

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
- Sustainable Building Services
- Higher Education & Construction Management

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:

Nikki Davis
Vice Principal - Teaching, Learning & Quality
Leeds College of Building
North Street
LEEDS
LS2 7QT
ndavis@lcb.ac.uk or 0113 222 6055

- 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 have 20 working days to respond. There may be a fee, which will have to be calculated according to Fees Regulations. We 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. Fees will be kept to a minimum and will cover printing, photocopying and postage.

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, Nikki Davis, 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

LEEDS COLLEGE OF BUILDING

Freedom of Information Act Publication Scheme

Class	Name of Document / Description	Manner i.e. paper or electronic	Location
Governance			
Legal framework	Instruments & Articles of Government	Paper	Principal's Office DFES website
How the institution is organised	Governors & Committee Structure Organisation Chart Staff job descriptions College sites	Paper " " Electronic	Principal's Office " HR Office Website
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 Assurance Co-ordinator Principal's Office " " "
Management structure	Structure & Membership of Exec & SMT & College Management Team Structure & Membership of Corporation Committee Structure (Audit, Performance & Remuneration, Search & Governance, 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
Financial Resources			
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	Paper " "	Principal's Office " "

Equal opportunities / Diversity	Equality Inclusion & British Values Policy Disability Statement Equality & Diversity Monitoring Statistics Impact Assessments	Paper " " "	HR Office " " "
Physical Resources			
Estates	Financial Regulations Property Strategy	Paper / Internet Paper	Vice Principal - Finance & Resources "
Student Administration & Support			
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 " " " "	Student Services Manager DIS Office DIS Office Exams Office Quality Improvement Manager
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 "
Student admission and enrolment	Admissions and enrolment guidelines – details on the enrolment form and in the prospectuses and the student charter	"	Principal's Office
Student discipline	Disciplinary Procedures Complaints Procedures	" "	" "
Student learning support services	Learning support aims and objectives	"	Learning Support
Student liaison	Student Union Constitution	"	Student Union Office
Student policies	Drugs Policy Student Disciplinary Policy Careers Education and Guidance GDPR (Data Protection) Guidance Policy Harassment guidelines (students)	Paper " " " " "	Principal's Office " Student Services Office " DIS Office Student Services Office
Student assessment strategy	Examination schedules Examination regulations	Paper "	Exams Office "

Information Services			
Availability and conditions of use of facilities	Staff handbook Acceptable Use (IT) Policy GDPR Data protection policy Guide to Dewey System Guides to Library	Paper " " Paper / Electronic "	HR Office HR Office Principal's Office Library "
Mission statements and related documents	Mission statements and related documents – included in the Strategic Plan and Self-Assessment Reviews	Paper	Principal's Office
Policies with regard to data and information	Security policies – data protection policy and disaster recovery plan Data Protection Policy- GDPR Data protection statements/policies – data protection policy	Paper " "	Principal's Office " "
Procurement and disposal policies	Policies relating to the procurement and disposal of equipment – included in the Financial Regulations	Paper	Vice Principal - Finance & Resources
Scope of collections held	Heritage (a computerised library management system which catalogues resources and controls circulation) Trade literature index	Electronic Paper / electronic	Library "
Teaching & Learning			
Academic year dates	College calendar Enrolment pack	Paper "	Principal's Office Student Services
Further course information	College calendar Enrolment pack Prospectus Short course booklet Course leaflets Subject / course change documentation Work experience procedures	Paper " Paper / Internet " " Paper "	Principal's Office Student Services Student Services " " " "
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	Paper " " " " " "	Quality Improvement Manager " " " " " HR Office

	Complaints Procedure	“	Quality Improvement Manager
Tuition fees	Information for students Information on other charges	Paper “	In prospectuses Published in documents as required
External Relations			
Government and Regulator relations	Ofsted inspection report Provider performance review Reports/returns to funding bodies, inspectorates, standards bodies, research councils, professional bodies, government departments etc. AAV Report EV Reports	Paper / Internet Paper “ “ “	Principal’s Office www.ofsted.gov.uk . 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 “	Student Services www.lcb.ac.uk Marketing Manager www.lcb.ac.uk Marketing Manager Marketing Manager “
Public relations	Student bulletins Press releases College newsletter Student handbook	“ Paper / Electronic “ “	Student Services Marketing Manager “ Student Services