

James Watt College Publication Scheme June 2009

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

1. Introduction

1.	INTRODUCTION TO THE PUBLICATION SCHEME	<p>James Watt College acknowledges the regard to the public interest on the information it holds. 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 our 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. The aim is to promote transparency and openness about our College and the way we make decisions.</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 James Watt College	<p><i>James Watt College</i></p> <p>James Watt College is one of the largest further education colleges in Scotland. The College plays an important role in meeting the educational and training needs of individuals, employers and communities in Inverclyde and North Ayrshire.</p> <p>The main function of the College is to provide vocational education to a wide range of customers and clients locally, nationally and Internationally.</p> <p>The majority of the funding for the College is provided by the Scottish Funding Council – www.sfc.ac.uk The Scottish Funding Council (SFC) distributes more than £1.7 billion to Scotland's colleges and universities for teaching and learning, research and other activities in support of Scottish government priorities.</p> <p>Our Board of Management comprises of people from local communities and employers as well as representatives from teaching and support staff and the student President.</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"> • the services we provide; • the costs of those services; • the standard of those services; • the facts that inform the decisions we take which are of importance to the public; and • the reasoning that informs our decisions. <p>This publication scheme was prepared by the Association of Scottish Colleges (ASC) in partnership with the Universities Scotland's FOI Working Group. The draft model was made available to a number of key stakeholders.</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 – 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>Online: 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 www.jameswatt.ac.uk. If you are still having trouble finding any document listed under our publication scheme, then please call Vivien Ruddell, James Watt College, Finnart Street, Greenock on 01475 724433 for further assistance.</p> <p>By email: 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. Email: foi@jameswatt.ac.uk</p> <p>By phone: Information can also be requested from us over the telephone. Please call Vivienne Ruddell on 01475 724433 to request information available under this scheme.</p> <p>By post: All information under the scheme will normally be available in paper copy form. Please address your request to: Vivienne Ruddell, James Watt College, Finnart Street, Greenock, PA16 8HF</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>Advice and assistance: If you have any difficulty identifying the information you want to access, then please contact Vivienne Ruddell on 01475 724433 who will be happy to help</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 following receipt of your request.</p> <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>Reproduction costs: 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>Postage cost: We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p> <p>There are also a small number of publications for which James Watt College makes a charge. These documents include Annual Accounts. These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. Details of any individual charges which differ from the above charging policy are provided within <i>Section 12 – Classes of Information</i>.</p>
7.	OUR COPYRIGHT POLICY	<p>James Watt College 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> <p>The publication scheme may, however, contain information where the copyright holder is not James Watt College. 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</p>

		<p>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 www.oqps.gov.uk. 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	All student records – paper and computer records are held for a period of at least 5 years
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 would 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"> • other information that you would like to see included in the publication scheme; • whether you found the publication scheme easy to use; • whether you found the publication scheme useful; • whether our staff were helpful; • other ways in which our publication scheme can be improved. <p>Please send any comments or suggestions to Alistair Shaw, Assistant Principal, James Watt College, Finnart Street, Greenock PA16 8HF</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>Alistair Shaw, Assistant Principal, James Watt College, Finnart Street, Greenock PA16 8HF</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 Kinburn Castle Doubledykes Road</p>

		<p>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	<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 Alistair Shaw, Assistant Principal, James Watt College, Finnart Street, Greenock PA16 8HF</p> <p>Charges for information not available under the publication scheme: 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 not available under this publication scheme the charges will be based on the following calculations:</p> <p><i>General information requests:</i></p> <ul style="list-style-type: none"> • 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.

		<p><i>Charges for environmental information:</i> 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.</p> <p>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.</p> <p>Charges are calculated on the basis of the actual cost to the authority of providing the information.</p> <ul style="list-style-type: none"> • 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. <p><i>Requests for your own personal data:</i> The College will charge £5 for each copy of personal data</p>
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.itspubliknowledge.info/>

4. 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	Available from
Name and address	The name of the college, and the address of its principal office	James Watt College Finnart Street Greenock PA16 8HF	College Website
Principal officers	Names of the principal officers of the college	Principal – Mrs Sue Pinder, OBE Vice Principal – Mr Alastair Milloy Vice Principal – Mrs Alison Allan Assistant Principal – Mr Alistair Shaw Assistant Principal – Ms Margaret Tierney Assistant Principal – Mrs Lesley Aird Clerk to the Board of Management – Mr Sandy Adamson PA to the Principal – Ms Susan McDonald	College Website
Contact information	Information on how to contact the college	Information on initial point of contact covering areas likely to be of interest to enquirers e.g. admissions. www.jameswatt.ac.uk	College Website and
Location	Information on the college's principal and other main locations, including campus maps	James Watt College Finnart Campus: Finnart Street Greenock PA16 8HF North Ayrshire Campus: Lachlan Way, Kilwinning KA13 6DE Largs Campus: Sports Scotland, Burnside Road, Largs, KA30 8RW Waterfront Campus: Customhouse Way, Greenock, PA15 1EN www.jameswatt.ac.uk/info/maps.asp	College Website
Opening hours	Opening hours of the college's principal office	9am to 5pm Monday to Friday	
Academic year dates	Information on the dates of the college's academic years	16 August 2008 to 12th June 2009 17 Aug 2009 – Friday 25 Jun 2010	
Holidays	Dates of closure of the college	Full College closures in 2009:	

		<p>1 & 2 January 2009 10 & 13 April 2009 4 May 2009 24 – 31 December 2009</p> <p>Full College closures in 2010: 1 & 4 January 2010 2 & 5 April 2010 3 May 2010 December 2010 (to be finalised)</p>	
Complaints	Procedures on how to complain about the college	<p>Complaints are dealt with according to the College Complaints Procedure which is available on the College's website.</p> <p>Complaints can also be made to the Scottish Public Services Ombudsman if you feel we have not dealt with your complaint satisfactorily. Details can be found on their website. http://www.scottishombudsmanwatch.org/</p>	
Document serving	Arrangements for serving official documents on the college	All official documents to be served on the College should be addressed to Mrs S Pinder, OBE, Principal & Chief Executive, James Watt College, Finnart Street, Greenock PA16 8HF	
Freedom of Information contact	Central contact point for Freedom of Information inquiries	Ms Vivienne Ruddell, James Watt College, Finnart Street, Greenock, PA16 8HF or at foi@jameswatt.ac.uk	

5. 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	Ms Vivienne Ruddell, James Watt College, Finnart Street, Greenock, PA16 8HF or at foi@jameswatt.ac.uk or on 01475 724433
Personal information requests	Details of how to make subject access requests under the DPA	Mr Alistair Shaw, James Watt College, Finnart Street, Greenock, PA16 8HF or at ashaw@jameswatt.ac.uk or on 01475 553001
Environmental Information Requests	Details of how to request environmental information from the College	Mr Bill McNeice, James Watt College, Finnart Street, Greenock, PA16 8HF or at bmcneice@jameswatt.ac.uk or on 01475 724433
Freedom of information policies	Institutional Freedom of Information policies and procedures	Ms Vivienne Ruddell, James Watt College, Finnart Street, Greenock, PA16 8HF or at foi@jameswatt.ac.uk
Data Protection policies	Institutional Data Protection policies and procedures	Mr Alistair Shaw, James Watt College, Finnart Street, Greenock, PA16 8HF or at ashaw@jameswatt.ac.uk or on 01475 553001
Environmental Policies	Institutional Environmental Policies and Procedures	Mr Bill McNeice, James Watt College, Finnart Street, Greenock, PA16 8HF or at bmcneice@jameswatt.ac.uk or on 01475 724433

6. 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. This Act can be accessed on the Office of Public Sector Information website
Governance Structure	The college's governance structures and operational procedures	<p>Membership of the Board of Management:</p> <ul style="list-style-type: none"> Mr Drew Duncan, Chair Ms Morag Dunlop, Vice Chair Mr Ian Anderson Dr Derek Little Mr Bill Foy Mr Brian MacDonald Ms Gill Troup Mr Lawrence Wyper Ms Carol Kirk Mr Jim Reid Mr Alan Ferguson, Teaching Staff Representative Mr James McGavock, Support Staff Representative Ms Yvonne Graham, Student Representative Mrs Sue Pinder, Principal & Chief Executive Mr Richard Wilkinson Dr Andrew Hetherington <p>Board of Management profiles 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. The Board's committees include:</p> <ul style="list-style-type: none"> Audit Committee Finance & Resources Committee Human Resource Development Committee Learning & Teaching Committee Nominations Committee Remunerations Committee <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 adhoc groups.</p>

Class Name	Class Description	Examples/Comments
Conflict of interests	The college's conflict of interests policies	The Board of Management has adopted a Code of Conduct established with the Standards Commission in accordance with the Ethical Standards in Public Life (Scotland) Act 2000, which is available on the College's website.
Register of interests	Institutional register of interests	<p>Members of the Board of Management must register interests in accordance with the code of conduct established under the Ethical Standards in Public Life (Scotland) Act 2000.</p> <p>A register of member's interests for Board of Management and Leadership Team members is maintained to allow staff to record information on potential conflicts of interest. These forms are available on the College's website.</p>
Institutional structure	A description of the college's major organisational units and how these relate to each other	Organisational structure charts are available on request.
Major committees	The activities of major committees with devolved decision-making powers	<p>The Board's committees include:</p> <ul style="list-style-type: none"> Audit Committee Finance & Resources Committee Human Resource Development Committee Learning & Teaching Committee Nominations Committee Remunerations Committee <p>Internal Committees include:</p> <ul style="list-style-type: none"> Health & Safety Committee Validations & Approvals Committee Quality & Standards Committee Estates Development Committee <p>Terms of Reference for all above committees are available on request.</p> <p>Standing orders, codes of conduct and other papers describing operations of major committees are available on request</p> <p>Agenda and minutes of meetings of Board of Management and other major committees are available on the College's website</p> <p>Calendar of meeting dates for Board of Management and other major committees are available on request</p>

7. 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	Statutory Annual Report & Accounts 2007/08 are available on the College's website														
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	The College has a Budgeting & Financial Control policy, copy of which is available on request														
Budgets overview	Summary of budgetary allocations to major budgetary units	Available on request														
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. These include: Financial regulations Debt Recovery Policy Travel & Subsistence Policy Business Expenses Policy Fraud Prevention Policy & Procedure Money Handling Policy Treasury Management Policy Delegated Financial Authority Policy														
Insurance	Summary information on the college's major insurance policies	<table border="1"> <thead> <tr> <th>POLICY TYPE</th> <th>INSURER</th> </tr> </thead> <tbody> <tr> <td>Education Combined</td> <td>Royal & Sun Alliance Insurance Plc</td> </tr> <tr> <td>Excess Liability Combined</td> <td>ACE Europe</td> </tr> <tr> <td>Fleet Rated Commercial Motor</td> <td>QBE Insurance (Europe) Limited</td> </tr> <tr> <td>Fleet Rated Commercial Motor</td> <td>QBE Insurance (Europe) Limited</td> </tr> <tr> <td>Combined Business Travel/PA</td> <td>AIG UK Limited</td> </tr> <tr> <td>Services and Helplines – Commercial</td> <td>DAS Legal Expenses Insurance Co Ltd</td> </tr> </tbody> </table>	POLICY TYPE	INSURER	Education Combined	Royal & Sun Alliance Insurance Plc	Excess Liability Combined	ACE Europe	Fleet Rated Commercial Motor	QBE Insurance (Europe) Limited	Fleet Rated Commercial Motor	QBE Insurance (Europe) Limited	Combined Business Travel/PA	AIG UK Limited	Services and Helplines – Commercial	DAS Legal Expenses Insurance Co Ltd
POLICY TYPE	INSURER															
Education Combined	Royal & Sun Alliance Insurance Plc															
Excess Liability Combined	ACE Europe															
Fleet Rated Commercial Motor	QBE Insurance (Europe) Limited															
Fleet Rated Commercial Motor	QBE Insurance (Europe) Limited															
Combined Business Travel/PA	AIG UK Limited															
Services and Helplines – Commercial	DAS Legal Expenses Insurance Co Ltd															
Investments	Summary information on institutional endowments and investments	The College has no endowments or investments other than bank deposit accounts														

8. 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.

Class Name	Class Description	Examples/Comments
Mission	College's Mission statement	'It's all about learning' 'A place of learning, empowerment and change'
Corporate plan	College's corporate or Strategic Plan	Strategic Plan for 2009/2012 is available on the College's website
Strategies	Major institutional strategy documents	Learning & Teaching Strategy Estate Strategy, Human Resources strategy Business Continuity Plan ICT Strategy Inclusiveness Strategy Environmental Sustainability Strategy Citizenship Strategy Employability Strategy Learning & Development Strategy Copies of strategies are available on request
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	All PI information is available on Scottish Funding Council website - www.sfc.ac.uk
Planning procedures	Internal procedures for planning and resource allocation	The College has an annual Planning Cycle

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 Procurement Policy
Procurement procedures	College's procurement and purchasing manuals	The College has a Purchase Order Policy
Procurement contacts	Contact information for procurement and purchasing information	Brian Bradley - Procurement Officer email bbradley@jameswatt.ac.uk telephone 01475 554040
Planned procurements	Summary information about the college's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	None at present
Tender documentation	EU prescribed documentation for significant procurements	The College has not undergone any EU procurement
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	The College does not currently hold any direct supplier contracts which were over the EU threshold. All such contracts have been awarded through framework agreements from purchasing consortiums of which the College is a member eg APUC

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). Available on request
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	Recruitment and Selection Policy-Available on request
Performance management	Policies and procedures relating to performance management	Information on probation and appraisal arrangements is currently being reviewed. Appropriate policies and procedures will be published and available on request
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Statistical information on outcomes available on request
Pensions	Policies and guidelines on pension arrangements for staff	Lecturing (centre) staff may join the Scottish Teachers' Superannuation Scheme Service(SPPA). Service (support) staff may join the Strathclyde Pension fund(Local Government Superannuation Scheme.) Information is available on both of these schemes from the scheme providers website.
Discipline	Disciplinary procedures and policies	The College has a Grievance Policy which has been agreed with the recognised trade unions Harassment and bullying policy. Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. Available on request
Grievance	Grievance procedures and policies	The College has a Grievance Policy which has been agreed with the recognised trade unions. Available on request
Race relations	Race equality policies	Local procedure agreements are held by the Assisatant Principal - Organisational Development/HR Manager
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Policies, statements, procedures, guidelines, and action plans relating to the provision of equal opportunities with respect to age, race/ethnic origin, sex, religion and belief, sexual orientation, and disability.

Class Name	Class Description	Examples/Comments
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	The College 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). To this end the College has a Whistle Blowing Policy. Available on request
Staff development	Policies and procedures relating to the ongoing development of staff	Details of Staff development opportunities available from the college Learning and Development Manager e.g. Induction arrangements, Access to internal and external training opportunities.
Staff records	The college's policy on the collection, maintenance and use of personal information about staff.	The College has a Data Protection Policy in place. Subject access requests should be made to Mr Alistair Shaw, James Watt College, Finnart Street, Greenock, PA16 8HF. Telephone 01475 553001
Staff facilities	Description of the facilities and services available to members of staff.	There are a range of facilities available to staff including: Flexible working arrangements(were operationally possible) Occupational Sick Pay Occupational Health Services Employee Counselling services Staff restaurant, rest rooms and office space. Free car parking arrangements at all sites

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	Estates Strategy, Condition Report section April 2008
Estate development plans	Plans for major changes to the estate	Estates Strategy
External funding	Plans for use of major external capital and other sources of external funding	The College does not currently have any capital projects funded through external capital funds
Buildings under construction	Summary information about buildings under construction	The College does not currently have any buildings under construction
Maintenance	Maintenance arrangements and policies for buildings and grounds	See College Estates Strategy
Estates indicators	Performance indicators on major estates functions	E-mandate PIs
Environmental policies	The college's environmental policies, practices and overview of their impact	James Watt College has signed up to the Universities & Colleges Climate Commitment for Scotland (UCCCfS) and will produce a 5-year Climate Change Action Plan (5yCCAP) by February 2010. The College Eco-Group will help to drive progress on this initiative.

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 Environmental, Health & Safety Policy (EH&S) statement and all related procedures and guidance are available on the College Intranet. These are available on request
Annual Reports	Reports to governing body on health and safety issues	Regular (normally Quarterly) and annual EH&S Reports are provided to the Board of Management. These are available on request
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	The EH&S Service works closely with all Teaching and Service areas. The College Health & Safety Committee meets four times of year and is the main body for monitoring of and consultation on Health & Safety issues. Both recognised trades Unions are represented on the Health & Safety Committee.
Statistics	Summary statistics on accidents and incidents within the college	Accident statistics are prepared by the EH&S Service and Quarterly & Annual Accident Statistics reports are prepared for the H&S Committee and the Board.
Support structures	Information on the college's support structures for health and safety	The Assistant Principal (AP) – Organisational Development (OD) has responsibility for EH&S Matters at Leadership Team level. The EH&S Service Manager reports to the AP-OD and has one full time Admin Assistant.
Contact information	Details of how to get information about health and safety issues	College's Environmental, Health & Safety (EH&S) Manager – Mr Bill McNeice, Telephone: 01475 724433 Email: bmcneice@jameswatt.ac.uk

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	Disability Discrimination Act Disability Equality Scheme Gender Equality Policy Race Equality Policy
Support structures	A description of the college's support structures for disability issues	Extended Learning Support JWC Student Diary
Contacts	Details of how to get information about support for disabled people	Information about support from disabled people is available from: Student Services for Learners and from Human Resources for staff.
Accessibility of buildings and services	The levels of accessibility of each of the college's main buildings and services.	Accessibility complies with DDA requirements. In addition the college deaf alerter system installed for emergency situations. Emergency evacuation chairs installed in all buildings. Prospectus and course guide available in Braille. Materials available in large print. Audio Induction available. Personal Evacuation Plans and Procedures.
Strategies	The college's diversity and equality strategies.	Equality and Diversity Strategy available on request
Statistics	Summary statistics on support for disability within the college.	The college produces annual statistics. These are available on request.

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	Information on the course content, qualifications and entry requirements can be found in: Prospectus; Course guides; Website www.jameswatt.ac.uk
Admissions	The college's admissions procedures and policies	All information on how to: obtain a prospectus; attend an open day; visit the college; apply for a course can be found on the college website, or by calling 0800 587 2277 or 0800 085 8200 www.jameswatt.ac.uk . Policies and procedures for dealing with applications, enquiries and admissions can be found on the staff intranet. Policy statement on equalities can be found on the staff intranet and the college website
Fees and charges	Tuition fees and other charges to students	Tuition Fee List is available on request
Registration	The college's arrangements for registering students	Students normally enrol during the college induction period. Students manually complete and sign an enrolment form. The enrolment process is co-ordinated with each learning centre.
Assessments	Arrangements for assessments and examinations	The college has approval from a number of examination bodies. The rules and procedures for each body are applied to examination, assessment, and appeals. Students are advised of these arrangements prior to examination by lecturers and at the commencement of the examination by any independently appointed invigilators.
Progression	Regulations governing student progression	The college has accreditation from various awarding bodies and offers a wide range of programmes and levels. Entry requirements can be found on the college website, in the prospectus and course guides. Individual entry requirements can be discussed in detail with the course tutors to ensure students are accessing the correct course and level.

Learning support services	Description and availability of the academic and non-academic learning support services offered by the college.	The student hand book and diary, the student intranet site and student inductions provide information on learning support services, and how to access these services.
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	The college has a student representative forum with its own constitution that represents the students at the college. Details of the student association and the student sabbatical presidents are available in the student hand book and intranet and website.
Student welfare	A description of the availability and range of the college's welfare and advice services.	The student hand book and diary, the student intranet site and student inductions, and the student association provide information on student welfare and how to access support.
Chaplaincy services	A description of the college's chaplaincy services.	Information is available through student services and induction re chaplaincy.
Health services	A description of the medical support services provided by the college for students.	The college has a number of qualified first aid trained staff. and will provide
Careers services	Availability, conditions of use and range of services offered by the college's careers service	Finnart and Waterfront campus have a careers advisor 4 days per week. North Ayrshire campus have a careers advisor visit fortnightly. Student advisors also offer careers or progression advice, and can refer students to skills development Scotland as appropriate.
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the college	No facilities on Campus – a discount arrangement is in place with Inverclyde leisure and KA leisure for all students.
Student records	The college's policies on the collection, maintenance and use of personal information about students.	The college has data protection and disclosure policies.
Student discipline	The college's policies and procedures for disciplinary proceedings against students	The student handbook and diary detail has information about disciplinary procedures including the appeals process. A code of conduct is also detailed in the handbook and is covered in the induction process. The Code of conduct is also detailed in the handbook and in the required to be signed for the individual guidance record. The student disciplinary policy is available on the staff intranet.
Student accommodation	Availability, conditions of use and range of accommodation services offered by the college	A hall of residence leaflet can be requested in person or via the internet. Applications are made directly to the halls. Students are made aware of the halls via the prospects, internet and student intranet.

Graduation arrangements	Information about awards ceremonies	<p>Graduation dates for 2009 are 31st October at Kilwinning and 17th November at Greenock.</p> <p>Graduates are invited to the appropriate ceremony and are advised of dress code, cost of gown hire, and number of guests etc. There is a professional photographer available to students who wish a portrait type photograph.</p>
Student complaints	Procedures for dealing with student complaints about the college	<p>Information on how to register a complaint can be found on the student intranet.</p> <p>Procedural information on how complaints will be dealt with is available on the internet and the internal staff inrea net.</p>
Relationship with the Students Union/ Association	The legal and structural basis of the college's relationships with the Students Union/Association	<p>The college has a sabbatical student president and a student association with its own constitution.</p> <p>The student association is represented on the college Board of Management, and the learning and teaching committee. In addition to this each course team has a student representative.</p>
Students Union/ Association and clubs ¹	Information on the operation and activities of the Students Union and other student clubs	<p>The students association has a constitution and a code of practice which is available on request.</p>

¹ 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>All new college programmes are required to be approved by the Validation and Approvals committee. This committee is a sub-committee of the Learning and Teaching Committee, a committee of the Board of Management.</p> <p>The Validation and Approvals Committee is chaired by the Quality Manager who manages the Approval process.</p> <p>Programmes are monitored through the twice yearly Portfolio Review process and the annual self evaluation process. Programmes are also monitored periodically through scheduled internal reviews.</p> <p>The College policies can be obtained either electronically or by hard copy.</p>
Student satisfaction	Anonymous summary results of surveys of student satisfaction with the College	<p>The college undertakes several surveys of its students throughout the Academic year – at both course and cross-College level. The cross-College results are reported to the Learning and Teaching Committee and course results are disseminated through Course Teams.</p> <p>The surveys can be obtained either electronically or by hard copy</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>As part of the Quality Assurance process the College operates a programme of internal audit and review.</p> <p>Each curriculum area produces a self evaluation report annually which reflects on the quality of the learner's experience.</p> <p>The college is also subject to external audit by a range of awarding bodies.</p> <p>The College is reviewed by Her Majesty's Inspectorate of Education every 4 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 Human Resource and Development Committee, a sub-committee of the Board of Management.</p>

Class name	Class Description	Examples/Comments
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.	<p>The College has accreditation from various bodies to deliver and assess a wide range of programmes and levels. These bodies include:-</p> <ul style="list-style-type: none"> ➤ SQA ➤ VTCT ➤ Ed-excel ➤ City and Guilds ➤ AAT ➤ NCFE ➤ NEBS ➤ NEBOSH ➤ ACCA ➤ BCS ➤ CACDP ➤ ILM ➤ IOSH <p>Hard copies of the programmes the College is approved to offer are available.</p>
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'.	James Watt College does not currently act as an examination body or validate the examinations and qualifications of others. If this changes in the future the College will publish the required information.
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, Investors in People, City and Guilds, VTCT and others following audits/reviews/assessments. These are reported to the 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 Learning Centre (library service) is available to all students and staff. Members of the public can access study facilities and use materials for reference purposes only.</p> <p>Learning Centres are available at all four campuses of the College, and these include study spaces.</p> <p>Opening hours: Mon –Friday 9am – 5pm Finnart & Kilwinning Campus Learning Centres open Tues and Thurs evenings till 8pm (during term time)</p>
Computing facilities	Availability and conditions of use of computing facilities	Computing facilities are available in the learning centres. General rules and conditions of use are covered during the induction process and learners are required to sign an agreement on the acceptable use of computer and internet resources.
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 Business & External Funding Unit Administrator – Lisa Gregory on 01475 724433
Major strategy documents	High-level aims and strategies of information services units	Aims of the department in context of its place in the organisation are defined in the departments area operating plan.

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.</p> <p>The College does not routinely maintain contact with other ex-students and does not provide any specific service to them.</p> <p>The College hosts a Retirees Association which ex staff members are invited to join. This group meets twice per year.</p>
Community Relations	Description of the facilities and services available to the local community	<p>College facilities can be accessed by members of the local community.</p> <p>Community groups can use College facilities by arrangement for an appropriate fee.</p>
Development activities	Promotional material relating to institutional fundraising objectives	The college has a Sponsorship policy
Public Relations	Information created specifically to publicise facilities and activities.	<p>Press releases.</p> <p>College website.</p> <p>Newsletters and magazines.</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 review reports are available on the HMIE website
Other statutory reports	Information which the College is legally required to publish	All available on request or via Scottish Funding Council www.sfc.ac.uk
Information on student admission, progression and completion	Statistical information on these matters which the college is required by the Funding Council to publish	Information on student qualifications on entry is not kept on a summary basis. The range of student entrants classified by age, sex, ethnicity, disability and geographical origin; Student progress and retention data for each year of each course/programme; Data on student completion; Data on qualifications awarded; Data on employment/training outcomes for students.

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	All relevant EU Directives and Council decisions. All relevant Environmental legislation (Scotland) including: <ul style="list-style-type: none"> • Control of Pollution Act 1974 • Environmental Protection Act 1990
Policy Relating to the Environment	Policies, plans and programs held by the College and relating to the environment	James Watt College has signed up to the Universities & Colleges Climate Commitment for Scotland (UCCCCfS) and will produce a 5-year Climate Change Action Plan (5yCCAP) by February 2010.
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 on the 5yCCAP will be produced as appropriate.
Reports on the Status of the Environment	Reports held by the College on the state of the environment	N/A
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	N/A
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	Waste Disposal: Appropriate records are maintained to demonstrate compliance with legislation
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 organisms and the interaction among	N/A

Class Name	Description	Examples/Comments
Information of Facts Used in Framing Environmental Policies	those elements effecting the college. Facts and analysis of facts which the college considers relevant and important in framing major environmental policy proposals	Environmental "Aspects" and potential "Impacts" of College activities inform all strategic and operational plans.