

# **Freedom of Information (Scotland) Act 2002**

## **Model Publication Scheme for Scotland's Colleges**

### **Introduction**

This document is the Model Publication Scheme (MPS) for Scotland's Colleges that has been developed by the Association of Scotland's Colleges (ASC). This revised MPS was approved by the Scottish Information Commissioner ('the Commissioner') on 2 February 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 ASC recommends that such information is made available through the individual colleges' FOI publication scheme.

### **The Publication Scheme**

This MPS has been compiled by (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 for decisions made by them.

The MPS consists of an introductory section, for general information about the college and its publication scheme, and the main part of the MPS consists of 16 main 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 there only to provide further guidance to the college, and are not an exclusive list. Colleges adopting this MPS must publish any information not otherwise exempt under the Act that meets the Class Description.

**Each college will have to decide what information it has which is subject to the MPS. Colleges are expected to interpret the classes (and the guidance in the Examples/Comments column) in the light of their own local circumstances. (For example, information should not be excluded because of differences in terminology.)** In particular, the level of detail required has to be a matter for local decisions in light of individual college circumstances - it is quite clearly impossible to specify what is appropriate for all college in a sectoral MPS.

The MPS applies only to information recorded or amended after the date the college adopted the MPS, unless otherwise stated in relation to a particular class or classes. However colleges are encouraged to publish information recorded or amended before the date of adoption where they judge it in the public interest to do so e.g. statistical, factual or analytical information which relates to current policy decisions or services. In this context colleges are reminded that the Act is fully retrospective and hence that material omitted from the publication scheme because of the date of recording or amendment is nevertheless covered from 1 January 2005 by the individual rights of access in S 1(1).

**Categories of information in the MPS**

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	ENVIRONMENTAL INFORMATION

THE COLUMNS USED IN THIS MODEL PUBLICATION SCHEME ARE SHOWN BELOW

<b>Column</b>	<b>Description</b>
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.

**Manner of Publication**

Information will normally be published on the college's web site, but the Commissioner has indicated that information which was solely available through a web site would generally not satisfy the Act's requirements and colleges should therefore make information available in a variety of formats wherever possible. Each college should therefore provide contact information for those wishing material in hard copy, or in some other format to meet the accessibility requirements of the Disability Discrimination Act. In cases where material is only available by inspection on the college's premises (e.g. because the material is too costly or difficult to produce in hard copy or electronic format, or is subject to conservation requirements) the college's scheme should state clearly the access arrangements.

## **Publication Timescale**

In some of the Classes covered by this Model Publication Scheme, information is not published in accordance with this Model 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 the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

## **Documents common to all of Scotland's Colleges**

The Commissioner looks for specific types of documents which should be included within a scheme in order to demonstrate that the authority has considered the public interest in formulating their scheme. For Scotland's Colleges these are:

- College prospectus
- Annual report
- Strategic plans
- Costs and fees charged to students
- Audited Accounts
- Recent HMIE reports
- Performance indicators
- List of publicly owned companies
- Board of Management minutes and minutes of board sub-committees
- Press releases and any news announcements from the college
- Environmental information

Most of this information is covered in some detail in the MPS. However each college should aim to have these key documents available and easily accessible to members of the public through the college web site.

# Model Publication Scheme for Scotland's Colleges

## 1. Introduction

The Commissioner's Publication Scheme Template recommends that some general information is provided at the beginning of a publication scheme. The material here is based on the Commissioner's guidelines:

<http://www.itspublicknowledge.info/nmsruntime/saveasdialog.asp?ID=2529&sID=185>

John Wheatley College Publication Scheme  
Produced as required by the Freedom of Information (Scotland) Act 2002

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 public authorities. 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 information that the authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for reviewing 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. This information tells you about this information and informs you whether it is free, or if there is a charge for the information. The Board of Management of John Wheatley College holds the information it holds. The Board has a clear commitment to openness, transparency and public interest. It has a policy of publishing information in the public domain.</p> <p>In preparing to meet its obligations under the Freedom of Information (Scotland) Act 2002 the College has maintained this commitment to public interest.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to environmental information. 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, refer to Section 11 – How to access information not available under this scheme.</p>
2.	ABOUT John Wheatley College	<p>John Wheatley College is a Scottish Further Education College established by the Further and Higher Education (Scotland) Act 2007.</p> <p>The College has a Board of Management which is responsible for the strategic direction and management of the College. Members of the Board are elected by the students and staff of the College.</p> <p>The College has a Principal and management team. The Principal is the individual accountable for the stewardship of public funds.</p> <p>The College's funding is allocated to the Scottish Funding Council by the Scottish Government and is distributed to colleges by the Scottish Funding Council. The Scottish Funding Council provides funding to manage the day-to-day activities of the College and to maintain the College estate. The College also receives student grants from the Scottish Government, distributing to students who meet the criteria for each fund.</p>

		<p>John Wheatley College maintains a primary mission to address the further education and vocational training needs of the community.</p> <p>The College's Vision Statement is:</p> <p>John Wheatley College seeks to offer opportunities in Lifelong Learning of the highest quality to raise educational attainment and to improve the quality of life in the communities it serves.</p> <p>It also seeks to play a central role in the economic and social regeneration of these and other communities in its catchment area.</p> <p>The College's Mission Statement is:</p> <p>John Wheatley College strives to provide an excellent and inclusive lifelong learning environment for East Glasgow and the other communities it serves.</p>
3.	<p>PREPARING THE PUBLICATION SCHEME</p>	<p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in the information that the scheme 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; and</li> <li>• the reasoning that informs our decisions.</li> </ul> <p>In preparing this publication scheme John Wheatley College undertook an audit of the information it holds and in conjunction with the Joint Information Systems Council, developed an Audit Tool: Pilot and Action Plan to develop a system to manage the information it holds. John Wheatley College has regard to the public interest in the information it holds. The Board has a clear commitment to openness and to making as much information as possible available in the public domain.</p>

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</i> lists 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> Most information listed in our publication scheme is available to download from our website. In many cases a link within <i>Section 12</i> will point 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.jwheatley.ac.uk">www.jwheatley.ac.uk</a>. If the information is not listed under our publication scheme, then please call Alex Kirk, Senior Principal for further assistance.</p> <p><b>By email:</b> 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. If you email us from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.</p> <p><b>By phone:</b> Information can also be requested from us over the telephone. Please call Alex Kirk, Senior Vice Principal to request information.</p> <p><b>By post:</b> All information under the scheme will normally be available in paper copy form. Please address your request to:</p> <p>Alex Kirk John Wheatley College 2 Haghill Road Glasgow G31 3SR</p> <p>When writing to us to request information, please include your name and address, full details of the information or document you are seeking (see <i>Section 6: Our Charging Policy</i> for further information on fees). Please also include a telephone number so we can telephone you if necessary.</p>
4.	ACCESSING INFORMATION UNDER THE SCHEME (cont.)	<p><b>Advice and assistance:</b> If you have any difficulty identifying the information you want to access, then please contact Alex Kirk, Senior Vice Principal via email at <a href="mailto:alex.kirk@jwheatley.ac.uk">alex.kirk@jwheatley.ac.uk</a> or by telephone on 0141 848 2222.</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 promptly for you to view. However, there may be information that we are unable to disclose. Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be information that we are unable to disclose from one of the classes of information listed in <i>Section 12 - Classes of Information</i>. Information will only be withheld, however, where the disclosure of that 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 its environment. Information may also be withheld if it is another person's personal information, and its release would breach data protection law.</p>

		<p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even if information is 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	The College will not charge for providing information.
7.	OUR COPYRIGHT POLICY	<p>John Wheatley College holds the copyright for the vast majority of information in this publication scheme. All of this information is made available with permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source is acknowledged.</p> <p>The publication scheme may, however, contain information where the copyright holder is not John Wheatley College. In most cases, the copyright holder will be the author of the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to ensure that they do not breach the rights 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 make reference to the copyright holder in 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> if you do not have internet access.</p>
8.	OUR RECORDS MANAGEMENT AND DISPOSAL POLICY	<p>The College uses a detailed Document Retention Schedule which provides information on the retention and destruction of all documents held by the College.</p> <p>The Document Retention Schedule is available on the College Web site and the direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/retentionschedule.pdf">http://www.jwheatley.ac.uk/documents/management/other/retentionschedule.pdf</a></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 improve our publication scheme. 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 Alex Kirk, Senior Vice Principal – <a href="mailto:akirk@jwheatley.ac.uk">akirk@jwheatley.ac.uk</a>.</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 you need. If you have any queries about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible.</p> <p>Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR</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. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our response and 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 as follows:</p> <p><b>Scottish Information Commissioner</b>  Kinburn Castle  Doubledykes Road  St Andrews  Fife  KY16 9DS</p> <p>Tel: 01334 464610  Email: enquiries@itspublicknowledge.info  Website: www.itspublicknowledge.info</p> <p>*verbal requests for environmental information are acceptable.</p>
11.	HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME	The College will not charge for providing information.
12.	CLASSES OF INFORMATION	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	ENVIRONMENTAL INFORMATION

**More information is available in the Commissioner's Guide to Publication Schemes, available from the web site at <http://www.itspublicknowledge.info/>**

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Name and address	The name of the college, and the address of its principal office	John Wheatley College 2 Haghill Road Glasgow G31 3SR
Principal officers	Names of the principal officers of the college	Principal – Alan Sherry Senior Vice Principal – Alex Kirk Vice Principal(s) – Alan Sherry Assistant Principal – James Gow Clerk to the Board Secretary – Roger Stewart Heads of Teaching – Stephen Smith, Irene Quinn, Craig Green
Contact information	Information on how to contact the college	The College can be contacted at:  John Wheatley College 2 Haghill Road Glasgow G31 3SR  01415881500  or at <a href="mailto:advice@jwheatley.ac.uk">advice@jwheatley.ac.uk</a>
Location	Information on the college's principal and other main locations, including campus maps	The College's main buildings are located at:  2 Haghill Road Glasgow G31 3SR  and  1200 Westerhouse Road Glasgow G34 9HZ  A location map is available on the College Web site.
Opening hours	Opening hours of the college's principal office	The normal opening times of the College's buildings are from 9am to 5pm Monday to Friday.

Academic year dates	Information on the dates of the college's academic years	Available on the College's web site and in the College's Library and Information Centres.
Holidays	Dates of closure of the college	Available on the College's web site and in the College's Library and Information Centres.
Complaints	Procedures on how to complain about the college	Complaints regarding academic matters should be made to:  Alex Kirk Senior Vice Principal  All other complaints should be addressed to the Principal.
Document serving	Arrangements for serving official documents on the college	Documents should be served on the College at its principal address:  2 Haghill Road Glasgow G31 3SR
Freedom of Information contact	Central contact point for Freedom of Information inquiries	Alex Kirk Senior Vice Principal 2 Haghill Road Glasgow G31 3SR

### 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Freedom of Information requests	Details of how to request information from the college	Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR
Personal information requests	Details of how to make subject access requests under the DPA	Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR
Environmental Information Requests	Details of how to request environmental information from the College	Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR
Freedom of information policies	Institutional Freedom of Information policies and procedures	Requests should be made to:  Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR <a href="mailto:akirk@jwheatley.ac.uk">akirk@jwheatley.ac.uk</a>  Review of decisions taken will be by the College Principal, Alan Sherry. Complaints should also be addressed to the Principal

Data Protection policies	Institutional Data Protection policies and procedures	<p>Requests should be made to:</p> <p>Alex Kirk  Senior Vice Principal  John Wheatley College  2 Haghill Road  Glasgow  G31 3SR  <a href="mailto:akirk@jwheatley.ac.uk">akirk@jwheatley.ac.uk</a></p> <p>Review of decisions taken will be by the College Principal, Alan Sherry. Complaints should also be addressed to the Principal</p>
Environmental Policies	Institutional Environmental Policies and Procedures	<p>Requests should be made to:</p> <p>Alex Kirk  Senior Vice Principal  John Wheatley College  2 Haghill Road  Glasgow  G31 3SR  <a href="mailto:akirk@jwheatley.ac.uk">akirk@jwheatley.ac.uk</a></p> <p>Review of decisions taken will be by the College Principal, Alan Sherry. Complaints should also be addressed to the Principal</p>

## 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	John Wheatley College is a Further Education College established under the Further and Higher Education (Scotland) Act 1992. The College is a Body Corporate and the Board of Management of John Wheatley College is the management body.
Governance Structure	The college's governance structures and operational procedures	<p>The statutory body for John Wheatley College is the Board of Management of John Wheatley College.</p> <p>Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Members.pdf">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Members.pdf</a></p> <p>Structure of the Board of Management - Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20Of%20Management%20Structure.ppt">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20Of%20Management%20Structure.ppt</a></p> <p>Board of Management Code of Conduct – Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf">http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf</a></p> <p>Board of Management Standing Orders - Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf">http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf</a></p>

Class Name	Class Description	Examples/Comments
Conflict of interests	The college's conflict of interests policies	<p>Matters relating to conflict of interest are contained in the two documents below:</p> <p>Board of Management Code of Conduct – Members of the Board of Management – This information is available from the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf">http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf</a></p> <p>Board of Management Standing Orders - Members of the Board of Management – This information is available from the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf">http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf</a></p>
Register of interests	Institutional register of interests	<p>Register of interest of Board of Management – This information is available from the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Register%20of%20Interest%20-%20Board%20Members.pdf">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Register%20of%20Interest%20-%20Board%20Members.pdf</a></p> <p>Register of interest of Senior Staff - This information is available from the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Register%20of%20Interest%20-%20%20Senior%20Staff%20-.pdf">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Register%20of%20Interest%20-%20%20Senior%20Staff%20-.pdf</a></p>
Institutional structure	A description of the college's major organisational units and how these relate to each other	<p>The College organisation and structure is fully described in its corporate plan. This is available on the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>

Class Name	Class Description	Examples/Comments
Major committees	The activities of major committees with devolved decision-making powers	<p>College Committees - This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Structure.ppt">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Structure.ppt</a></p> <p>Scheme of Delegation for College Committees - This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Scheme%20of%20Delegation.pdf">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Scheme%20of%20Delegation.pdf</a></p> <p>Board of Management Code of Conduct – Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf">http://www.jwheatley.ac.uk/documents/management/other/BoM_Code_Conduct_2008.pdf</a></p> <p>Board of Management Standing Orders - Members of the Board of Management – This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf">http://www.jwheatley.ac.uk/documents/management/other/StandingOrders.pdf</a></p> <p>Minutes and papers of meetings of Board of Management and other major committees. This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/BoMMeetings.asp">http://www.jwheatley.ac.uk/management/BoMMeetings.asp</a></p> <p>Calendar of meeting dates for Board of Management and other major committees. This information is available from the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Meeting%20Schedule%20-%20%20Session%202011-12.pdf">http://www.jwheatley.ac.uk/BoardPublicDocuments/AboutTheBoardOfManagement/Board%20of%20Management%20Meeting%20Schedule%20-%20%20Session%202011-12.pdf</a></p>

Class Name	Class Description	Examples/Comments

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Financial statements	The college's annual accounts	The College's Annual Accounts and Report is prepared annually for 31 December each year. The Annual Accounts and Report is only made public when it has been laid before the Scottish Parliament.
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	The College procedures for budgetary allocation are fully described in its corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>
Budgets overview	Summary of budgetary allocations to major budgetary units	Budget allocations are fully described in its corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>
Financial regulations	College's financial administration manual	The College operates to Financial Regulations and a Financial Procedures Manual. These can be obtained from the College.
Insurance	Summary information on the college's major insurance policies	The College's insurance company is RSA Insurance Group plc 9th Floor One Plantation Place 30 Fenchurch Street London EC3M 3BD UK  All risks are covered by this policy.
Investments	Summary information on institutional endowments and investments	The College has no endowments or investments other than its operating funds.

## 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	The College's Mission Statement is:  John Wheatley College strives to provide an excellent and inclusive lifelong learning environment for East Glasgow and the other communities it serves.
Corporate plan	College's corporate or Strategic Plan	College Corporate Plan – This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>
Strategies	Major institutional strategy documents	College strategies including the Estate Strategy and the Human Resources strategy - are fully described in its corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	Performance Indicators – This information is fully described in the College's corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>
Planning procedures	Internal procedures for planning and resource allocation	Planning Procedures - This information is fully described in the College's corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Procurement policies	College's policies on major procurement exercises	The College operates to Scottish Government, UK Government and EU Procurement Legislation and utilises documents published by these organisations.
Procurement procedures	College's procurement and purchasing manuals	The College operates to Scottish Government, UK Government and EU Procurement Legislation and utilises documents published by these organisations.  The College operates to Financial Regulations and a Financial Procedures Manual. These can be obtained from the College.
Procurement contacts	Contact information for procurement and purchasing information	Information on the College's Procurement is available on the Colleges Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/procurement.html">http://www.jwheatley.ac.uk/management/procurement.html</a>
Planned procurements	Summary information about the college's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	Information on the College's Procurement is available on the Colleges Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/procurement.html">http://www.jwheatley.ac.uk/management/procurement.html</a>
Tender documentation	EU prescribed documentation for significant procurements	Information on the College's Procurement is available on the Colleges Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/procurement.html">http://www.jwheatley.ac.uk/management/procurement.html</a>
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	Information on the College's Procurement is available on the Colleges Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/procurement.html">http://www.jwheatley.ac.uk/management/procurement.html</a>

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Staff profile	Statistical information on staff	Staff profile information is fully detailed in the College's Equality and Diversity Report. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf">http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf</a>
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	The College's Recruitment and Selection Policy and Procedure is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/RecruitmentandSelection.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/RecruitmentandSelection.pdf</a>
Performance management	Policies and procedures relating to performance management	The College has an appraisal system which applies to senior managers. This can be obtained from the College.
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Statistical information on outcomes is fully detailed in the College's Equality and Diversity Report. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf">http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf</a>
Pensions	Policies and guidelines on pension arrangements for staff	College staff are in one of two pension schemes. The Strathclyde Local Government Scheme and the Scottish Teachers Pension Scheme. Information is available from the College on these schemes and contribution rates.
Discipline	Disciplinary procedures and policies	Disciplinary and Appeals Procedures - This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/DisciplinaryProcedure.pdf">http://www.jwheatley.ac.uk/documents/policies/DisciplinaryProcedure.pdf</a>  Dignity at Work Policy - This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/DignityatWork.pdf">http://www.jwheatley.ac.uk/documents/policies/DignityatWork.pdf</a>

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Grievance	Grievance procedures and policies	Grievance Policy - This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/GrievanceProcedures.pdf">http://www.jwheatley.ac.uk/documents/policies/GrievanceProcedures.pdf</a>
Race relations	Race equality policies	Race Equality Policy is available on the College Web site. The direct link is  Race Equality Policy - <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/RaceEqualityPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/RaceEqualityPolicy.pdf</a>
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Policies related to Equal Opportunities are available on the College Web site. The direct links are  Equality Statement - <a href="http://www.jwheatley.ac.uk/management/policies.html">http://www.jwheatley.ac.uk/management/policies.html</a>  Disability Statement - <a href="http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf">http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf</a>  Equal Opportunities Policy - <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf</a>  Inclusiveness Policy - <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf</a>  Disability Equality Scheme - <a href="http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf">http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf</a>  Gender Equality Scheme and Plan - <a href="http://www.jwheatley.ac.uk/documents/equality/GES_ActionPlan07_10.pdf">http://www.jwheatley.ac.uk/documents/equality/GES_ActionPlan07_10.pdf</a>

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	The Public Interest Disclosure Policy available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/PublicInterestDisclosure.pdf">http://www.jwheatley.ac.uk/documents/policies/PublicInterestDisclosure.pdf</a>
Staff development	Policies and procedures relating to the ongoing development of staff	The College Staff Development Policy is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/SDpolicy.pdf">http://www.jwheatley.ac.uk/documents/policies/SDpolicy.pdf</a>
Staff records	The college's policy on the collection, maintenance and use of personal information about staff.	<p>The College collects, processes and discloses personal information in line with the Data Protection Act 1998. The College issues a Fair Processing Notice to staff and to students when personal information is collected.</p> <p>The College utilises a Document Retention Schedule for the destruction of documents. The Document Retention Schedule is available on the College Web site and the direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/RetentionSchedule.pdf">http://www.jwheatley.ac.uk/documents/management/other/RetentionSchedule.pdf</a></p> <p>Subject Access Requests should be made to:</p> <p>Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR</p>
Staff facilities	Description of the facilities and services available to members of staff.	The College's facilities and services are fully described in the College's corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Description of estate	Overview of the college's estate	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan -  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>
Estate development plans	Plans for major changes to the estate	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan –  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
External funding	Plans for use of major external capital and other sources of external funding	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan –  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>
Buildings under construction	Summary information about buildings under construction	The College has no building under construction.
Maintenance	Maintenance arrangements and policies for buildings and grounds	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan –  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Estates indicators	Performance indicators on major estates functions	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan -  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></p>
Environmental policies	The college's environmental policies, practices and overview of their impact	<p>The College estate is fully detailed in its Estate Strategy for 2007-2018 and its annual corporate plan. The direct links are:</p> <p>Estate Strategy –  <a href="http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf">http://www.jwheatley.ac.uk/documents/management/other/EstateStrategy2007.pdf</a></p> <p>Corporate Plan –  <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a></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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Policies	Policies, procedures and guidelines relating to health and safety	<p>The College's Health and Safety Policy and Arrangements are available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/jwchealthsafety/Policy/HealthSafetyPolicy.pdf">http://www.jwheatley.ac.uk/jwchealthsafety/Policy/HealthSafetyPolicy.pdf</a></p> <p>Risk Assessment and COSHH Assessments are working documents and are available from the College</p>
Annual Reports	Reports to governing body on health and safety issues	<p>The College's Annual Report on Health and Safety is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf">http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf</a></p>
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	<p>The College's mechanisms for monitoring and reporting Health and Safety are contained in the two documents below.</p> <p>Health and Safety Policy. The direct Link is <a href="http://www.jwheatley.ac.uk/jwchealthsafety/Policy/HealthSafetyPolicy.pdf">http://www.jwheatley.ac.uk/jwchealthsafety/Policy/HealthSafetyPolicy.pdf</a></p> <p>Annual Report on Health and Safety. The direct link is <a href="http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf">http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf</a></p>
Statistics	Summary statistics on accidents and incidents within the college	<p>The College's Annual Report on Health and Safety contains this information and is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf">http://www.jwheatley.ac.uk/documents/HealthSafety/HSAnnualReport78.pdf</a></p>

Support structures	Information on the college's support structures for health and safety	This information is contained in the College's Health and Safety Policy and Arrangements which are available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/HealthSafety/HealthSafetyPolicy.pdf">http://www.jwheatley.ac.uk/documents/HealthSafety/HealthSafetyPolicy.pdf</a>
Contact information	Details of how to get information about health and safety issues	Health and Safety information related to the College can be obtained from the College Web site or from  Alex Kirk Senior Vice Principal John Wheatley College 2 Haghill Road Glasgow G31 3SR

## 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 a number of policies, procedures and statements in this area. All are available on the College Website. The direct links of the main documents are given below.</p> <p>Equality Statement -  <a href="http://www.jwheatley.ac.uk/management/policies.html">http://www.jwheatley.ac.uk/management/policies.html</a></p> <p>Disability Statement -  <a href="http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf">http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf</a></p> <p>Equal Opportunities Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf</a></p> <p>Inclusiveness Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf</a></p> <p>Disability Equality Scheme -  <a href="http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf">http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf</a></p>
Support structures	A description of the college's support structures for disability issues	<p>The College has a number of policies, procedures and statements in this area. All are available on the College Website. The direct links of the main documents are given below.</p> <p>Equality Statement -  <a href="http://www.jwheatley.ac.uk/management/policies.html">http://www.jwheatley.ac.uk/management/policies.html</a></p> <p>Disability Statement -  <a href="http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf">http://www.jwheatley.ac.uk/documents/equality/JWCDisabilityStatement.pdf</a></p>

		<p>Equal Opportunities Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf</a></p> <p>Inclusiveness Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf</a></p> <p>Disability Equality Scheme -  <a href="http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf">http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf</a></p>
Contacts	Details of how to get information about support for disabled people	<p>Information can be obtained from the College Web site or the advice office on <a href="mailto:advice@jwheatley.ac.uk">advice@jwheatley.ac.uk</a></p> <p>Individuals will be offered an interview with a qualified member of staff. A direct link to information is <a href="http://www.jwheatley.ac.uk/services/addsupport.html">http://www.jwheatley.ac.uk/services/addsupport.html</a></p>
Accessibility of buildings and services	The levels of accessibility of each of the college's main buildings and services.	<p>Detailed information on access to and in buildings can be obtained from <a href="http://www.disabledgo.info/Education/Default.asp?To wnID=2121&amp;Code=">http://www.disabledgo.info/Education/Default.asp?To wnID=2121&amp;Code=</a></p>
Strategies	The college's diversity and equality strategies.	<p>The College's strategies are contained in the following documents which are available on the College Web site. The direct links are given.</p> <p>Disability Equality Scheme -  <a href="http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf">http://www.jwheatley.ac.uk/documents/equality/DESActionPlan.pdf</a></p> <p>Gender Equality Scheme and Action Plan  <a href="http://www.jwheatley.ac.uk/documents/equality/GES_ActionPlan07_10.pdf">http://www.jwheatley.ac.uk/documents/equality/GES_ActionPlan07_10.pdf</a></p> <p>Gender Equality Scheme Implementation Schedule  <a href="http://www.jwheatley.ac.uk/documents/equality/GESI mplementation.pdf">http://www.jwheatley.ac.uk/documents/equality/GESI mplementation.pdf</a></p>

Statistics	Summary statistics on support for disability within the college.	Statistical information is fully detailed in the College's Equality and Diversity Report. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf">http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf</a>
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## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments/Comments</b>
Course information	Programmes offered by the college	<p>The College provides comprehensive information on courses, qualifications and entry procedures on paper, on the Web site and from the Advice Team in its main buildings.</p> <p>The main Web site links are given below.</p> <p>Course Finder - <a href="http://www.jwheatley.ac.uk/programmes/search.asp">http://www.jwheatley.ac.uk/programmes/search.asp</a></p> <p>Qualifications - <a href="http://www.jwheatley.ac.uk/programmes/qualifications.html">http://www.jwheatley.ac.uk/programmes/qualifications.html</a></p> <p>Application Form - <a href="http://www.jwheatley.ac.uk/programmes/docs/applicationform.pdf">http://www.jwheatley.ac.uk/programmes/docs/applicationform.pdf</a></p> <p>Course Funding - <a href="http://www.jwheatley.ac.uk/programmes/cost.html">http://www.jwheatley.ac.uk/programmes/cost.html</a></p>

Admissions	The college's admissions procedures and policies	<p>Information on admissions is available on the College Web site, the Prospectus and from the Advice Team. The main direct links are given below.</p> <p>How to Apply -  <a href="http://www.jwheatley.ac.uk/programmes/joining.html">http://www.jwheatley.ac.uk/programmes/joining.html</a></p> <p>Course Finder -  <a href="http://www.jwheatley.ac.uk/programmes/search.asp">http://www.jwheatley.ac.uk/programmes/search.asp</a></p> <p>Qualifications -  <a href="http://www.jwheatley.ac.uk/programmes/qualifications.html">http://www.jwheatley.ac.uk/programmes/qualifications.html</a></p> <p>Application Form -  <a href="http://www.jwheatley.ac.uk/programmes/docs/applicationform.pdf">http://www.jwheatley.ac.uk/programmes/docs/applicationform.pdf</a></p> <p>Course Funding -  <a href="http://www.jwheatley.ac.uk/programmes/cost.html">http://www.jwheatley.ac.uk/programmes/cost.html</a></p> <p>The College operates a policy of widening access over a significant number of areas. This information is available on the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/programmes/other.html">http://www.jwheatley.ac.uk/programmes/other.html</a></p>
Fees and charges	Tuition fees and other charges to students	<p>Course fees are not a straightforward matter and this issue is covered in detail in the College Prospectus and on the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/programmes/cost.html">http://www.jwheatley.ac.uk/programmes/cost.html</a></p>
Registration	The college's arrangements for registering students	<p>Information for joining a programme is given on the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/programmes/joining.html">http://www.jwheatley.ac.uk/programmes/joining.html</a></p>

Assessments	Arrangements for assessments and examinations	<p>There are, in the main, no external examinations. Where these do apply individuals will be informed directly.</p> <p>Assessment and examination procedures – this information is available in the three documents indicated below. The direct links are given.</p> <p>Qualifications -  <a href="http://www.jwheatley.ac.uk/programmes/qualifications.html">http://www.jwheatley.ac.uk/programmes/qualifications.html</a></p> <p>Equal Opportunities Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/EqualOpportunityPolicy.pdf</a></p> <p>Inclusiveness Policy -  <a href="http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf">http://www.jwheatley.ac.uk/documents/equality/equalityPolicies/InclusiveLearningPolicy.pdf</a></p> <p>Assessment and examination procedures are particular to each programme. Information is available on the College's Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/programmes/qualifications.html">http://www.jwheatley.ac.uk/programmes/qualifications.html</a></p>
Progression	Regulations governing student progression	<p>Progression information is particular to each programme. Information is available on the College's Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/programmes/qualifications.html">http://www.jwheatley.ac.uk/programmes/qualifications.html</a></p>
Learning support services	Description and availability of the academic and non-academic learning support services offered by the college.	<p>Detailed information on Learning Support is available on the College Web site. The direct link is  <a href="http://www.jwheatley.ac.uk/services/addsupport.html">http://www.jwheatley.ac.uk/services/addsupport.html</a></p> <p>Information on literacies is available at  <a href="http://www.jwheatley.ac.uk/services/pal.html">http://www.jwheatley.ac.uk/services/pal.html</a></p>

Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	The College has a Students' Association. The President of the Students' Association is a member of the Board of Management. Students are members of Course Teams. Further information is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/studentsassociation.html">http://www.jwheatley.ac.uk/facilities/studentsassociation.html</a>
Student welfare	A description of the availability and range of the college's welfare and advice services.	Student welfare, pastoral care, chaplaincy services and referral health services can be obtained accessed through the College's Advice Team. Further information is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/faith.html">http://www.jwheatley.ac.uk/facilities/faith.html</a>
Chaplaincy services	A description of the college's chaplaincy services.	Student welfare, pastoral care, chaplaincy services and referral health services can be obtained accessed through the College's Advice Team. Further information is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/faith.html">http://www.jwheatley.ac.uk/facilities/faith.html</a>
Health services	A description of the medical support services provided by the college for students.	Student welfare, pastoral care, chaplaincy services and referral health services can be obtained accessed through the College's Advice Team. Further information is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/faith.html">http://www.jwheatley.ac.uk/facilities/faith.html</a>
Careers services	Availability, conditions of use and range of services offered by the college's careers service	Members of the College Advice Team are available in each of the main building during normal College opening hours. The direct link to information and photographs of the Advice Team is <a href="http://www.jwheatley.ac.uk/services/advice.html">http://www.jwheatley.ac.uk/services/advice.html</a>
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the college	The College has no sports facilities of its own. Facilities are available via Culture and Sport Glasgow at the Bridge which adjoins the College's Easterhouse Building. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/bridge.html">http://www.jwheatley.ac.uk/facilities/bridge.html</a>
Student records	The college's policies on the collection, maintenance and use of personal information about students.	The College's Data Protection Policy is provided on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/dataprotect.html">http://www.jwheatley.ac.uk/management/dataprotect.html</a>  The College utilises a Fair Processing Notice on Student Enrolment Forms which informs Students how the College will use information collected from Students.

Student discipline	The college's policies and procedures for disciplinary proceedings against students	The College's Code of Student Behaviour provides detailed information and is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/lecturers/studentCodeBehaviour.pdf">http://www.jwheatley.ac.uk/documents/lecturers/studentCodeBehaviour.pdf</a>
Student accommodation	Availability, conditions of use and range of accommodation services offered by the college	The College does not have Student accommodation,
Graduation arrangements	Information about awards ceremonies	The College does not have a graduation.
Student complaints	Procedures for dealing with student complaints about the college	The Commendations and Complaints Policy and procedures are available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/CommComp.pdf">http://www.jwheatley.ac.uk/documents/policies/CommComp.pdf</a>
Relationship with the Students Union/ Association	The legal and structural basis of the college's relationships with the Students Union/Association	The College has a Students' Association. The President of the Students' Association is a member of the Board of Management. Students are members of Course Teams. Further information is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/facilities/studentsassociation.html">http://www.jwheatley.ac.uk/facilities/studentsassociation.html</a>
Students Union/ Association and clubs <sup>3</sup>	Information on the operation and activities of the Students Union and other student clubs	The College has no Students' Association clubs.

<sup>3</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.

<b>Class name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Programme approval	Programme approval and monitoring arrangements	<p>The arrangements for approval of programmes are available on the College web site along with information related to moderation of units and the tutor's responsibilities.</p> <p>The direct link to these documents are given below:</p> <p>SQA Induction Guide for Lecturers - <a href="http://www.jwheatley.ac.uk/documents/lecturers/SQAInductionGuideforLecturers.pdf">http://www.jwheatley.ac.uk/documents/lecturers/SQAInductionGuideforLecturers.pdf</a></p> <p>Internal Moderation Manual - <a href="http://www.jwheatley.ac.uk/documents/lecturers/ModerationManual2000.pdf">http://www.jwheatley.ac.uk/documents/lecturers/ModerationManual2000.pdf</a></p> <p>Programme Tutors' Handbook - <a href="http://www.jwheatley.ac.uk/documents/lecturers/ProgrammeTutorHandbook.pdf">http://www.jwheatley.ac.uk/documents/lecturers/ProgrammeTutorHandbook.pdf</a></p> <p>Outreach Tutors' Handbook - <a href="http://www.jwheatley.ac.uk/documents/lecturers/OutreachTutorHandbook.pdf">http://www.jwheatley.ac.uk/documents/lecturers/OutreachTutorHandbook.pdf</a></p>

<b>Class name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Student satisfaction	Anonymous summary results of surveys of student satisfaction with the College	<p>The College has an annual survey of Student satisfaction and undertakes, by means of an external expert, an Evaluation of the Learning Experience. The latest reports from these two exercises are available on the College Web site. The direct links are given below.</p> <p>Student Satisfaction Survey -  <a href="http://www.jwheatley.ac.uk/documents/management/reports/learnerQualityEngagementReport.pdf">http://www.jwheatley.ac.uk/documents/management/reports/learnerQualityEngagementReport.pdf</a></p> <p>Evaluation of the Learning Experience -  <a href="http://www.jwheatley.ac.uk/documents/management/reports/0708EvalLearnerAggregatedReport.pdf">http://www.jwheatley.ac.uk/documents/management/reports/0708EvalLearnerAggregatedReport.pdf</a></p>
Institutional internal reviews	Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards	<p>The College's Learning and Teaching Strategy and associated documents provides detailed information in this area. The direct link to the College Web site is  <a href="http://www.jwheatley.ac.uk/management/learnteachstrategy.html">http://www.jwheatley.ac.uk/management/learnteachstrategy.html</a></p>
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.	The College does not have professional accreditation of any programmes.
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 does not undertake work in this area.
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.	<p>The College is reviewed by HMIE and the latest report is available in full on the HMIE Web site. The direct link is:  <a href="http://www.hmie.gov.uk/documents/inspection/JohnWheatleyCollegeReview.pdf">http://www.hmie.gov.uk/documents/inspection/JohnWheatleyCollegeReview.pdf</a></p> <p>The College also has Quality Assurance Assessments undertaken by SQA and IiP. The latest information from these organisations is available from the College.</p>

## 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.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Library facilities	Availability and conditions of use of library facilities. Library catalogue if publicly available.	Full information on the College's Library and Information Centers is given on the College Web site. The direct link to this information is <a href="http://www.jwheatley.ac.uk/facilities/libraries.html">http://www.jwheatley.ac.uk/facilities/libraries.html</a>
Computing facilities	Availability and conditions of use of computing facilities	Full information on the computing facilities available in the College's Library and Information Centers is given on the College Web site. The direct link to this information is <a href="http://www.jwheatley.ac.uk/facilities/libraries.html">http://www.jwheatley.ac.uk/facilities/libraries.html</a>  The College's Acceptable Use ICT Policy is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/policies/AcceptableICTUsePolicy.pdf">http://www.jwheatley.ac.uk/documents/policies/AcceptableICTUsePolicy.pdf</a>
Other information facilities	Availability and conditions of use of facilities	Information on other facilities is available on the College Web site. The link to each area is given below:  Accessibility and Equalities <a href="http://www.jwheatley.ac.uk/facilities/access.html">http://www.jwheatley.ac.uk/facilities/access.html</a>  Childcare Centers <a href="http://www.jwheatley.ac.uk/facilities/creche.html">http://www.jwheatley.ac.uk/facilities/creche.html</a>  Local Amenities <a href="http://www.jwheatley.ac.uk/facilities/amenities.html">http://www.jwheatley.ac.uk/facilities/amenities.html</a>  The Bridge <a href="http://www.jwheatley.ac.uk/facilities/bridge.html">http://www.jwheatley.ac.uk/facilities/bridge.html</a>

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
Major strategy documents	High-level aims and strategies of information services units	The College's ICT Strategy is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/management/ictstrategy.html">http://www.jwheatley.ac.uk/management/ictstrategy.html</a>

## 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.

<b>Class Name</b>	<b>Description</b>	<b>Examples/Comments</b>
Alumni	Arrangements for keeping in touch with former staff and students	The College does not have an Alumni organisation.
Community Relations	Description of the facilities and services available to the local community	Facilities available to Students are available to the community.
Development activities	Promotional material relating to institutional fundraising objectives	The College's future plans are fully described in its corporate plan. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a>  The College Prospectus is available at <a href="http://www.jwheatley.ac.uk/documents/prospectus/JwcProgrammeGuide2011_12.pdf">http://www.jwheatley.ac.uk/documents/prospectus/JwcProgrammeGuide2011_12.pdf</a>
Public Relations	Information created specifically to	All public relations information is presented on the College

<b>Class Name</b>	<b>Description</b>	<b>Examples/Comments</b>
	publicise facilities and activities.	Web site. The direct link is <a href="http://www.jwheatley.ac.uk/index.asp">http://www.jwheatley.ac.uk/index.asp</a>

## 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.

<b>Class Name</b>	<b>Description</b>	<b>Examples/Comments</b>
Funding body statistical reports and returns	Information that the college is legally obliged to make available to its funding body	The College makes an annual return of student activity to the Scottish Funding Council. This is an electronic return. The information can be obtained from the Scottish Funding Council Infact Database. The direct link is <a href="http://www.sfc.ac.uk/statistics/further_education_statistics/infact_database/infact_database.aspx">http://www.sfc.ac.uk/statistics/further_education_statistics/infact_database/infact_database.aspx</a>
HMIE reports	Reports on College by Her Majesty's Inspectorate of Education (HMIE)	The College is reviewed by HMIE and the latest report is available in full on the HMIE Web site. The direct link is: <a href="http://www.hmie.gov.uk/documents/inspection/JohnWheatleyCollegeReview.pdf">http://www.hmie.gov.uk/documents/inspection/JohnWheatleyCollegeReview.pdf</a>
Other statutory reports	Information which the College is legally required to publish	All information the College is required to report is contained in its corporate plan or its Annual Accounts and Report. The corporate plan is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf">http://www.jwheatley.ac.uk/documents/management/other/CollegePlan2011_14.pdf</a> The Annual Accounts and Report can be obtained from the College when the Scottish Parliament has agreed its release.
Information on student admission, progression and completion	Statistical information on these matters which the college is required by the Funding Council to publish	The College makes an annual return of student activity to the Scottish Funding Council. This is an electronic return. The information can be obtained from the Scottish Funding Council Infact Database. The direct link is <a href="http://www.sfc.ac.uk/statistics/further_education_statistics/infact_database/infact_database.aspx">http://www.sfc.ac.uk/statistics/further_education_statistics/infact_database/infact_database.aspx</a>

Class Name	Description	Examples/Comments
		In addition Statistical information is fully detailed in the College's Equality and Diversity Report. This is available on the College Web site. The direct link is <a href="http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf">http://www.jwheatley.ac.uk/documents/equality/EqualityDiversityReport.pdf</a>

## 17. Environmental Information

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

<b>Class Name</b>	<b>Description</b>	<b>Examples/Comments</b>
Legislation	Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it	The College will comply with the information requirements of the Environmental Information Regulations 2004 (link to legislation <a href="http://www.opsi.gov.uk/si/si2004/20043391.htm">http://www.opsi.gov.uk/si/si2004/20043391.htm</a> ) and will provide any information it hold on request to the College.
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;  a Green Travel Plan; and  a Climate Commitment.  These are not currently available on the College web site but copies can be obtained from the College.  The College is currently progressing registration within an Environmental Management System.
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	There are currently no progress reports.
Reports on the Status of the Environment	Reports held by the College on the state of the environment	The College holds no reports on the state of the environment.
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	The College does not undertake monitoring of the environment.  The College's two buildings have, from January 2009, Energy Performance Certificates.  The College's Haghill building is 'A' rated.

Class Name	Description	Examples/Comments
		The College's Easterhouse building is 'B' rated.
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	The College has no such authorisations.
Environmental Impact Studies	Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, coastal and marine areas, biological diversity and its components, genetically modified organisms and the interaction among those elements effecting the college.	The College has not undertaken an Environmental Impact Study.
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	The College has a Sustainable Development Committee which is used to provide advice to the College on future sustainable developments.  Papers can be obtained from the College.