

# Freedom of Information (Scotland) Act 2002

## Central College, Glasgow Publication Scheme

### Introduction

This document is the Central College, Glasgow Publication Scheme. It is based on the Model Publication Scheme (MPS) for Scottish Further Education Institutions which was developed by the Association of Scotland's Colleges (ASC). This revised Publication Scheme was approved by the Scottish Information Commissioner ('the Commissioner') on the 11<sup>th</sup> May 2009.

### The Legal Background

The Freedom of Information (Scotland) Act 2002 ('the Act') requires Scottish Public Authorities (SPAs) to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme (see Section 23 of the Act). The scheme must specify: (a) the classes of information which the authority publishes or intends to publish, (b) the manner in which information of each class is, or is intended to be, published; and (c) whether the published information is, or is intended to be, available to the public free of charge or on payment. The Act also allows the Commissioner to prepare or approve model publication schemes for classes of SPAs. Where an Authority adopts an approved MPS without modification, no further approval of the Commissioner is required so long as that model scheme remains approved; but the approval of the Commissioner is required in relation to any modification of the scheme by an authority.

The Environmental Information (Scotland) Regulations 2004 ('EIRs') requires SPAs to take reasonable steps to organise and keep up to date the environmental information which it holds and which is relevant to the SPAs function, with a view to active and systematic dissemination and to make this information progressively available by electronic means which are easily accessible to the public, unless it was collected before 14 February 2003 and is not available in electronic form. As a minimum, the EIRs oblige the SPAs to make available the type of information specified in Regulation 4 (2) of the EIRs. The colleges' FOI publication scheme adheres to this requirement.

### The Publication Scheme

The MPS for Scottish Further Education Institutions was compiled by the ASC with regard to the public interest in allowing public access to information relating to the activities of the Scotland's Colleges, including the provision of services by Scotland's Colleges, the cost of providing them, the standards attained, and the reasons decisions made.

The Publication Scheme consists of an introductory section, for general information about the College and its publication scheme, and the main part of the Publication Scheme consists of 16 groups, each of which has several classes of information. The groups are in a logical order and no one single group has a higher status than another. Each **Class** has a **Class Name** and a **Class Description**. It is the class to which the legal commitment to publish information is made. The types of information and documents listed in the Examples/Comments column are not an exclusive list. The College must publish any information not otherwise exempt under the Act that meets the Class Description.

The Publication Scheme applies only to information recorded or amended after the date the College adopted the Publication Scheme, unless otherwise stated in relation to a particular class or classes. However the College will publish information recorded or amended before the date of adoption where it is judged in the public interest to do so e.g. statistical, factual or analytical information which relates to current policy decisions or services.

### Categories of Information

The categories are:

|   |                       |
|---|-----------------------|
| 1 | INTRODUCTION          |
| 2 | GENERAL INFORMATION   |
| 3 | ACCESS TO INFORMATION |

|    |                                    |
|----|------------------------------------|
| 4  | GOVERNANCE                         |
| 5  | FINANCIAL RESOURCES                |
| 6  | CORPORATE PLANNING                 |
| 7  | PROCUREMENT                        |
| 8  | HUMAN RESOURCES                    |
| 9  | PHYSICAL RESOURCES                 |
| 10 | HEALTH AND SAFETY                  |
| 11 | DIVERSITY                          |
| 12 | STUDENT ADMINISTRATION AND SUPPORT |
| 13 | TEACHING QUALITY                   |
| 14 | INFORMATION SERVICES               |
| 15 | EXTERNAL AND COMMUNITY RELATIONS   |
| 16 | GOVERNMENT AND REGULATOR RELATIONS |
| 17 | ENVIROMENTAL INFORMATION           |

THE COLUMNS USED IN THIS PUBLICATION SCHEME ARE SHOWN BELOW

| Column            | Description  |
|-------------------|--|
| Class Name        | Short name of the class of information   |
| Class Description | What type of information is covered by the class   |
| Examples/Comments | Examples and comments to aid both the college and the public to understand what type of information is covered by the class. |

### Publication Timescale

In some of the Classes covered by this Publication Scheme, information is not published in accordance with this Publication Scheme until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by a following meeting. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

# Central College, Glasgow Publication Scheme

Produced as required by the Freedom of Information (Scotland) Act 2002

## 1. Introduction

|    |  |  |
|----|--|--|
| 1. | INTRODUCTION TO THE PUBLICATION SCHEME | <p>The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.</p> <p>Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this publication scheme from time to time.</p> <p>The purpose of the publication scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information and informs you whether it is free, or if there is a charge for the information.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.</p> <p>Where information is not published under this publication scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 - How to access information not available under the scheme.</p> |
| 2. | ABOUT CENTRAL COLLEGE, GLASGOW         | <p>As one of Scotland's further education colleges, Central College, Glasgow plays an important role in meeting the educational needs of individuals, businesses and communities in Glasgow and beyond. The College has over 9,000 enrolments each year, with more than 2,000 of these for full-time courses.</p> <p>The College serves a diverse community of learners many from areas of multiple deprivation.</p> <p>Central College, Glasgow's Board of Management comprises of people with extensive business expertise and practical experience of education and training. Currently serving on the Board of Management are representatives from industry, commerce and education. The private and public sectors are both represented, as is the College's Senior Management Team, teaching and support staff and the student body.</p> <p>Currently there are not Companies which are wholly owned by this Scottish Public Authority which are covered by FOISA.</p>   |

|    |                                  |  |
|----|----------------------------------|--|
| 3. | PREPARING THE PUBLICATION SCHEME | <p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:</p> <ul style="list-style-type: none"><li>• the services we provide;</li><li>• the costs of those services;</li><li>• the standard of those services;</li><li>• the facts that inform the decisions we take which are of importance to the public;</li><li>• the analysis that informs our decisions.</li></ul> <p>In preparing this publication scheme information requests received by the College since the Act was enforced in January 2005 have been reviewed, and the College's Senior Management Team, along with other Managers and Head of Departments have reviewed the information contained in the scheme to ensure accuracy.</p> |
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| 4. | ACCESSING INFORMATION UNDER THE SCHEME | <p>Information available under our publication scheme will normally be available through the routes described below. <i>Section 12 - Classes of Information</i> provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.</p> <p><b>Online:</b><br/>Most information listed in our publication scheme is available to download from our website. In many cases a link within <i>Section 12: Classes of Information</i> will direct you to the relevant page or document. Where no such link is present, you can use our website’s “Search” facility at <a href="http://www.centralcollege.ac.uk">www.centralcollege.ac.uk</a>. If you are still having trouble finding any document listed under our publication scheme, then please call Mr Fares Samara, Assistant Principal Corporate Services on 0141 2712138 for further assistance.</p> <p><b>By email:</b><br/>If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a>.</p> <p><b>By phone:</b><br/>Information can also be requested from us over the telephone. Please call Mr Fares Samara, Assistant Principal Corporate Services on 0141 271 2138 to request information available under this scheme.</p> <p><b>By post:</b><br/>All information under the scheme will normally be available in paper copy form. Please address your request to Mr Fares Samara, Assistant Principal Corporate Services, Central College, Glasgow, 300 Cathedral Street, Glasgow G1 2TA</p> <p>When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see <i>Section 6: Our Charging Policy</i> for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.</p> <p><b>Advice and assistance:</b><br/>If you have any difficulty identifying the information you want to access, then please contact Mr Fares Samara, Assistant Principal Corporate Services who will be happy to help. e-mail: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a>, telephone: 0141 271 2138</p> |
| 5. | INFORMATION THAT WE MAY WITHHOLD       | <p>All information covered by our publication scheme can either be accessed through our website or will be provided within 21 days following receipt of your request.</p>  |

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|    |                      | <p>Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in <i>Section 12 - Classes of Information</i>. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.</p> <p>Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.</p> <p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where the document containing the information cannot be released, it may, in many cases, be possible to provide copies with the withheld information edited out.</p> <p>If you wish to complain about any information which has been withheld from you, please refer to <i>Section 10 - Complaints</i>.</p> |
| 6. | OUR CHARGING POLICY  | <p>All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.</p> <p>We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.</p> <p>In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.</p> <p><b>Reproduction costs:</b><br/>Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).</p> <p>Computer discs will be charged at the rate of £1.00 per CD-Rom.</p> <p><b>Postage cost:</b><br/>We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p>   |
| 7. | OUR COPYRIGHT POLICY | <p>Central College, Glasgow holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our 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.</p>  |

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|     |  | <p>The publication scheme may, however, contain information where the copyright holder is not Central College, Glasgow. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within <i>Section 12 - Classes of Information</i>.</p> <p>Information about Crown copyright material is available on the website of the Queens Printer for Scotland at <a href="http://www.oqps.gov.uk">www.oqps.gov.uk</a>. We can provide you with a copy of this information if you do not have internet access.</p>   |
| 8.  | OUR RECORDS MANAGEMENT AND DISPOSAL POLICY | <p>The College has in place a Records Management Policy, which sets out arrangements for creation, retention and disposal of records and responsibilities of College staff.</p> <p>This policy applies to all records created, received or maintained by College staff in the course of carrying out their duties. It covers all records regardless of medium or means of storage. In general, it does not cover reference and information documents created by other organisations, which are kept for reference only rather than as a record of action or decision-making.</p> <p>A paper or electronic copy of the policy can be supplied on request.</p>  |
| 9.  | FEEDBACK                                   | <p>FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our publication scheme further. If you wish to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:</p> <ul style="list-style-type: none"> <li>• other information that you would like to see included in the publication scheme;</li> <li>• whether you found the publication scheme easy to use;</li> <li>• whether you found the publication scheme useful;</li> <li>• whether our staff were helpful;</li> <li>• other ways in which our publication scheme can be improved.</li> </ul> <p>Please send any comments or suggestions to Mr Fares Samara, Assistant Principal Corporate Services, Central College, Glasgow, G1 2TA,</p> <p>e-mail <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a> 0141 271 2138.</p> |
| 10. | COMPLAINTS                                 | <p>Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:</p> <p>Mr Fares Samara, Assistant Principal Corporate Services, Central College, Glasgow G1 2TA<br/>e-mail: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a></p>   |

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|     |  | <p>or telephone: 0141 271 2138</p> <p>Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.</p> <p>You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.</p> <p>The Commissioner’s website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:</p> <p>Scottish Information Commissioner<br/> Kinburn Castle<br/> Doubledykes Road<br/> St Andrews<br/> Fife<br/> KY16 9DS</p> <p>Tel: 01334 464610<br/> Email: <a href="mailto:enquiries@itspublicknowledge.info">enquiries@itspublicknowledge.info</a><br/> Website: <a href="http://www.itspublicknowledge.info">www.itspublicknowledge.info</a></p> <p>*verbal requests for environmental information are acceptable.</p> |
| 11. | HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME | <p>If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.</p> <p>Should you wish to request a copy of any information that we hold that is not available under this publication scheme, please write to Mr Fares Samara, Assistant Principal Corporate Services, Central College, Glasgow, G1 2TA</p> <p><b>Charges for information not available under the publication scheme:</b><br/> The charges for information which is available under this scheme are set out under section 6 - Our Charging Policy. If you submit a request to us for information which is <b>not</b> available under this publication scheme the charges will be based on the following calculations:</p>  |

*General information requests:*

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

*Charges for environmental information:*

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

*Requests for your own personal data:*

The maximum fee for dealing with subject access requests is £10.

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|     |                        |  |
| 12. | CLASSES OF INFORMATION | 1 INTRODUCTION<br>2 GENERAL INFORMATION<br>3 ACCESS TO INFORMATION<br>4 GOVERNANCE<br>5 FINANCIAL RESOURCES<br>6 CORPORATE PLANNING<br>7 PROCUREMENT<br>8 HUMAN RESOURCES<br>9 PHYSICAL RESOURCES<br>10 HEALTH AND SAFETY<br>11 DIVERSITY<br>12 STUDENT ADMINISTRATION AND SUPPORT<br>13 TEACHING QUALITY<br>14 INFORMATION SERVICES<br>15 EXTERNAL AND COMMUNITY RELATIONS<br>16 GOVERNMENT AND REGULATOR RELATIONS<br>17 ENVIRONMENTAL INFORMATION |

## 2. General Information

This section covers general information about how to make contact with the college. It includes information about how to complain about the college, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

| Class Name          | Class Description  | Examples/Comments   |
|---------------------|--|---|
| Name and address    | The name of the college, and the address of its principal office                       | Central College, Glasgow, G1 2TA.<br>Telephone: 0141 552 3941<br>Website: <a href="http://www.central-glasgow.ac.uk">www.central-glasgow.ac.uk</a>  |
| Principal officers  | Names of the principal officers of the college   | Mr P Little, Principal<br>Dr E Petrie, Depute Principal<br>Mr F Samara, Assistant Principal - Corporate Services<br>Ms J Weatherill, Assistant Principal - Quality & Performance  |
| Contact information | Information on how to contact the college  | Central College, Glasgow Information Unit   |
| Location            | Information on the college's principal and other main locations, including campus maps | 300 Cathedral Street Glasgow G1 2TA<br><br><a href="#">Maps</a> of College locations are available on the College website.  |
| Opening hours       | Opening hours of the college's principal office  | Monday - Thursday: 0800-2130<br>Friday: 0800-1700<br>Saturday: 1000-1300<br>Sunday: Closed  |
| Academic year dates | Information on the dates of the college's academic years                               | A full academic calendar is available.  |
| Holidays            | Dates of closure of the college  | College Closures in 2009:<br>10 <sup>th</sup> April<br>13 <sup>th</sup> April<br>20 <sup>th</sup> April<br>4 <sup>th</sup> May<br>13 <sup>th</sup> July<br>25 <sup>th</sup> September<br>28 <sup>th</sup> September<br>25 <sup>th</sup> December<br>26 <sup>th</sup> December<br>28 <sup>th</sup> December<br>31 <sup>st</sup> December |
| Complaints          | Procedures on how to complain about the college  | Complaints are dealt with according to the College Complaints Policy. Complaints forms are readily available in reception areas in all the College centres. The College   |

| Class Name                     | Class Description  | Examples/Comments  |
|--------------------------------|--|--|
|                                |  | <b>Complaints Policy and Complaints Form</b> are also available electronically on the College website. Complaints can also be made to the Scottish Public Services Ombudsman. Details can be found on their <b>website</b> . |
| Document serving               | Arrangements for serving official documents on the college | All official documents to be served on the College should be addressed to Mr P Little, Principal, Central College, 300 Cathedral Street, Glasgow, G1 2TA.  |
| Freedom of Information contact | Central contact point for Freedom of Information inquiries | Mr Fares Samara, Assistant Principal Corporate Services, Email: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a><br>Telephone: 0141 271 2138                                       |

### 3. Access to Information

This section tells people how to request information from the college, under FOISA, EIRs and the DPA. It also covers institutional procedures for these pieces of legislation.

| Class Name                         | Class Description  | Examples/Comments  |
|------------------------------------|--|--|
| Freedom of Information requests    | Details of how to request information from the college               | Mr Fares Samara, Assistant Principal Corporate Services, Central College, 300 Cathedral Street, Glasgow, G1 2TA.<br>Email: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a> Telephone: 0141 271 2138 |
| Personal information requests      | Details of how to make subject access requests under the DPA         | Mr Fares Samara, Assistant Principal Corporate Services, Central College, 300 Cathedral Street, Glasgow, G1 2TA.<br>Email: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a> Telephone: 0141 271 2138 |
| Environmental Information Requests | Details of how to request environmental information from the College | Mr Fares Samara, Assistant Principal Corporate Services, Central College, 300 Cathedral Street, Glasgow, G1 2TA.<br>Email: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a> Telephone: 0141 271 2138 |
| Freedom of information policies    | Institutional Freedom of Information policies and procedures         | Include information on requesting reviews or making complaints.  |
| Data Protection policies           | Institutional Data Protection policies and procedures                | Procedures for dealing with subject access requests.   |
| Environmental Policies             | Institutional Environmental Policies and Procedures                  | Include information on requesting reviews or making complaints.  |

## 4. Governance

This section covers information relating to the way the college is governed and how decisions are made. It includes information on the legal status of the college, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation.

| Class Name              | Class Description  | Examples/Comments   |
|-------------------------|--|---|
| Legal Framework         | Information on how the college was established and its standing from a legal perspective     | Institutional status under the Further and Higher Education (Scotland) Act 1992. The Act can be accessed on the <a href="#">Office of Public Sector Information</a> website.  |
| Governance Structure    | The college's governance structures and operational procedures                               | <p>Membership of the Board of Management:<br/> <a href="#">Board of Management Member Profiles</a> can be accessed on the College's website.</p> <p>The Board of Management has formally constituted several committees with terms of reference. These committees act with delegated authority.</p> <p>The Board's Committees include:</p> <ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Finance and General Purposes Committee</li> </ul> <p>The Board of Management has adopted and regularly reviews standing orders that govern the operation of the Board of Management and set out the terms of reference for its committees and ad hoc groups.</p> |
| Conflict of interests   | The college's conflict of interests policies   | The Board of Management has adopted a Code of Conduct in accordance with the Ethical Standards in Public Life (Scotland) Act 2000.  |
| Register of interests   | Institutional register of interests  | <p>Members of the Board of Management must register interests in accordance with the code of accordance established under the Ethical Standards in Public Life (Scotland) Act 2000.</p> <p>A <b>register of members' interests</b> is maintained to allow staff to record information on potential conflicts of interest.</p>   |
| Institutional structure | A description of the college's major organisational units and how these relate to each other | <p>The following information can be found on the College website<br/> <a href="http://www.centralcollege.ac.uk/foi/">http://www.centralcollege.ac.uk/foi/</a> :</p> <ul style="list-style-type: none"> <li>• Descriptions of major organisational units (including all academic and support teams and departments).</li> <li>• Information on relevant senior managerial staff in major organisational units.</li> <li>• Contact information for major organisational units.</li> </ul>   |
| Major committees        | The activities of major committees with devolved decision-making powers                      | <p>Board of Management Committees:</p> <ul style="list-style-type: none"> <li>• Audit</li> <li>• Finance and General Purposes</li> <li>• The Academic Board</li> </ul>  |

| Class Name | Class Description | Examples/Comments   |
|------------|-------------------|---|
|            |                   | Standing orders and other papers describing operations of major committees - paper copies are available on request. |

## 5. Financial Resources

This section covers information on the college's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

| Class Name            | Class Description   | Examples/Comments  |
|-----------------------|---|--|
| Financial statements  | The college's annual accounts   | The College's <b>financial statements</b> are available for the year ended 31 <sup>st</sup> July 2008. They have been presented to the Scottish Parliament in accordance with the Provisions of Public Finance and Accountability (Scotland) Act 2000.   |
| Budgetary processes   | Policies and procedures for making budgetary allocations to major budgetary units | The strategy is set out in the <b>Strategic Development Plan</b> and procedures for budget determination have been established.  |
| Budgets overview      | Summary of budgetary allocations to major budgetary units                         | Financial forecasts are given in the College's <b>Strategic Development Plan</b> .   |
| Financial regulations | College's financial administration manual   | The College's financial regulations and related policies and procedures are well established and are subject to regular review.  |
| Insurance             | Summary information on the college's major insurance policies                     | Insurance for the College and its subsidiary companies is provided by RSA material damage <ul style="list-style-type: none"> <li>• business interruptions</li> <li>• IT equipment</li> <li>• money</li> <li>• public and employers liability</li> <li>• governors liability</li> <li>• motor and personal accident</li> <li>• travel</li> <li>• works in progress</li> </ul> |
| Investments           | Summary information on institutional endowments and investments                   |  |

## 6. Corporate Planning

This section provides information on the college's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication.

| <b>Class Name</b>      | <b>Class Description</b>   | <b>Examples/Comments</b>   |
|------------------------|--|--|
| Mission                | College's Mission statement  | Changing Lives....shaping futures.   |
| Corporate plan         | College's corporate or Strategic Plan  | Central College, Glasgow <b>Strategic Development Plan 2008-2011.</b>  |
| Strategies             | Major institutional strategy documents   | Business Continuity<br>Core Skills<br>Estates<br>ISLT Strategy<br>Learning and Teaching<br>Retention, Achievement and Attainment<br>Human Resources  |
| Performance indicators | Indicators used by the governing body and senior management to measure overall institutional performance | Early Student Retention (SRR1)<br>Student Retention Ratio 2 (SRR2)<br>Student Achievement Ratio by Unit of Learning (SARU)<br>Student Programme Achievement Ratio (SPAR)<br>Post Course Success Ration (PCSR)<br>Course Review Reports |
| Planning procedures    | Internal procedures for planning and resource allocation   | The College has adopted a planning Cycle which includes an annual portfolio review and a formal curriculum planning process conducted annually.  |

## 7. Procurement

This section provides information about the college's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

| Class Name             | Class Description   | Examples/Comments   |
|------------------------|---|---|
| Procurement policies   | College's policies on major procurement exercises   | The College has a policy on procurement which is subject to annual review.  |
| Procurement procedures | College's procurement and purchasing manuals  | The College has well established procedures subject to regular review.  |
| Procurement contacts   | Contact information for procurement and purchasing information  | Mr P Donoghue, Purchasing Officer   |
| Planned procurements   | Summary information about the college's significant planned procurements as required by EU legislation Prior Information Notices (PINs) | The College will undertake a number of procurement exercises in the year to 31 <sup>st</sup> July 2010.<br><br>Information on current and recently concluded <b>procurements</b> is available on request. |
| Tender documentation   | EU prescribed documentation for significant procurements  | Information which the institution is required to publish in the EU Journal.   |
| Supplier contracts     | EU-prescribed award notices of major contracts over EU thresholds   |   |

## 8. Human Resources

This section covers information on the college's strategy and management of human resources, rather than information relating to individual members of staff (which is exempt from disclosure as personal information). The information available covers Personnel policies and procedures.

| Class Name             | Class Description   | Examples/Comments   |
|------------------------|---|---|
| Staff profile          | Statistical information on staff  | Details of staffing statistics are contained in the College's annual staffing statistical return to the Scottish Funding Council (SFC). Staffing information is also included in the Summary Data section of the <b>Annual Review</b> .   |
| Recruitment policies   | Policies, statements, procedures and guidelines relating to recruitment   | Recruitment and Selection Policy.   |
| Performance management | Policies and procedures relating to performance management  | Guidance notes showing how the College's Performance Management process is implemented.   |
| Promotion              | Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews | Monitoring statistics on appointments and promotions.   |
| Pensions               | Policies and guidelines on pension arrangements for staff   | College staff may join either the Scottish Teachers' Superannuation Scheme or the Local Government Superannuation Scheme. Information is available on both of these schemes.  |
| Discipline             | Disciplinary procedures and policies  | <p>The College has a Disciplinary Policy which has been agreed with recognised trade unions.</p> <p>Other Human Resources policies where disciplinary action may follow if breached include:</p> <ul style="list-style-type: none"> <li>• Acceptable use policy - internet and e-mail</li> <li>• Policy on bullying</li> <li>• Capability</li> <li>• Dignity at work</li> <li>• Drug and alcohol</li> </ul>   |
| Grievance              | Grievance procedures and policies   | The College has a Grievance Policy which has been agreed with recognised trade unions.  |
| Race relations         | Race equality policies  | The College has implemented a <b>Race Equality Policy</b> as required under the Race Relations Amendment Act 2000.  |
| Equal opportunities    | Equality and diversity policies, statements, procedures, and guidelines   | The College is committed to promoting equality of opportunity for all its students and staff in all aspects of College life to ensure that no-one is discriminated against on the grounds of race, colour, religion, sex, marital status, disability, age, social position or sexual orientation. The College also publishes an annual Report dealing with the equalities agenda. The college is aiming to produce a single Equalities Scheme covering all our statutory obligations. |

| Class Name                 | Class Description  | Examples/Comments   |
|----------------------------|--|---|
| Public interest disclosure | Information required for compliance with the Public Interest Disclosure Act                      | Central College, Glasgow is committed to providing the means by which an employee may raise serious concerns which he/she may have about malpractice or corruption in the workplace (whether by employees or contractors).  |
| Staff development          | Policies and procedures relating to the ongoing development of staff                             | <p>The College's Staff Development Policy outlines the framework within which the College's commitment to continuing professional development for all staff will be managed and supported. Staff Development Programmes are issued twice a year and all staff undertake CPD activities.</p> <p>The College has in place a Staff Induction Programme for both teaching and support staff.</p>  |
| Staff records              | The college's policy on the collection, maintenance and use of personal information about staff. | <p>The College has a Data Protection Policy which outlines how personal information about staff will be collected, maintained, stored and used.</p> <p>Subject access requests should be made to Mr Fares Samara, Assistant Principal Corporate Services, Central College, 300 Cathedral Street, Glasgow, G1 2TA.</p> <p>Email: <a href="mailto:fares.samara@central-glasgow.ac.uk">fares.samara@central-glasgow.ac.uk</a> Telephone: 0141 271 2138</p> |
| Staff facilities           | Description of the facilities and services available to members of staff.                        | <p>There are a range of facilities available to staff including:</p> <ul style="list-style-type: none"> <li>• Canteens and staff rooms</li> <li>• Exercise facilities</li> <li>• Medical and travel insurance</li> </ul>  |

## 9. Physical Resources

Colleges are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the college's management of its physical resources. Information that provides specific details of the college's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the college's commercial interests.

| Class Name                   | Class Description   | Examples/Comments   |
|------------------------------|---|---|
| Description of estate        | Overview of the college's estate  | The College maintains records of the size, usage and condition of its major teaching centres. These are available on request.   |
| Estate development plans     | Plans for major changes to the estate   | The College has in place an Estates Development Strategy which is subject to regular review.<br><br>The college is part of the New Campus Glasgow development and as such the estates work is co ordinate closely with the New Super Campus Plans for the city centre.  |
| External funding             | Plans for use of major external capital and other sources of external funding | The College receives funds directly from the Scottish Funding Council. The college also receives money from the EU.   |
| Buildings under construction | Summary information about buildings under construction                        | None - the college is part of the New Campus Glasgow.   |
| Maintenance                  | Maintenance arrangements and policies for buildings and grounds               | The College addresses maintenance issues in a programme of works by setting and reviewing planned maintenance programmes taking into account the results of building condition surveys and an understanding of needs.   |
| Estates indicators           | Performance indicators on major estates functions                             | The College participates in the Emandate Estates Benchmarking System that is maintained by the <a href="#">Scottish Funding Council</a> (SFC).  |
| Environmental policies       | The college's environmental policies, practices and overview of their impact  | The College's Environmental Policy sets out how the College will: <ul style="list-style-type: none"> <li>• comply with environmental legislation</li> <li>• promote sound environmental management practice</li> </ul> <p>Targets for reductions in waste and energy consumption are contained in the College's annual operational plans and Balanced ScoreCards.</p> <p>The College is committed to ensuring new buildings and renovations consider a number of sustainability factors and are constructed using the Building Research Establishments Environmental Assessment Methodology (BREEAM).</p> |

## 10. Health and Safety

This section covers information about the college's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

| Class Name          | Class Description   | Examples/Comments  |
|---------------------|---|--|
| Policies            | Policies, procedures and guidelines relating to health and safety     | The College has a comprehensive Health and Safety Policy which outlines the means by which it will ensure its statutory duties are met.  |
| Annual Reports      | Reports to governing body on health and safety issues                 | Regular reports are submitted to the Board of Management and to the Health and Safety Committee.   |
| Monitoring          | Mechanisms for monitoring and reporting on health and safety issues   | The College has a dedicated team of Health and Safety professionals. A College Health and Safety Committee which meets 4 times per year and site safety groups.  |
| Statistics          | Summary statistics on accidents and incidents within the college      | Quarterly statistical reports are provided to the Health and Safety Committee.   |
| Support structures  | Information on the college's support structures for health and safety | <p>The Safety and Health Committee comprises:</p> <ul style="list-style-type: none"> <li>• Head of Estates</li> <li>• 4 Members of the One Management Team</li> <li>• 3 EIS representatives</li> <li>• 2 Unison Representatives</li> </ul> <p>The Health and Safety Committee is chaired by the Assistant Principal: Corporate Services.</p> |
| Contact information | Details of how to get information about health and safety issues      | <p>Details on health and safety issues may be obtained by contacting the College's Safety and Health Manager -</p> <p>Mr L Paterson.</p>   |

## 11. Diversity

This section provides information about the college's diversity and equality policies and procedures.

| Class Name                              | Class Description  | Examples/Comments  |
|---|--|--|
| Disability policies                     | Policies, procedures and guidelines relating to support and equality for disabled people | <p>The College has an Inclusiveness Policy which includes arrangements for managing provision for students with additional learning requirements, a disability statement, personal care guidelines, and access statement.</p> <p>The College has publishes an annual <b>Report</b> which sets out the framework within which the College will promote equality for, and prevent discrimination against, disabled staff, students and visitors.</p> |
| Support structures                      | A description of the college's support structures for disability issues                  | The College has a dedicated <b>Learning Support Unit</b>   |
| Contacts                                | Details of how to get information about support for disabled people                      | Information about support for people with disabilities may be obtained from the College's Head of Access and Inclusion: Mrs P Beattie.   |
| Accessibility of buildings and services | The levels of accessibility of each of the college's main buildings and services.        | <p>Central College, Glasgow has undertaken considerable work to ensure that its premises are accessible to people with disabilities.</p> <p>'Link' staff are available to provide an ad hoc interpretation and support services to College staff, students and prospective students who are British Sign Language (BSL) users.</p>   |
| Strategies                              | The college's diversity and equality strategies.   | The College promotes Inclusiveness and diversity. Information on improving support for people with disabilities is available in the sections relating to "Widening Access and participation" and "Access and Inclusion" in its Operational Plan.   |
| Statistics                              | Summary statistics on support for disability within the college.                         | Statistics on the number of students with disabilities supported to study College courses are available from the Head of Access and Inclusion. Details of these are also contained in the annual <b>Equal Opportunities Report</b> and the annual <b>Disability Equality Report</b> .  |

## 12. Student Administration & Support

This section contains information on how the college manages the administration and progression of their students from admission to course completion, including student support services.

| Class Name         | Class Description                                | Examples/Comments/Comments  |
|--------------------|--|---|
| Course information | Programmes offered by the college                | <p>Information on the structure and broad content of each programme and the qualification gained if successful can be found on the College's <a href="#">website</a>. We also publish a comprehensive prospectus for full time, part time and professional learning opportunities.</p> <p>Information is also available from the Information Unit 190 Cathedral Street Glasgow G1 2TA.</p>  |
| Admissions         | The college's admissions procedures and policies | <p>The College list of learning opportunities can be accessed on the College's <a href="#">website</a> or may be obtained by contacting the Information Unit on 0141 552 3941.</p> <p>Applications can be made both online or by paper form. Information on College Open Days is posted on the College website and is available from the Information Unit.</p> <p>Specific entry requirements to courses are provided within the College Prospectus and further information can be obtained by contacting the College directly.</p> <p>Paper and online applications are received centrally by the Information Unit. All FT applicants are offered an interview. Letters of offer are issued by the Information Unit and applicants are provided with a reply slip to accept or reject the offer of a place.</p> <p>The College has an Inclusiveness Policy in place.</p> |
| Fees and charges   | Tuition fees and other charges to students       | <p>Home/EU Student £1,285 advanced courses<br/>           Home/EU Student £1008 non-advanced courses<br/>           Overseas Students £4,999 advanced courses<br/>           Overseas Students £4,200 non-advanced courses</p> <p>Full-time home/EU students are invoiced for tuition fees. Payment can be made by cash/credit card / cheque or BACS transfer. Payment by instalments may be possible by special arrangement with the Finance Office.</p> <p>The College has in place:</p> <ul style="list-style-type: none"> <li>• Fee Regulations</li> <li>• Fee Waiver Arrangements</li> <li>• Fee Refund Arrangements</li> </ul>  |

| Class Name                | Class Description   | Examples/Comments/Comments  |
|---------------------------|---|---|
| Registration              | The college's arrangements for registering students   | We have a detailed Student Registry arrangements document.  |
| Assessments               | Arrangements for assessments and examinations   | <p>The College has approval from different examination bodies. The rules and procedures for each body are applied to examination, assessment and appeals.</p> <p>Students are advised of these arrangements prior to examination by lecturers/instructors and at the commencement of the examination by the independently appointed invigilators.</p> <p>Further information can be obtained by contacting Ms A Stalker Examinations Officer.</p> |
| Progression               | Regulations governing student progression   | <p>Regulations governing access courses are contained in the <b>College Prospectus</b>.</p> <p>Resit examinations are available and are governed by the examination bodies.</p> <p>Students who wish to change programme are provided with guidance support from class tutors and also from the guidance team. Students are encouraged to follow a programme that best suits their needs and desires.</p>   |
| Learning support services | Description and availability of the academic and non-academic learning support services offered by the college. | <p><b>Learner Services</b> provide the following support for all students:</p> <ul style="list-style-type: none"> <li>• Academic guidance</li> <li>• Welfare - general, financial, careers, personal</li> <li>• Accommodation</li> </ul> <p>The <b>Learning Curve houses staff</b> that offer all students extra learning support and help with studies.</p>  |
| Student liaison           | The structure and functioning meetings of staff/student consultative committees or other liaison groups.        | <p>The Principal meets staff and students on an ongoing basis.</p> <p>Individual courses have a course committee, which includes student representation.</p> <p>A representative of the Students' Association can attend the College Board of Management and other committees including the Health &amp; Safety Committee, the Inclusiveness Committee, the Equal Opportunities Committee and the Academic Board.</p>                             |

| Class Name                         | Class Description  | Examples/Comments/Comments   |
|------------------------------------|--|--|
| Student welfare                    | A description of the availability and range of the college's welfare and advice services.                | <p>Childcare funds are available to assist full and part time students with the cost of childcare while they attend College.</p> <p>Tutors, Guidance Tutors and Student Advisors provide support.</p> <p>Information is provided on funding, course fees and benefits which may be available to students.</p> <p>Bursary and hardship funds are available to support students in financial difficulty.</p> <p>Student Funding Advisors assist students with financial matters.</p> <p><b>Learner Services</b> information is available on the College website.</p> |
| Chaplaincy services                | A description of the college's chaplaincy services.  | The College <b>Chaplaincy service</b> is part of a wider guidance service provided by the College to serve both students and staff. The aims of the Chaplaincy are to provide spiritual help and guidance and to maintain a link with local churches and religious establishments/organisations.   |
| Health services                    | A description of the medical support services provided by the college for students.                      | The College contracts with specialist occupational health provider.  |
| Careers services                   | Availability, conditions of use and range of services offered by the college's careers service           | <p>A careers service is available to all students to assist with career choices, university and job applications.</p> <p>Appointments can be made through Learner Services.</p>  |
| Sports and recreational facilities | Availability, conditions of use and range of sporting and recreational facilities offered by the college | Central College, Glasgow provides a Gym Facility on the Charles Oakley Campus.   |

| Class Name              | Class Description   | Examples/Comments/Comments   |
|-------------------------|---|--|
| Student records         | The college's policies on the collection, maintenance and use of personal information about students. | <p>Student records are held in secure offices and all electronic records are password protected.</p> <p>The central Student Administration system retains hard copy student details for five years, after which time a secure disposal system is used.</p> <p>The provision of data to SQA and SFC is under the responsibility of the Associate Principal Data Management and Student Administration. The data is passed to these bodies by secure electronic means.</p> <p>Students are required to sign an enrolment form at the first meeting of the class. The enrolment form advises students that they may apply for a copy of their details at any time for a small fee. All such applications are processed by the Associate Principal Data Management and Student Administration.</p> |
| Student discipline      | The college's policies and procedures for disciplinary proceedings against students                   | The College has an established <b>Student Disciplinary Code</b> which is summarised in the student diary and distributed to all students with induction materials.   |
| Student accommodation   | Availability, conditions of use and range of accommodation services offered by the college            | <p>Learner Services has created an <b>Accommodation</b> list which gives useful information and guidance on renting accommodation in Glasgow.</p> <p>Appointments can also be made with a Student Adviser through the Learner Services Reception.</p>  |
| Graduation arrangements | Information about awards ceremonies   | <p>An Award Ceremony is held once per academic year.</p> <p>Details of attendance and ticketing information, academic dress information and costs are posted to individual students. This also covers information on photographic and video facilities. The above information can also be obtained by contacting Mr R Gardner.</p>   |
| Student complaints      | Procedures for dealing with student complaints about the college                                      | <p>The policy is outlined on the reverse of the Complaints Form which is available from the Reception desks of all campuses. Complaints will also be accepted by telephone, fax, email, letter and in person. The College website has 'feedback' link which facilitates the submission of complaints.</p> <p>The <b>Complaints Policy</b> for students is on the College website. All complaints, irrespective of their type are dealt with in accordance with policy and are investigated by an independent consultant.</p> <p>Complaints can also be made to the Scottish Public Services Ombudsman. Details can be found on their <b>website</b>.</p>   |

| Class Name   | Class Description  | Examples/Comments/Comments  |
|--|--|---|
| Relationship with the Students Union/ Association  | The legal and structural basis of the college's relationships with the Students Union/ Association | <p>The role of the Students' Association is defined in the Further and Higher Education (Scotland) Act 1992. Further information is available from the <b>Office of Public Sector Information</b>.</p> <p>A representative of the Students' Association sits on the College Board of Management and other committees including the Health &amp; Safety Committee, the Inclusiveness and Guidance Committee, the Equal Opportunities Committee and the Academic Board.</p> |
| Students Union/ Association and clubs <sup>1</sup> | Information on the operation and activities of the Students Union and other student clubs          | <p>The <b>Students' Association</b> provides a range of support and recreational services. However while the College has a responsibility to ensure in general terms financial propriety in the Association's activities, it has no ongoing responsibility for the detail of its services, and the College is therefore not in a position to provide this information.</p>  |

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<sup>1</sup> Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.

### 13. Teaching Quality

This section contains information regarding the management of teaching quality in the college including mechanisms for reviewing and ensuring the quality of teaching provided.

| Class name                     | Class Description   | Examples/Comments   |
|--------------------------------|---|---|
| Programme approval             | Programme approval and monitoring arrangements  | <p>The senior manager responsible for the approval process is the Assistant Principal Quality &amp; Planning</p> <p>The process is managed by the Validation and Approval committee of the Academic Board.</p> <p>The Quality Assurance Sub Committee is responsible for the annual review of College provision.</p> <p>Arrangements for curricular review are set out in College procedures:</p> <ul style="list-style-type: none"> <li>• Approval SVQ/NVQ</li> <li>• Establish Full Time Course List</li> </ul>   |
| Student satisfaction           | Anonymous summary results of surveys of student satisfaction with the College   | <p>Central College, Glasgow conducts annual student satisfaction surveys and publishes the results.</p> <p>The following surveys are conducted:</p> <ul style="list-style-type: none"> <li>• 3 student satisfaction survey per academic year</li> </ul>   |
| Institutional internal reviews | Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards | <p>Central College, Glasgow carries out a peer review process.</p> <p>Internal quality audits are conducted as are external audits by a range of awarding bodies.</p> <p>The College is reviewed by Her Majesty's Inspectorate of Education (HMIE) years and the report is published.</p> <p>The College provides a wide range of staff development opportunities and regular reports and statistics are provided to the Board of Management and details are included in annual reviews.</p> <p>External benchmarking exercises are regularly undertaken to identify areas for improvement.</p> |

| <b>Class name</b>  | <b>Class Description</b>  | <b>Examples/Comments</b>  |
|--|---|---|
| Professional accreditation of courses by external bodies | The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.                          | Details of the duration and accreditation of programmes by awarding bodies are maintained on a central database.  |
| Validation   | A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. | The College's Validation and Approval Co-ordinator maintains a list of all validated programmes and units.  |
| Quality assurance assessments of the college's provision | Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.   | The College receives reports from external bodies such as SQA Scottish Quality Management System (SQMS), EFQM, Investors in People following audits/reviews/assessments and these are submitted to the College's Board of Management. |

## 14. Information Services

This section covers those functions within the college that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the public and it is this type of information that is included here.

| Class Name                   | Class Description  | Examples/Comments   |
|------------------------------|--|---|
| Library facilities           | Availability and conditions of use of library facilities. Library catalogue if publicly available. | <p>The College <b>library service</b> is available to all students and staff. Members of the public can access study <b>facilities</b> and use materials for reference purposes only.</p> <p>The main library is situated at the AG campus within The Learning Curve.</p> <p>The library uses a computerised system called Olib that can be used to quickly locate materials from dedicated computers in the libraries or from any PC in the College.</p>   |
| Computing facilities         | Availability and conditions of use of computing facilities   | <p>Opening hours of <b>computing facilities</b>, general rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) and the <b>Acceptable Use Policy</b> can be found on the College website or the IT Centre leaflet available onsite. No fee is charged to students for use of facilities/ resources. A standard charge is applied to the general public.</p> <p>The College's standard policy on data protection applies. Students are allowed free access to the Internet where appropriate and therefore have free access to free external services on it.</p> <p>Monitoring is undertaken by ISLTC staff. Breaches of the conditions are dealt with under the <b>Student Disciplinary Code</b>.</p> |
| Other information facilities | Availability and conditions of use of facilities   | College accommodation can be rented by external parties on a commercial basis, by contacting the College's Timetabling and Rooming Co-ordinator: Mr G Briggs.   |
| Major strategy documents     | High-level aims and strategies of information services units                                       | College's Information and Communication Technologies; Information and Learning Technologies and Digital Inclusiveness Strategies. Summaries are available in the <b>Strategic Development Plan</b> .  |

## 15. External and Community Relations

This section covers information relating to the college's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

| Class Name             | Description   | Examples/Comments   |
|------------------------|---|---|
| Alumni                 | Arrangements for keeping in touch with former staff and students            | <p>The College contacts full time students within six months of their leaving, to establish progression. A small cohort is contacted for a period thereafter to establish career progression.</p> <p>The College does not routinely maintain contact with other ex-students or with ex-staff, and does not provide any specific services to them.</p> <p>The College offers an ALUMNI services for ex-students.</p> |
| Community Relations    | Description of the facilities and services available to the local community | <p>The College's facilities can be accessed by members of the local community who enrol as students.</p> <p>Community groups can use College facilities by arrangement for an appropriate fee (or at the discretion of the Principal at no fee).</p> <p>The College provides services in community locations as part of the Community and Lifelong Learning Programme.</p>  |
| Development activities | Promotional material relating to institutional fundraising objectives       | None  |
| Public Relations       | Information created specifically to publicise facilities and activities.    | <p>Press releases, newsletters and Chat@Central, Principal's Briefings.</p> <p><b>Central College, Glasgow website</b></p>  |

## 16. Government and Regulator Relations

This section covers information the college provides to government and external regulators. By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the college has links with.

| Class Name   | Description  | Examples/Comments  |
|--|--|--|
| Funding body statistical reports and returns                 | Information that the college is legally obliged to make available to its funding body                    | SFC statistical returns  |
| HMIE reports   | Reports on College by Her Majesty's Inspectorate of Education (HMIE)                                     | College reviews and follow-up reports, and Subject reviews and follow-up reports are available on the <a href="#">HMIE</a> website.  |
| Other statutory reports                                      | Information which the College is legally required to publish   | Annual Equality Reports - <b>Equal Opportunities, Gender, Race, Disability Financial Statements</b>  |
| Information on student admission, progression and completion | Statistical information on these matters which the college is required by the Funding Council to publish | <p>Information on Student qualifications on entry is not kept on a summary basis.</p> <p>General summary information is provided in the <a href="#">Annual Review</a> and <a href="#">Facts and Figures</a> i.e. the range of student entrants classified by age, sex, ethnicity, disability and geographical origin.</p> <p>Specific data on sex and ethnicity is collated for the Equal Opportunities Committee.</p> <p>Retention and achievement and "First Destination" data is collated as required by the SFC.</p> |

## 17. Environmental Information

This section covers information the College holds relating to environmental issues.

| Class Name   | Description  | Examples/Comments   |
|--|--|---|
| Legislation  | Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it   | The College has established a Register of Environmental Legislation and Other Compliance.<br><br>The College also has an Environmental Management System Procedure 4.3.2 Legal and Other Requirements. This procedure will be implemented and maintained to ensure the College has access to the applicable environmental legislation and other compliance related to its environmental aspects and their implications. |
| Policy Relating to the Environment                 | Policies, plans and programs held by the College and relating to the environment   | The College has in place an Environmental Policy Statement. This is supported by the College's Environmental Sustainability Strategy.   |
| Progress Reports                                   | Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form  | Progress reports are submitted for consideration at Board of Management Meetings. Reports are also considered by the Senior Management Team at their Strategy Meetings.   |
| Reports on the Status of the Environment           | Reports held by the College on the state of the environment  | The College is undergoing the certification process for Energy Performance Certificates. This includes the writing of a report on cost effective energy efficiency improvement recommendations.   |
| Monitoring of activities effecting the Environment | Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment  | Energy and water consumption, and waste production is monitored and figures are reported on a monthly basis.  |
| Authorisations                                     | Authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found  | All waste is uplifted by specialist waste contractors and Waste Transfer Notes and Consignment Notes are kept by the College's Facilities Department.   |
| Environmental Impact Studies                       | Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, costal and marine areas, biological diversity and its components, genetically modified | The College has produced a Register of Environmental Aspects and Impacts. The Register is reviewed on a regular basis and any additions, changes or deletions are discussed on a monthly basis.<br><br>The College has an Environmental Management System Procedure 4.3.1 Environmental Aspects and Impacts which identifies which of its activities have or can have a significant impact on the environment.          |

| Class Name  | Description  | Examples/Comments   |
|---|--|---|
|   | organisms and the interaction among those elements effecting the college.  | The College is currently developing as schedule for carrying out Environmental Assessments in line with its ISO14001 accreditation work.  |
| Information of Facts Used in Framing Environmental Policies | Facts and analysis of facts which the college considers relevant and important in framing major environmental policy proposals | <p>The College is a member of the <a href="#">Environmental Association for Universities and Colleges</a> (EAUC) and keeps up to date with relevant environmental matters.</p> <p>The College also subscribes to Croners Environmental Compliance Manual and <a href="#">NetRegs</a>.</p> |