



Freedom of Information Publication Scheme (December 2004)

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FREEDOM OF INFORMATION – PUBLICATION SCHEME (DECEMBER 2004)
1. Introduction

1.	Introduction	<p>The Freedom of Information (Scotland) Act 2002 ('the Act') requires Scottish Public Authorities to adopt and maintain a publication scheme, and to publish information in accordance with that scheme (see Section 23 of the Act). Coatbridge College of Further Education has adopted the model publication scheme approved by the Scottish Information Commissioner for Scottish Further Education Colleges.</p> <p>The College's Publication Scheme sets out:</p> <ul style="list-style-type: none"> • the classes of information which the College publishes or intends to publish, • the manner in which information of each class is, or is intended to be published: <p>and</p> <ul style="list-style-type: none"> • whether the published information is available free of charge or on payment of a fee. <p>The publication scheme is designed to demonstrate the College's continuing commitment to openness, transparency and the public interest. It is also intended to be flexible to allow for future expansion/revisions.</p>
2.	About the College	<p>Coatbridge College of Further Education is a further education college incorporated under the Further and Higher Education (Scotland) Act 1992.</p> <p>Coatbridge College serves the needs of the community who live in North Lanarkshire and more specifically Coatbridge and Airdrie. With more than 100 years of history, Coatbridge is the oldest College in Scotland, and with more than 250 staff, now provides programmes of study for over 6,000 students per year.</p> <p>For more information, please refer to the College website as follows:</p> <p>www.coatbridge.ac.uk</p>

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3.	Formulating the Scheme	<p>The model publication scheme for further education colleges was developed by the Association of Scottish Colleges (ASC) in partnership with Universities Scotland. Key stakeholders were consulted during its preparation.</p> <p>The content of the scheme was agreed by College management following a review of available information.</p>
4.	Responsibility for the publication scheme	<p>The person with day to day responsibility for the running of the scheme is:</p> <p>Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS</p> <p>email: lsutherland@coatbridge.ac.uk</p>
5.	Exemptions	<p>Information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or other regulatory or enforcement activity, or where disclosure is otherwise prohibited by law. We may also withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation, including statistical information in cases where small numbers may allow the identification of individuals. We may also withhold information that is personal information which is personal information under the Data Protection Act 1998.</p>

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6.	Archiving Policy	The College's Records Management Policy is currently being developed. The policy includes policies on archiving and document retention.
7.	Copyright	<p>Information obtained from this publication scheme can be copied or reproduced without 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 and the copyright status acknowledged.</p> <p>Where the Publication Scheme includes information where the copyright holder is a third party (such as the Crown) it is recommended that the consent of the third party is sought before the information obtained under the Publication Scheme is copied or reproduced.</p> <p>Supplying information under the Freedom of Information (Scotland) Act 2002 does not convey a right to reuse that information in a way that would infringe copyright; for example, by making multiple copies or issuing copies to the public or in the context of commercial publications. These activities will often involve obtaining the permission of the authority that provides the material.</p>
8.	Accessing information under the publication scheme	<p>All of the information and documents included in the Publication Scheme are available either in paper or electronic formats or both.</p> <p>Section 15 of the Act places a 'duty to assist' on Scottish public authorities. The College will help member of the public in making requests, and in identifying and locating the information they are seeking. If the information is otherwise accessible, the College will provide advice as to where it may be obtained.</p> <p>The College is committed to ensuring that disabled people are treated fairly. All reasonable adjustments will be made to provide information in appropriate alternative formats to ensure that disabled people are not disadvantaged.</p> <p>The College will only accept formal requests for information in writing by post, fax or email. Applicants should provide their name, full postal address, contact details (telephone number and/or email address) and a description of the information required.</p>

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		<p>If you have difficulty in identifying the precise information you require or are unable to make an application in writing, please contact the Head of Human Resources & Administration on 01236 707077.</p> <p>If you wish to arrange an appointment to visit the College to view a copy of information contained in our Publication Scheme, please contact the Head of Human Resources & Administration.</p> <p>All requests will be dealt with promptly and wherever possible we will endeavour to provide the information within 20 working days. If a fee is payable, the information will not be released until the fee is paid.</p>
9.	Charging policy	<p>Information on the College's website or issued via email shall be available free of charge, although the user will of course have to meet any charges made by their Internet Service Provider as well as personal printing costs, etc.</p> <p>For those without access to the website, a single print-out (or hard copy) of the document will be provided on request without charge.</p> <p>Requests for multiple print-outs or multiple hard copies may attract a charge for the cost of printing, photocopying, postage, etc.. The charge for printing and copying will not exceed 10p per A4 sheet. The cost of postage and packing shall be calculated on a request-by-request basis. Charges will be reviewed annually.</p> <p>If charges are to be made, you will be notified of the amount. The fee is required to be paid in advance of the release of information. The College will normally waive the fee when the cost is less than £10.</p>
10.	Complaints	<p>Please submit any complaints about the Publication Scheme in writing to:</p> <p>Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS or email: lsutherland@coatbridge.ac.uk</p>

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		<p>If we are unable to resolve any complaint, you may contact the Scottish Information Commissioner's Office, the independent body which oversees the Freedom of Information (Scotland) legislation:</p> <p>Scottish Information Commissioner Kinburn Castle Doubledykes Road St Andrews Fife KY16 9DS</p> <p>Tel: 01334 464610 email: enquiries@itspublicknowledge.info</p>
11.	Feedback	<p>We will publish information in accordance with this Scheme and will monitor and review its operation in the light of public comment and feedback. Information retention periods can vary from class to class and publications will be removed from the website if no longer accurate or relevant to the College's current work.</p> <p>Please note that College publications will be updated annually (for example, the College Calendar). The Publication Scheme will be updated annually to take account of this cycle. Minutes will be made available after formal approval through the full committee structure and will be published on an annual basis. New information will be added as it becomes available. For the most up to date information on the work of the College, please visit our website.</p> <p>Please let us know whether you have found the information in the Publication Scheme easy to locate. We welcome suggestions for any improvements to the Scheme; these should be sent to:</p>

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		Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS email: lsutherland@coatbridge.ac.uk
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2. General Information

This section covers general information about how to make contact with the institution. It includes information about how to complain about the institution, 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 Definition	Examples/Comments	Manner	Fee	Exemptions
Name and address	The name of the institution, and the address of its principal office	Coatbridge College Kildonan Street Coatbridge ML5 3LS	Publication Scheme	Nil	None
Principal officers	Names of the principal officers of the institution	Principal & Chief Executive: John Doyle Depute Principal: Douglas Barclay Director of Finance: Derek Banks Director of Estates Development & Liaison: Marjorie Fuller College Secretary to the Board of Management Marjorie Fuller	Publication Scheme	Nil	None
Contact information	Information on how to contact the institution	All general enquiries regarding the college should be directed to the Main Reception at the College. Telephone: 01236 422316 Email: mail@coatbridge.ac.uk	Publication Scheme	Nil	None
Location	Information on the institution's principal and other main	Coatbridge College has a single campus. The address is as follows:	Publication Scheme	Nil	None

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	locations, including campus maps	Coatbridge College Kildonan Street Coatbridge ML5 3LS A map with directions to the College can be made available	Website	Nil	None
Opening hours	Opening hours of the institution's principal office	Normal business hours are: Mon-Fri: 0830hrs-1630hrs During term time, the College is normally open Tuesday and Wednesday until 2100hrs for evening classes.	Publication Scheme	Nil	None
Academic year dates	Information on the dates of the institution's academic years	College Calendar	Hard Copy/ Website	Nil	None
Holidays	Dates of closure of the institution	College Calendar	Hard Copy/ Website	Nil	None
Complaints	Procedures on how to complain about the institution	College Complaints Procedure	Hard Copy/ Web	Nil	None
Document serving	Arrangements for serving official documents on the institution	Documents are properly served on the College if they are delivered/addressed to: The Principal Coatbridge College Kildonan Street Coatbridge ML5 3LS	Publication Scheme	Nil	None

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Freedom of Information contact	Central contact point for Freedom of Information inquiries	Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS email: lsutherland@coatbridge.ac.uk			
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3. Access to Information

This section tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers institutional procedures for these pieces of legislation.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Freedom of Information requests	Details of how to request information from the institution	<p>Requests for information should be submitted in writing to:</p> <p>Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS email:lsutherland@coatbridge.ac.uk</p> <p>Note: Requests for information can also be made by e-mail or other means capable of being used for subsequent reference (e.g. tape, fax).</p>	Publication Scheme	Nil	None
Personal information requests	Details of how to make subject access requests under the Data Protection Act	<p>Requests for information should be submitted in writing to:</p> <p>Lorraine Sutherland Head of Human Resources & Administration Coatbridge College Kildonan Street Coatbridge ML5 3LS email:lsutherland@coatbridge.ac.uk</p> <p>Note: Requests for information can</p>	Publication Scheme	Nil	None

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		also be made by e-mail or other means capable of being used for subsequent reference (e.g. tape, fax).			
Freedom of information policies	Institutional Freedom of Information policies and procedures	Coatbridge College does not currently hold information under this class of information. Any complaints about the operation of Freedom of Information or requests for reviews of FOI decisions should be submitted to: Head of Quality Coatbridge College Kildonan Street Coatbridge ML5 3LS Email: mlivingstone@coatbridge.ac.uk	Publication Scheme	See Note 1	None
Data Protection policies	Institutional Data Protection policies and procedures	The College's Data Protection policy is currently the subject of review but will be made available when fully agreed.	Hard copy	None	

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4. Governance

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, 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. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may substantially prejudice the commercial interests of any person or organisation, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Legal Framework	Information on how the institution was established and its standing from a legal perspective	Coatbridge College is an Incorporated Further Education College, as defined by the Further and Higher Education (Scotland) Act 1992. It is a Registered Scottish Charity.	Publication Scheme	None	
Governance Structure	The institution's governance structures and operational procedures	A Board of Management governs the College. The Secretary to the Board maintains a record of Board membership.	Hard Copy Website	None	
		The Board of Management has a constitution which sets out governance rules and procedures.	Hard Copy	See Note 1	
		All members are governed by the following documents: Constitution and Articles of Governance of the Board of Management of Coatbridge College	Hard Copy	See Note 1	None
		Code of Conduct for Board members.	Hard Copy	See Note 1	None

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Conflict of interests	The institution's conflict of interests policies	Members of the Board of Management are expected to declare conflicts of interest as they arise, in accordance with the Code of Conduct for Board members.	Hard Copy	See Note 1	
		A Register of Interests is maintained for Board members.	Hard Copy	See Note 1	
Register of interests	Institutional register of interests	Please refer to 'Conflict of Interests' above.			
Institutional structure	A description of the institution's major organisational units and how these relate to each other	Organisational Structure Charts	Hard Copy Electronic version by email	See Note 1 None	
		Information on courses offered by the College's academic departments is included in the Course Guide.	Hard Copy	None	
Major committees	The activities of major committees with devolved decision-making powers	Remits and membership of the College's main committees.	Hard Copy	See Note 1	None
		Minutes and papers of meetings of the Board of Management and other major committees: 1993 to date (recent minutes available by email)	Hard Copy Electronic via email (where available)	See Note 1 None	Information which might be used to identify information relating to individual members of staff; information
		Calendar of meeting dates for the Board of Management	Hard Copy	See Note 1	

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		and other major committees	Electronic via email	None	which might breach the laws of confidentiality or seriously prejudice the commercial interests of any person or organisation, or information that is personal information under the Data Protection Act 1998
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	The College does not, at the moment, have any subsidiary companies			

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5. Financial Resources

This section covers information on the institution'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 Definition	Examples/Comments	Manner	Fee	Exemptions
Financial statements	The institution's annual accounts	Annual Report and Financial Statements. Latest accounts are available on website. A limited number of printed copies available, otherwise photocopies provided.	Hard Copy Website	See Note 1	
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	Budget procedures	Hard Copy Electronic version via email	See Note 1 None	
Budgets overview	Summary of budgetary allocations to major budgetary units	Approved Annual Budget Summarised budget allocations to cost centres.	Hard Copy	See Note 1	Information that may compromise the commercial interests of Coatbridge College will be withheld.
Financial regulations	Institution's financial administration manual	Financial Regulations	Hard Copy Electronic version via email.	See Note 1 None	

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Insurance	Summary information on the institution's major insurance policies	Insurance policy schedule	Hard Copy	None	
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFC Financial Memorandum	Information on senior staff salaries is contained in the College's annual accounts. The most recent published accounts are available on the College website.	Hard Copy Website	See Note 1	
Investments	Summary information on institutional endowments and investments	Information on investments is contained in the College's annual accounts. The most recent published accounts are available on the College's website.	Hard Copy Website	See Note 1 None	None

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6. Corporate Planning

This section provides information on the institution'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 Definition	Examples/Comments	Manner	Fee	Exemptions
Mission	Institution's Mission statement	Coatbridge College Mission Statement is 'The Board of Management's vision for Coatbridge College is of a vibrant and responsive organisation acknowledged for its outstanding education and training.'	Publication Scheme	None	
Corporate plan	Institution's corporate or Strategic Plan	Coatbridge College Summary Strategic Plan	Hard Copy	See Note 1	Information that may compromise the commercial interests of Coatbridge College will be withheld.
Strategies	Major institutional strategy documents	College Operational Plan (current year)	Hard Copy	See Note 1	Information that may compromise the commercial interests of Coatbridge College will be withheld

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Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	Student and Staff Performance Indicators (published by SFC)	Hard copy Website (www.sfc.ac.uk)	See Note 1	
		Financial Performance Indicators (published by SFC)	Hard copy Website (www.sfc.ac.uk)	See Note 1	
Planning procedures	Internal procedures for planning and resource allocation	Operational Plan (current year) See budget section.	Hard Copy	See Note 1	Information that may compromise the commercial interests of Coatbridge College will be withheld

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7. Procurement

This section provides information about the institution'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 Definition	Examples/Comments	Manner	Fee	Exemptions
Procurement policies	Institution's policies on major procurement exercises	Financial Regulations	Hard Copy Electronic version via email	See Note 1 None	
Procurement procedures	Institution's procurement and purchasing manuals	Financial Procedures	Hard Copy Electronic version via email	See Note 1 None	
Procurement contacts	Contact information for procurement and purchasing information	Coatbridge College procurement contact is: Director of Estates Devt & Liaison Coatbridge College Kildonan street Coatbridge ML5 3LS Email: mfuller@coatbridge.ac.uk	Electronic version via email	None	
Planned procurements	Summary information about the institution's significant planned procurements as required by EU ⁵ legislation Prior Information Notices (PINs)	The College has no significant planned procurements. Therefore, Coatbridge College does not for the time being hold information under this particular class of information. If, in future, Coatbridge College does hold information under this class,	N/A	None	Information that may compromise the commercial interests of Coatbridge College will be withheld

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		then it will publish such information.			
Tender documentation	EU prescribed documentation for significant procurements	The College has no significant planned procurements. Therefore, Coatbridge College does not for the time being hold information under this particular class of information. If, in future, Coatbridge College does hold information under this class, then it will publish such information.	N/A	None	Information that may compromise the commercial interests of Coatbridge College will be withheld
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	No contracts at this time.	N/A	None	Information that may compromise the commercial interests of Coatbridge College will be withheld

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8. Human Resources

This section covers information on the institution'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. In some instances information will be exempt from disclosure where it contains personal information, or information that, if released, may 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 Definition	Examples/Comments	Manner	Fee	Exemptions
Staff profile	Statistical information on staff	HR annual statistical return to SFC.	Hard Copy Electronic version via email	See Note 1 None	Information which could be used to identify information relating to individual members of staff
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	Recruitment and Selection Policy currently under review.	Hard Copy	See Note 1	None
Employment terms	Generic terms and conditions of employment	Terms & Conditions for teaching staff and support staff are currently under review but the College will make these available when ratified.	Hard Copy	See Note 1	None

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Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regarding and salary reviews.	Recruitment and selection policy currently under review. Equality, Diversity & Inclusion Policy being developed Gender Equality Scheme	Hard Copy Hard Copy Website	See Note 1 See Note 1	
Pensions	Policies and guidelines on pension arrangements for staff	Information relating to Coatbridge College staff pensions is published by the SPPA and Strathclyde Pensions Fund	SPPA & Strathclyde Pensions Fund Websites		
Discipline	Disciplinary procedures and policies	Disciplinary Policy & Procedures Bullying and Harassment policy currently being developed. Equality, Diversity & Inclusion Policy being developed	Hard Copy Hard Copy Hard Copy	See Note 1 See Note 1 See Note 1	
Grievance	Grievance procedures and policies	Grievance Policy & Procedures	Hard Copy	See Note 1	
Race relations	Race equality policies	Equality, Diversity & Inclusion Policy being developed	Hard Copy	See Note 1	
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Equality, Diversity & Inclusion Policy being developed Disability Equality Scheme Gender Equality Scheme	Hard Copy Hard Copy Website Website	See Note 1 See Note 1	
Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Recognition and Procedure Agreements	Hard Copy	See Note 1	

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Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	Whistleblowing Policy	Hard Copy	See Note 1	
Staff development	Policies and procedures relating to the ongoing development of staff	Staff Development Review policy	Hard Copy Hard Copy Hard Copy	See Note 1 See Note 1 See Note 1	None None None
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	The College is registered under the Data Protection Act and handles information in line with these requirements.			
Staff facilities	Description of the facilities and services available to members of staff	Staff Induction Handbook	Hard Copy	See Note 1	None

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9. Physical Resources

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution'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 institution's commercial interests. In some instances information will be exempt from disclosure where it is information that, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Description of estate	Overview of the institution's estate	Estates Strategy 'E-Mandate' Annual Return	Hard copy Electronic versions via email	None	
Estates Development Plans	Plans for major changes to the Estate.	Estates Strategy Report to Board of Management and Committees	Hard copy Electronic versions via email	See Note 1 None	
External Funding	Plans for use of major external capital and other sources of external funding	Estates Strategy Estates Capital Plan	Hard Copy Hard Copy	See Note 1 See Note 1	
Buildings Under Construction	Summary information about buildings under construction	Estates Strategy Estates Capital Plan	Hard Copy Hard Copy	See Note 1 See Note 1	
Tender Documentation	Documentation for invitations to tender as required by EU regulations	Coatbridge College does not for the time being hold information under this particular class of information.	Publication Scheme	None	
Maintenance	Maintenance procedures for buildings and	Estates Strategy	Hard Copy	See Note 1	

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	grounds	Strategic Plan	Hard Copy	See Note 1	
		Operational Plan	Hard Copy	See Note 1	
Estates Indicators	Performance indicators on major estates functions	KPMG Benchmarking Report	Hard Copy	See Note 1	
		E-Mandate Report	Hard Copy	See Note 1	
Environmental Policies	The institution's environmental policies, practices and overview of their impact.	Not available at this stage.			

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10. Health and Safety

This section covers information about the institution'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 Definition	Examples/Comments	Manner	Fee	Exemptions
Policies	Policies, procedures and guidelines relating to health and safety	Health and Safety Policy	Hard Copy Electronic copy via email	See Note 1 None	
Annual Reports	Reports to governing body on health and safety issues	Health & Safety reports to HR Committee	Hard Copy Electronic copy via email	See Note 1 None	
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	Health and Safety Policy Health and Safety Committee Minutes SQMS Health and Safety Audit	Hard Copy Electronic copies via email	See Note 1 None	
Statistics	Summary statistics on accidents and incidents within the institution	Health & Safety Committee reports	Hard Copy Electronic copies via email	See Note 1 None	
Support structures	Information on the institution's support structures for health and safety	Health and Safety policy Health and Safety Committee Remit and Membership Job Description of Health & Safety/Placement Officer	Hard Copy Electronic copies via email	See Note 1 None	

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Contact information	Details of how to get information about health and safety issues	Information is available from: M Fuller Director of Estates Development & Liaison Coatbridge College Kildonan Street Coatbridge ML5 3LS Email mfuller@coatbridge.ac.uk	Publication Scheme		
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11. Support and Equality for Disabled People

This section provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services. 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 the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Disability policies	Policies, procedures and guidelines relating to support and equality for disabled people	Disability Equality Scheme Equality, Diversity & Inclusion Policy being developed	Hard Copy Hard Copy	See Note 1 See Note 1	
Support structures	A description of the institution's support structures for disability issues	Equality, Diversity & Inclusion Policy being developed Attendance Management Policy	Hard Copy Hard Copy	See Note 1 See Note 1 See Note 1	
Contacts	Details of how to get information about support for disabled people	Staff Contact: HR Department Coatbridge College Kildonan Street Coatbridge ML5 3LS Student/Prospective Student Contact: Student Services Coatbridge College Kildonan Street Coatbridge ML5 3LS	Publication Scheme Publication Scheme	None None	

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Accessibility of buildings and services	The levels of accessibility of each of the institution's main buildings and services.	Wheelchair access to the College is via the Student entrance. Estates Strategy	Publication Scheme Hard copy	Nil See Note 1	
Strategies	The institution's strategies for improving support for disabled people	Equality, Diversity & Inclusion Policy being developed	Hard Copy	See Note 1	
Statistics	Summary statistics on support for disability within the institution.	Reports to HR Committee	Hard Copy	See Note 1	

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12. Student Administration & Support

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. 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 Definition	Examples/Comments	Manner	Fee	Exemptions
Course information	Programmes offered by the institution	College Course Guide Miscellaneous leaflets	Hard Copy Hard Copy	None None	
Admissions	The institution's admissions procedures and policies	College Course Guide	Hard Copy	None	
Fees and charges	Tuition fees and other charges to students	College Course Guide Fee Waiver Policy Tuition Fee Schedule	Hard Copy Hard Copy Hard Copy	None None None	
Registration	The institution's arrangements for registering students	Student Application Form STD1 Form	Hard Copy	None	
Assessments	Arrangements for assessments and examinations	Internal and External Verification Procedures Assessment policy Academic Appeals procedures Guide to Assessment and Quality Assurance (published by SQA – www.sqa.org.uk)	Hard Copy Hard Copy Hard Copy	See Note 1 See Note 1 See Note 1	

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Progression	Regulations governing student progression	Assessment Policy Academic appeals procedures	Hard Copy Hard Copy	See Note 1 See Note 1	
Learning support services	Description and availability of the academic and non-academic learning support services offered by the institution	College Course Guide Student Diary	Hard Copy Hard Copy	See Note 1 See Note 1	
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups	Student Affairs Committee remit, membership and minutes	Hard Copy	See Note 1	Information which could be used to identify information relating to individual members of staff or students
Student welfare	A description of the availability and range of the institution's welfare and advice services	Course Guide Student Handbook Various Leaflets (Learning Services)	Hard Copy Hard Copy Hard Copy	None None None	
Chaplaincy services	A description of the institution's chaplaincy services	Not available at this time			
Health services	A description of the medical support services provided by the institution for students	The College has a number of staff who are qualified in administering First Aid. The College also has a Nurse.	Publication Scheme	None	

Unless otherwise stated, hard copies are charged at 10p per A4 sheet plus postage and packing.

Careers services	Availability, conditions of use and range of services offered by the institution's careers service	College Course Guide	Hard copy	None	
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the institution	Coatbridge College does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the future, Coatbridge College does hold information which falls under this class, then it will publish information under this class in line with the request.			
Student records	The institution's policies on the collection, maintenance and use of personal information about students.	Coatbridge College processes personal information in accordance with the Data Protection Act 1998.			
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Student Disciplinary Policy Student Diary	Hard Copy Hard Copy	See Note 1 None	
Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	Coatbridge College does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the			

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		future, Coatbridge College does hold information which falls under this class, then it will publish information under this class in line with the request			
Graduation arrangements	Information about awards ceremonies	College Awards Ceremony takes place in October/ November each year	Publication Scheme	Nil	
Student complaints	Procedures for dealing with student complaints about the institution	Complaints procedure	Hard Copy	See Note 1	
Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	Student Association Constitution	Hard Copy	See Note 1	Information which could be used to identify information relating to individual members of staff or students
Students Union/ Association and clubs	Information on the operation and activities of the Students Union and other student clubs	Student Association minutes The Student Association address is: Coatbridge College Student Association Coatbridge College Kildonan Street Coatbridge ML5 3LS	Hard Copy Publication Scheme	See Note 1 None	

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13. Teaching Quality

This section contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided. 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 Definition	Examples/Comments	Manner	Fee	Exemptions
Programme approval	Programme approval and monitoring arrangements	Approval procedures	Hard Copy	See Note 1	
		Course approval documentation	Hard Copy	See Note 1	
Student satisfaction	Summary results of surveys of student satisfaction with the Institution	Client satisfaction survey and reports	Hard Copy	See Note 1	
Institutional internal reviews	Summary of the findings and evidence presented to teams undertaking the institution's own internal reviews of quality and standards	College reviews are available on the HMIE website	Web	See Note 1	
		Course Board meeting minutes	Hard Copy		
		SQMS Reports	Hard Copy		
		Portfolio review report	Hard Copy		
		Departmental self-evaluation reports.	Hard Copy		
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies,	Awarding Body approval certification/reports e.g. SQA, NEBOSH, etc.	Hard Copy	See Note 1	

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	including accreditation and monitoring reports.				
Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'	Coatbridge College does not hold information under this particular class of information.	Publication Scheme		
Quality assurance assessments of the institution's provision	Reports submitted to (and received from) external accreditation bodies relating to assessment of the institution's provision.	Reports from: Scottish Qualifications Authority Scottish Quality Management System Investors in People	Hard Copy Hard Copy Hard Copy	See Note 1 See Note 1 See Note 1	

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14. Information Services

This section covers those functions within the institution 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. 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 Definition	Examples/Comments	Manner	Fee	Exemptions
Library facilities	Availability and conditions of use of library facilities	Student Handbook	Hard Copy	None	
Computing facilities	Availability and conditions of use of computing facilities	Student Handbook Acceptable Use Policy	Hard Copy Hard Copy	None See Note 1	
Other information facilities	Availability and conditions of use of facilities	Student Handbook	Hard Copy	None	
Major strategy documents	High-level aims and strategies of information services units	Strategic and Operational Plans	Hard Copy	See Note 1	

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15. External and Community Relations

This section covers information relating to the institution'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 institutions will probably find that the majority of these classes are already made available to the public by some means. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the interests of any person or organisation.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Alumni	Arrangements for keeping in touch with former staff and students	Coatbridge College does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the future, Coatbridge College does hold information which falls under this class, then it will publish information under this class in line with the request.			
Community Relations	Description of the facilities and services available to the local community	College Course Guide	Hard Copy	None	
Development activities	Promotional material relating to institutional fundraising objectives	Coatbridge College does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the future, Coatbridge College			

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		does hold information which falls under this class, then it will publish information under this class in line with the request.			
Public Relations	Information created specifically to publicise facilities and activities	College Course Guide Course leaflets College website www.coatbridge.ac.uk	Hard Copy Hard Copy	Nil Nil	

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16. Government and Regulator Relations

This section covers information the institution provides to government and external regulators. By virtue of its nature most institutions 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 institution has links with.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Funding body statistical reports and returns	Information that the institution is legally obliged to make available to its funding body	Statistical returns made by Coatbridge College to the SFC are published on the SFC website.	Web	None	
HMIE reports	Reports on Institution by Her Majesty's Inspectorate of Education (HMIE)	College reviews are available on the HMIE website Subject reviews are available on the HMIE website	Web Web	None None	
Other statutory reports	Information which the College is legally required to publish	Annual Report and Financial Statements	Hard Copy	See Note 1	
		Strategic Plan	Hard Copy	See Note 1	
		Operational Plan	Hard Copy	See Note 1	
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	Further Education Statistics are published by the Scottish Funding Council.	Web		

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