request
• Corporate relations	On request
• Government and regulatory reports	On request
• Minutes from governing body, academic boards and steering groups	College website and on request
• Teaching and learning committee minutes	On request
• Minutes of staff/student consultation meetings	On request
• Appointment committees and procedures	On request
• Conducting college business	College website
• Academic services	College website
• Student services	College website
• Human resources	College website
• Recruitment	College website

## Publication Scheme

Class	Manner
<ul style="list-style-type: none"> <li>• Code of conduct for members of governing bodies</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Estate management</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Complaints</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Records management &amp; Personal data</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Charging regimes (statutory)</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Information legally required to hold in publicly available registers</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Asset registers</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Disclosure logs</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Prospectus</li> </ul>	College website/hard copy
<ul style="list-style-type: none"> <li>• Wellbeing advice</li> </ul>	College website/leaflets
<ul style="list-style-type: none"> <li>• Careers advice</li> </ul>	College website/leaflets
<ul style="list-style-type: none"> <li>• Chaplaincy services</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Services for which the College is entitled to recover a fee</li> </ul>	On request
<ul style="list-style-type: none"> <li>• Sports &amp; recreation facilities</li> </ul>	College website/leaflets
<ul style="list-style-type: none"> <li>• Libraries, special collections &amp; Archives</li> </ul>	College website/leaflets
<ul style="list-style-type: none"> <li>• Facilities hire</li> </ul>	College website
<ul style="list-style-type: none"> <li>• Advice &amp; guidance</li> </ul>	College website/leaflets
<ul style="list-style-type: none"> <li>• Local campaigns</li> </ul>	College website/reports
<ul style="list-style-type: none"> <li>• Media releases</li> </ul>	College website