

Freedom of Information Publication Scheme and Procedure

Rochdale Sixth Form College Freedom of Information Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by RSFC.

This publication scheme commits RSFC to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by RSFC. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits RSFC:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by RSFC and falls within the classifications below.
- To specify the information which is held by RSFC and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information RSFC makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

The classes below describe the information contained. A detailed publication scheme is located at Appendix A

Who we are and what we do.

- Instruments and articles of Governance.
- Governing body and committee membership
- Boards and committees terms of reference
- Meeting structure
- Student Council structure
- Organisational chart
- Governing Body Minutes
- Mission statement
- Prospectus
- Website
- Address
- Contact details
- Map

What we spend and how we spend it.

- Financial accounts
- Budget
- External audit reports

- Capital expenditure
- Capital Working Group minutes
- Financial regulations and procedures
- Fraud Policy
- Travel and subsistence policy
- Whistle blowing Policy
- Cycle to Work Scheme
- Risk Management Policy
- Risk Management Framework
- Learner Support Fund Policy
- Tender documents 9/10 – current.

What our priorities are and how we are doing.

- College value added analysis
- External audit reports
- Self Assessment Report
- LAT reports/Data service reports
- Strategic Plan
- Part 1 minutes of the governing body and committees
- Staff and student consultation minutes

Our policies and procedures.

- Admissions Policy
- Single Equality Scheme
- Health and Safety Policy
- Asbestos Policy
- Legionella Policy
- Lone Working Policy
- COSHH
- Lifting Operations and Lifting Equipment Policy
- Manual Handling Policy
- PPE Policy and Procedure
- Provision and Use of Work Equipment Policy
- Risk Assessment Policy
- Travel and subsistence policy
- Whistle Blowing Policy
- Complaints Policy
- Branding Policy
- Time off for trade union duties
- Sickness absence Policy
- Senior postholder disciplinary Procedure
- Senior postholder grievance Procedure
- Capability Procedure
- Disciplinary Procedure
- Employment Reference Policy
- Grievance Policy
- Information Security Policy
- Maternity, paternity and adoption policy
- Overtime policy

- Performance management policy
- Recruitment and selection policy
- Redundancy policy
- Learning and Teaching Policy
- Bully and Harassment Policy
- Drugs and Illegal substances Policy
- Attendance and Punctuality guide
- Examinations and Coursework Policy
- The quality cycle
- Student planner
- Trips and visits policy and procedure
- RSFC10
- Learning and Teaching Policy
- Examinations and Coursework Policy
- Achievement and Standards Policy
- RSFC10
- Learning agreement (blank)
- Prospectus
- Student planner
- EMA Procedures
- Bursary fund procedures
- Attendance and Punctuality guide
- Child Protection policy
- RSFC Honours Programme
- Enrichment Guide
- Achievement Centre Guide
- Parents guide
- Bully and Harassment Policy
- Drugs and Illegal Substances Policy
- Examinations and Coursework Policy
- Student Disciplinary Policy
- Student Policy and Procedure on Risk Assessment in Pregnancy
- Travel and subsistence policy
- Whistle blowing policy
- Complaints policy
- Time off for trade union duties
- Sickness absence policy
- Senior postholder disciplinary procedure
- Senior postholder grievance procedure
- Capability procedure
- Disciplinary procedure
- Employment reference policy
- Grievance policy
- Maternity, paternity and adoption policy
- Overtime policy
- Pay Protection Policy
- Performance management policy
- Recruitment and selection policy
- Redundancy policy

- Stress Policy
- Leave of Absence Policy
- Emergency Closure Policy
- Data Protection Policy
- Information Security Policy
- FOI Procedure
- Learner Support Fund Policy

Lists and Registers.

- Register of interests
- Asset register
- Data Protection registration

The Services we Offer.

- Achievement Centre guide
- Enrichment Guide
- Press releases
- Newsletters
- Prospectus
- Examination and Coursework Policy
- Enrichment Guide.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Information covered by this scheme is listed in more detail below and specifies the format and normal method of access. Where it is within the capability of RSFC, information will be provided at www.rochdalesfc.ac.uk. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website requests can be made in writing to the address below. RSFC will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person and if applicable will be identified below. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where RSFC is legally required to translate any information, it will do so. Obligations under disability and discrimination and equality legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the RSFC for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public RSFC that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Written requests should be addressed to:

PA to the Principal (FOI request)
Rochdale Sixth Form College
College Road
Rochdale
OL12 6HY

Email requests are to be made to Info@rochdalesfc.ac.uk

Telephone enquires may be made to Maria Jorysz FOI Officer on 01706 769800

Appendix A

Rochdale Sixth Form College Freedom of Information Act Publication Scheme

Class	Description	Method	Fee
Who We Are and What We Do			
Who we are and what we do	<ul style="list-style-type: none"> • Instruments and articles of Governance. • Governing body and committee membership 	Email request Email request	FOC FOC
	<ul style="list-style-type: none"> • Boards and committees terms of reference • Meeting structure • Student Council structure • Organisational chart • Governing Body Minutes • Connexions • Partner schools • Kingsway Foundation 	Email request Email request Email request Email request www.rochdalesfc.ac.uk	FOC FOC FOC FOC FOC
	<ul style="list-style-type: none"> • Mission statement • Prospectus • website 	Email request www.rochdalesfc.ac.uk www.rochdalesfc.ac.uk	FOC FOC
	<ul style="list-style-type: none"> • 		
	<ul style="list-style-type: none"> • Address • Contact details • Map 	www.rochdalesfc.ac.uk www.rochdalesfc.ac.uk www.rochdalesfc.ac.uk	FOC FOC FOC
	<ul style="list-style-type: none"> • Student Council constitution • College calendar • Open events • Performances and productions 	Email request Email request Email request Email request	FOC FOC FOC FOC

What we spend and how we spend it.	<ul style="list-style-type: none"> • Financial accounts • Budget 	Email request Email request	FOC FOC
	<ul style="list-style-type: none"> • External audit reports 	Email request	FOC
	<ul style="list-style-type: none"> • Capital expenditure • Capital Working Group minutes 	Email request Email request	FOC FOC
	<ul style="list-style-type: none"> • Financial regulations and procedures • Fraud Policy • Travel and subsistence policy • Whistle blowing Policy • Cycle to Work Scheme • Risk Management Policy • Risk Management Framework • Learner Support Fund Policy • Tender documents 9/10 – current. 	Email request Email request Email request Email request Email request Email request Email request Email request Email request Email request	FOC FOC FOC FOC FOC FOC FOC FOC FOC Price on application
What our priorities are and how we are doing.	<ul style="list-style-type: none"> • College value added analysis • External audit reports • Self Assessment Report • LAT reports/Data service reports • Strategic Plan • Part 1 minutes of the governing body and committees • Staff and student consultation minutes 	Email request Email request Email request Email request Email request Email request Email request	FOC FOC FOC FOC FOC FOC FOC
Our Policies and procedures	<ul style="list-style-type: none"> • Admissions policy • Single Equality Scheme • Health and Safety Policy • Asbestos Policy • Legionella Policy • Lone Working Policy • COSHH • Lifting Operations and Lifting Equipment Policy 	Email request Email request Email request Email request Email request Email request Email request Email request Email request	FOC FOC FOC FOC FOC FOC FOC FOC FOC

	<ul style="list-style-type: none"> • Manual Handling Policy • PPE Policy and Procedure • Provision and Use of Work Equipment Policy • Risk Assessment Policy • Travel and subsistence policy • Whistle blowing policy • Complaints policy • Branding policy • Time off for trade union duties • Sickness absence policy • Senior postholder disciplinary procedure • Senior postholder grievance procedure • Capability procedure • Disciplinary procedure • Employment reference policy • Grievance policy • Information security policy • Maternity, paternity and adoption policy • Overtime policy • Performance management policy • Recruitment and selection policy • Redundancy policy • Learning and Teaching Policy • Bully and Harassment Policy • Drugs and Illegal substances Policy 	<p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p>	<p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p>
	<ul style="list-style-type: none"> • Attendance and Punctuality guide • Examinations and Coursework Policy • The quality cycle • Student planner • Trips and visits policy and procedure • RSFC10 • Learning and Teaching Policy 	<p>www.rochdalesfc.ac.uk</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p>	<p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p>

	<ul style="list-style-type: none"> • Grievance policy • Maternity, paternity and adoption policy • Overtime policy • Pay Protection Policy • Performance management policy • Recruitment and selection policy • Redundancy policy • Stress Policy • Leave of Absence Policy • Emergency Closure Policy 	<p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p>	<p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p>
	<ul style="list-style-type: none"> • Data Protection Policy • Information Security Policy • FOI Procedure 	<p>Email request</p> <p>Email request</p> <p>Email request</p>	<p>FOC</p> <p>FOC</p> <p>FOC</p>
Lists and registers	<ul style="list-style-type: none"> • Register of interests • Asset register • Data Protection registration 	<p>Email request</p> <p>Email request</p> <p>www.ico.gov.uk</p>	<p>£5</p> <p>£10</p> <p>FOC</p>
The services we offer	<ul style="list-style-type: none"> • Achievement Centre guide • Enrichment Guide • Press releases • Newsletters • Prospectus • Examination and Coursework Policy • Enrichment Guide 	<p>www.rochdalesfc.ac.uk</p> <p>www.rochdalesfc.ac.uk</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p> <p>Email request</p>	<p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p> <p>FOC</p>