FREEDOM OF INFORMATION POLICY (INC PUBLICATION SCHEME)

Audience:	X College
Requirement:	Essential
Policy Owner:	Data Protection Officer
Review Delegation:	Corporation
Review Cycle:	Every 3 years
Last Review:	February 2026
Due for Review:	February 2029

SOUTH HAMPSHIRE COLLEGE GROUP
FREEDOM OF INFORMATION POLICY

1.0   Statement of Principles

1.1.   Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 (FOIA). 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.

1.3.   Fareham College is compliant with the requirement of the Further Education model provided by the Information Commission. The College is committed to making as much information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

2.0   Scope

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 '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.   A publication scheme must set out the classes, or categories, or information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3.0   Detail

3.1   The College adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

3.2   That model was 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 institutions, 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.

Accessing information covered by the publication scheme

3.3   The classes of information we publish are described in Annex A to this policy. Next to each class we have indicated the manner in which the information described will be available.

3.4   To request information available through our publication scheme, that is not available on-line at https://www.shcg.ac.uk please contact: Data Protection Officer, South Hampshire College Group, Bishopsfield Road, Fareham, Hampshire PO14 1NH. Tel. No. 01329 815209 or email foi@shcg.ac.uk

3.5   Please note that a publication scheme relates to 'published' Information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme?

3.6   Since January 2005 you have had the right, under the FOIA, to request any information held by a public authority, which it has not already made available through its publication scheme.

3.7   Requests should be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, calculated according to Fees Regulations. They are not required to release information to which an exemption in the Act legitimately applies. 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.

3.8   When dealing with a request for information which contains personal data, the College will consider the request under the appropriate FOIA section of the Data Protection Act 2018 and the new EU General Data Protection Regulation that came into effect on 25 May 2018.

3.9   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

Further Information

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

South Hampshire College Group
Freedom of Information Publication Scheme

The College will make a charge for paper copies of documents unless otherwise indicated.

Class	Description	P = Paper E = Electronic W = Website
1	**Who we are and what we do**	
1.1	Organisational information, structures, locations and contacts • Full-time and part-time prospectuses • Organisation structure charts • Terms of Reference of Committees	P / E / Website P / E P / E
1.2	Legal Framework • Instrument and articles of government	P / E / Website
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it • Funding bodies • Local schools & universities • Local authorities • Awarding bodies • Employers • Training providers • Health and wellbeing bodies	P/E
1.4	Location and contact details See Group website (https://www.shcg.ac.uk)	Website
1.5	Student activities • Student Council terms of reference, list of officers and related documents	P/E
2	**What we spend and how we spend it**	
2.1	Funding / income / budgetary and account Information; expenditure • Annual statement of accounts • Budgets for current year	P / E / Website P / E
2.2	Financial audit reports Reports of financial statements auditors	P / E
2.3	Capital programme • Finance & Resources Committee Minutes	P / E/Website
2.4	Financial regulations and procedures • Financial Regulations • Financial procedures	P / E

Class	Description	P = Paper E = Electronic W= Website
2.5	Staff pay and grading structures; Staff allowances and expenses • Salary scales for teaching and support • All College Expenses Policy	P / E
2.6	Register of Suppliers; Procurement and tender procedures and reports; contracts • Financial procedures • Any contracts currently available for public tender	P / E
3	**What our priorities are and how we are doing**	
3.1	Annual report • Principal's termly report • Corporation Minutes	P / E P / E / Website
3.2	Corporate and business plans • Strategic plan • Corporation Minutes	P / E / Website
3.3	Teaching and learning strategy; Academic quality and standards • Curriculum & Quality Committee Minutes • Strategic plan • Self-Assessment report • Quality Improvement Plan	P / E /Website P / E/ Website P / E/Website P / E
3.4	External review information • Ofsted reports • Published performance tables	P / E /Website
3.5	Corporate relations • Full-time and Part-time prospectuses	Website
3.6	Government and regulatory reports • Ofsted / other reports	P / E/Website
3.7	Minutes from governing body, council, academic boards and steering groups	P / E /Website
3.8	Minutes of staff/student consultation meetings / Appointment committees and procedures • Student Board Minutes	P / E
4 Our policies and procedures		
4.1	Policies and procedures for conducting College business • Corporation Standing Orders • Financial procedures • Financial Regulations	Website P / E P / E /Website
4.2	Procedures and policies relating to academic services • Malpractice and Maladministration policy	P / E / Website

Class	Description	P = Paper E = Electronic W = Website
4.3	Procedures and policies relating to student services • Admissions & Enrolments Policy • Full-time and part-time prospectuses • Fitness to Study Policy • Complaints Policy • Drugs & Alcohol Misuse Policy • Health and wellbeing information/service • Work Experience Policy • Safeguarding Policy	P / E / Website P / E / Website P / E
4.4	Procedures and policies relating to People and Culture • Capability policy/procedure • Disciplinary policy/procedure • Grievance policy/procedure • DBS policy/procedure • Flexible Working policy/procedure • Sickness Absence policy/procedure • Pensions Discretionary Policy • Whistleblowing Policy	 P / E
4.5	Procedures and policies relating to recruitment • Current vacancies and recruitment information	Website
4.6	Code of Conduct for members of governing bodies • Code of Conduct • Conflicts of interest policy	P/E/Website
4.7	Equality & Diversity Policy	P/E/Website
4.8	Health & Safety • Health & Safety Policy	P/E
4.9	Complaints policies and procedures • Complaints Policy • Procedure for complaints against the Corporation (inc in above)	P/E/Website
4.10	Records management and personal data policies • Data Protection Policy	P/E/Website
4.11	Charging regimes and policies • Full-time and part-time prospectuses • Fees Policy • Sub-contracting Policy	P/E/Website

Class	Description	P = Paper E = Electronic W = Website
5	**Lists and registers**	
5.1	Any information we are currently legally required to hold in publicly available registers • Corporation members – register of interests	P/E/Website
5.2	Asset registers • Annual accounts	Website
6	**The services we offer**	
6.1	Prospectus and course content • Full-time and part-time prospectuses	P/E/Website
6.2	Health, welfare and counselling services • Health & Wellbeing service	P/E/Website
6.3	Careers advice • Information, advice & guidance	P/E/Website
6.4	Chaplaincy services & multi-faith provision • Chaplaincy Service	Website
6.5	Libraries & Study Centres • Resources; Computer and IT Facilities; Support/Customer Services;	Website
6.6	Sports and recreational facilities • Businesses /Conference Facilities • Campus facilities	Website
6.7	Media releases Press releases	Website