

## Leeds College of Building

### PUBLICATION SCHEME

#### INTRODUCTION

##### 1. Legal requirement

1.1 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.

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

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

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 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.

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

##### 3. Who we are

The College was first established as an independent institution in 1960 and operates as a specialist construction college. The college is divided into three faculties which are:

Construction Craft Studies – Plastering, Wall & Floor Tiling, Brickwork, Roofing, Painting & Decorating, Carpentry & Joinery, Shopfitting, Machine Woodworking, OSAT, Team Ed

Mechanical Electrical Services – Plumbing, Gas, Heating, Welding, Electrical  
Higher Education & Construction Management - HE, GNVQ, Supervisory, Health & Safety

The approximate number of students attending the college during the year is 5000 made up of both full-time and part-time students.

##### 4. Accessing information covered by the publication scheme

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

4.2 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.

4.3 To request information available through our publication scheme, please contact: David Pullein,  
Executive Director - Finance  
Leeds College of Building  
North Street  
LEEDS  
LS2 7QT  
[dpullein@lcb.ac.uk](mailto:dpullein@lcb.ac.uk) or 0113 222 6028

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

## 5. **What about information not covered by the publication scheme?**

5.1 You 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.

5.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be 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.

## 6. **Feedback**

6.1 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, David Pullein at the above address.

6.2 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

## 7. **Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Leeds College of Building  
Freedom of Information Act Publication Scheme**

<b>Class</b>	<b>Name of Document/Description</b>	<b>Manner ie paper or electronic</b>	<b>Location</b>	<b>Fee is 10 pence per single sheet and 15p per double sheet</b>
<b>Governance</b>				
Legal framework	Instruments & Articles of Government	Paper	Principal's Office DFES website	As above
How the institution is organised	Governors & Committee Structure Organisation Chart Staff job descriptions College Sites	Paper Paper " Electronic	Principal's Office Principal's Office HR Office Website	As above
Information on the institutional context	Quality Assurance Handbook (guide to quality policies, procedures and practice) Internal Verification Handbook (IV procedures and practices) Mission Statement – included in Strategic Plan Strategic Plan Annual Report Inspection Report	Paper " " " " "	Quality Improvement Manager Quality Assur Coordinator Principal's Office " " "	As above
Management structure	Structure & Membership of Exec & SMT & College Management Team Structure & Membership of Corporation Committee Structure (Audit, F&GP, Quality, Premises, Employment, Remuneration, Search, Student Liaison committee) Committee Terms of Reference & Standing Orders Code of Conduct Strategic Plan Internal Committee Structure Agendas and notes of internal committee meetings Declaration of Interests Corporation papers	Paper " " " " " " " " " " "	Principal's Office " " " " " " " " " " Clerk to the Corporation	As above
<b>Financial Resources</b>				
Finance	Previous year's budgets and accounts Contracting - Included in the Financial Regulations Goods and Services - Included in the Financial Regulations Insurance - Included in the Financial Regulations Pensions – Included in the Financial Regulations and detailed in the annual accounts Remuneration of senior staff – detailed in the annual accounts	Paper " " " " "	Principal's Office " " " " "	As above



<b>Student Administration &amp; Support</b>				
Information on student admission, progression and completion	Guidance Policy College Performance Report Student certificates Student achievements (student by student analysis) Destination survey (summarised 'section 50' report on student destinations)	Paper " " " Paper	Student Services Manager DIS Office DIS Office Examination Office Quality Improvement Manager	As above
Student accommodation	N/A			
Student administration	Student records policies and procedures – included in the data protection policy Security and data protection - included in the data protection policy, risk management plan and disaster recovery plan	Paper "	DIS Office DIS Office	As above
Student admission and enrolment	Admissions and enrolment guidelines – details on the enrolment form and in the prospectuses and the student charter	Paper	Principal's Office	As above
Student discipline	Disciplinary Procedures Complaints Procedures	Paper Paper	Principal's Office	As above
Student learning support services	Learning support aims and objectives Key Skills policy	Paper	Learning Support Learning Support	As above
Student liaison	Student Union Constitution	Paper	Student Union Office	As above
Student policies	Drugs policy Student disciplinary policy Careers education and Guidance Data protection Guidance policy Harassment guidelines/students	Paper " " " " "	Principal's Office " Student Services Office DIS Office Student Services Office	As above
Student welfare	Student diary (equivalent to student handbook)		Marketing	As above
Student Associations and Activities				
Student assessment strategy	Examination schedules Examination regulations	Paper "	Examination Office "	As above
<b>Information Services</b>				
Availability and conditions of use of facilities	Student diary Staff handbook Acceptable Use (IT) Policy Data protection policy Guide to Dewey System Guides to Library	Paper " " " Paper/Electr "	Marketing HR Office HR Office Principal's Office Library	As above
Mission statements and related documents	Mission statements and related documents – included in the Strategic Plan and Self Assessment Reviews	Paper	Principal's Office	As above

Policies with regard to data and information	Security policies – data protection policy and disaster recovery plan Data Protection Policy Data protection statements/policies – data protection policy	Paper	Principal's Office	As above
Procurement and disposal policies	Policies relating to the procurement and disposal of equipment – included in the Financial Regulations	Paper	Exec Director - Finance	As above
Scope of collections held	Heritage (a computerised library management system which catalogues resources and controls circulation) Trade literature index	Electronic Paper/Electr	Library “	As above
<b>Teaching &amp; Learning</b>				
Academic year dates	College calendar Enrolment pack	Paper “	Principal's Office Student Services	As above
Further course information	College calendar Enrolment pack Prospectus Short course booklet Course leaflets Subject/course change documentation Work experience procedures	Paper “ Paper/Intern “ “ Paper “	Principal's Office Student Services “ “ “ “	As above
Information on internal procedures for assuring academic quality and standards	New course proposal form Curriculum and Assessment Policy Course evaluation survey Accessibility survey Satisfaction survey (students view of their experience of teaching and wider aspects of college life) Quality Assurance Handbook (guide to quality policies, procedures and practice) Appraisal/observation/self assessment cycle Complaints Procedure	Paper “ “ “ “ “ “ “ “	Quality Improvement Manager “ Exec Director - Support Services Quality improvement Manager “ HR Office Quality Improvement Manager	As above
Tuition fees	Information for students Information on other charges	Paper “	In prospectuses Published in documents as required	
<b>External Relations</b>				
Government and Regulator relations	Ofsted inspection report Provider performance review Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc AAV Report EV Reports	Paper/Intern Paper Paper “ “	Principal's Office <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> Principal's Office “ “	

Marketing and recruitment	Full-time and part-time prospectus Literature regarding open day Website Marketing Policy and Procedure Annual Report	Paper/Internet Paper Internet Paper “	Student Services <a href="http://www.lcb.ac.uk">www.lcb.ac.uk</a> Marketing Manager <a href="http://www.lcb.ac.uk">www.lcb.ac.uk</a> Marketing Manager Marketing Manager “	
Public relations	Student bulletins Press releases College newsletter Student diary/handbook	“ Paper/Electr “ “	Student Services Marketing Manager Principal's Office Student Services	