

SOUTH LANARKSHIRE COLLEGE



Publication Scheme

Reviewed and updated 29/11/2018

INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to recorded information held by South Lanarkshire College. Anyone can use this right, and information can only be withheld where FOISA expressly permits it. FOISA requires the College to adopt and maintain a publication scheme, and to publish information in accordance with that scheme

Publication Scheme and Guide to Information

Our Publication scheme describes the information the College publishes, tells the public where to find it, and whether there is a charge for it. When deciding what we will publish, the College must consider the public interest in information about:

- our services, the cost of providing services, and the standards attained by those services
- the facts or analyses, on the basis of which we have made decisions of importance to the public
- the reasons for the decisions we have made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities. The Commissioner has developed the Model Publication Scheme 2017 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges

You can find a link to the MPS [here](#). South Lanarkshire College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS.

The MPS sets out nine broad classes of information, and by adopting it, South Lanarkshire College is committing to publishing everything that we hold which falls into the broad description given for each class. The MPS classes are:

1. About the authority

Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

2. How we deliver our functions and services

Information about our work, our strategies and policies for delivering our functions and services and information for our service users.

3. How we take decisions and what we have decided

Information about the decisions we take, how we make decisions and how we involve others.

4. What we spend and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

5. How we manage our human, physical and information resources

Information about how we manage our human, physical and information resources.

6. How we procure goods and services from external providers

Information about how we procure goods and services and our contracts with external providers.

7. How we are performing

Information about how we perform as an organisation and how well we deliver our functions and services.

8. Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

9. Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

GUIDE TO INFORMATION

Our Guide to Information (below) makes information available under the classes described in the MPS. It:

- allows the public to see what information is available in relation to each class
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help with accessing the information
- explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. The MPS also covers environmental information.

The MPS applies six principles which apply to all information published through the MPS and are detailed below:

Principle One: Availability and format of information under the publication scheme

Where possible, we aim to publish information under the scheme on our website www.slc.ac.uk.

In certain circumstances, where information is not available on the website, a hard copy may be provided. There may be charges for production of this.

If copies of the information requested can't be provided for reasons of security, inspection can be arranged on College premises by appointment during normal office hours.

Requests for information under the publication scheme may be made by 'phone, post and e-mail. It is preferable for requests to be made by post or email to allow us to keep a true and transparent record of all correspondence.

All enquiries must be directed to:

Freedom of Information Office,
South Lanarkshire College
College Way
East Kilbride G75 0NE.
Phone: 01355 807780
Email: foi.office@slc.ac.uk

In order to process a request, we'll need the following details:

Your name and address, telephone number or e-mail address, description of the information required. If you require information to be provided in an alternative format please make this clear on your request for information.

If you require support or assistance with making your request, please contact:

Karen Phillips, Depute Head of Faculty of Business
Email: karen.phillips@slc.ac.uk

Where necessary, we aim to provide all documentation in large print and other alternative formats. We can also provide information on language translation.

The College will aim to provide information within 20 days. Where information is requested in specialist format this may take a little longer to allow for production time.

Principle Two: Exempt Information

Information may be withheld from any of the classes of information listed above where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation, including statistical information in cases where small numbers may allow the identification of individuals. We may also withhold information which is personal information under the Data Protection Act 1998. We will always give a reason for withholding or redacting information.

Principle Three: Copyright and Re-use

Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged. Where the copyright holder is a third party the consent of the third party requires to be sought before the information obtained under the publication scheme is copied.

Principle Four: Charges

The MPS states that there are no charges to view information on our website or at our premises, except where there is a fee set by other legislation e.g., for access to some registers.

We may charge for photocopying, computer discs or pen drives, postage and packaging and other costs associated with supplying information.

Information currently available in electronic format and stock publications will be free of charge. Where copying in excess of 50 pages is required a charge of £0.02 per

page will be levied on excess copies. Postage will be charged in excess of £2.00 per request. All charges will be invoiced with dispatch and must be paid within 30 days.

The charges reflect what it actually costs the College for copying and postage. There will be no further charges for information in Classes 1 – 7 below. An exception is made for commercial publications (see Class 8 below) where pricing may be based on market value.

Principle Five: Contact Details

The overall running of the College's publication scheme is the responsibility of:

Stewart McKillop, College Principal
Email: stewart.mckillop@slc.ac.uk

Day-to-day responsibility for running the scheme lies with:

Angus Allan, Depute Principal
Email: angus.allan@slc.ac.uk

Any complaints about the publication scheme should be addressed to:

Angela Martin, Clerk to the Board of Management
Email: angela.martin@slc.ac.uk

If you require support or assistance with making your request, please contact:

Karen Phillips, Depute Head of Faculty of Business
Email: karen.phillips@slc.ac.uk

Principle Six: Duration

Information is available for the current and previous two financial years. Where information has been updated or superseded, only the current version is available but previous version may be requested under section 1(1) of FOISA.

CLASSES OF INFORMATION

MPS CLASS	SUBCLASS
About the authority	Freedom of Information Contact Names and Addresses Principal Officers Contact Information Location Opening Hours Academic Year Dates Holidays Complaints Procedures How to request information from the institution Personal information requests under the
How we deliver our functions and services	Services for students: Mental Health and Wellbeing Clean Air College Let's Clear the Air January-June Steps

	<p>Advice Centre</p> <p>Carers and Care Experienced</p> <p>Learning Development</p> <p>LGBT Youth Charter</p> <p>Life After SLC</p> <p>Careers and Employability</p> <p>Useful Contacts</p> <p>Student Charter</p> <p>Student Code of Conduct</p> <p>Malpractice and Maladministration in Internal Assessments (Honesty and Integrity in Assessment)</p> <p>Student Assessment Appeals</p> <p>Complaints Procedure</p> <p>Disciplinary Procedures</p> <p>Enrolment Terms and Conditions</p> <p>Health, Safety and Security</p> <p>General documentation:</p> <p>Vision & Mission</p> <p>Strategic Plan</p> <p>Annual Report</p> <p>Student Participation and Achievement</p> <p>Annual Financial Statement</p>
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	<p>Structure and broad content of courses: full-time courses; part-time courses; flexible learning; training solutions for business;</p> <p>tuition fees;</p> <p>payment of fees;</p> <p>fee waiver policy</p> <p>assessment appeals procedures</p> <p>Support for learning services</p> <p>Careers services</p> <p>Relationship with Student Association: Strategic Plan</p> <p>Finance Procedures</p> <p>Newsletters</p> <p>Constitution</p> <p>Executive Committee Roles</p> <p>Student Elections</p> <p>SRS Commitment</p>
<p>How we take decisions and what we have decided</p>	<p>Committees and Board of Management: membership and remits</p>

	<p>minutes and papers</p> <p>In some instances, information from committee minutes will be exempt from disclosure where it contains personal information, information that may substantially prejudice the commercial interests of any person or organisation, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.</p>
What we spend and how we spend it	<p>Annual Financial Statements</p> <p>Senior Staff Remuneration</p>
How we manage our human, physical and information resources	<p>Equal opportunities: equality and diversity policies, statements, procedures and guidelines</p>
How we procure goods and services from external providers	<p>Procurement policies and procedures</p>
How we are performing	<p>Our KPIs</p>
Our commercial publications	
Our open data	

