



# **Publication Scheme Under the Freedom of Information Act (2000)**

**(New Model Scheme Format - 2008)**

**Issue 3**

**December 2008**



**tyne  
metropolitan  
college**

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## Introduction

**The Freedom of Information Act (2000)** requires publicly funded organisations to adopt and maintain a Publication Scheme. This requirement applies to Tyne Metropolitan College.

**This is Tyne Metropolitan College's Publication Scheme under the Act**, and follows guidance for the new model publication scheme, issued by the Information Commissioner's Office 23 October 2008. The document is a "living document" and is thus continually subject to change.

**The Purpose of the Scheme** is to let everyone know what information will be automatically, or routinely, published and/or made available by the College.

The College will make every effort to follow the spirit, as well as the legal requirements of the Freedom of Information Act

The College will:

- Look to provide as much information as possible on a routine basis.
- Not normally publish information on a regular basis if it is impractical or resource-intensive to prepare such material for routine release.

## Classes and Publication Scheme Structure

The structure of this publication scheme follows the seven classes on information specified in the Model Publication scheme for Further Education, as provided by the Information Commissioner. These classes are:

### Classes of information:

1. **Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
6. **Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **The services we offer.**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

## **Overview of the Operation of the FOIA in the College**

Details for each class of information included in the publication scheme are provided in Appendix 1. This includes classes of information, associated descriptions of information, where the information may be obtained, and any fee that may be applicable.

The description of information listed within each class may also refer to any exemptions, ie information that might fall within the broad definition that will not be routinely published. The information held under each class may, over time, be varied.

### **Public Interest and Rights to Information**

In preparing this scheme the College has had regard to the public interest. It has taken notice of the sort of information that people normally ask us for and what they are interested in. We have also had regard overall to the public interest of disclosure of information in the interests of open and accountable educational establishments as well as having regard to information which is already published and the rights that the Freedom of Information Act 2000 brought to everyone when the public access provisions came in under the legislation in January 2005.

The scheme and this new legislation do not limit in any way other rights that people have previously had to information. The College has been and remains committed to openness and transparency.

### **Personal Information**

A great deal of the information that we hold is personal and private to individuals. The Freedom of Information Act 2000 does not deal with this information. The relevant legislation pertaining to personal and private information is the Data Protection Act 1998. The Freedom of Information Act 2000 does not allow the making public of private and confidential information regarding an individual's personal records. The individual concerned does have access, however, to that information under the Data Protection Act. In other words, therefore, your private affairs and business with the College as an individual are not the subject of this Publication Scheme.

### **Responsibility for the Scheme and day to day assistance**

The College has identified an Information Compliance Officer, the Information Governance Controller, to be responsible for this Scheme at the College. Day to day compliance is the responsibility of the Information Governance Controller.

The College has a duty to provide advice, assistance and guidance as far as it would be reasonable to expect the College to do so. All advice, assistance and guidance will initially be provided by the Information Governance Controller or their delegate. Members of the public who need assistance in formulating these requests may also contact the Information Governance Controller.

The Information Governance Controller can be contacted via:

Email: foia@tynemet.ac.uk  
Tel: 0191 2295267  
Fax: 0191 2295301

Appropriate assistance might include:

- advising the person that another person or agency might be able to assist them;
- providing an outline of the different kinds of information help by the College which might meet the terms of the request;
- providing a general response to the request, setting out options for further information which could be provided on request.

This is not an exhaustive list and we will be flexible in offering advice and assistance that is most appropriate to the circumstances of the applicant.

It should be noted that where information is being requested which appears to be part of an organised campaign, the College is not required to comply with a number of related requests by virtue of the Act and Regulations where the cumulative cost of compliance would exceed the appropriate limit, ie the cost threshold prescribed in the Regulations. In those circumstances the College will consider whether the information could be disclosed in another more effective manner, for example, via the College's website. The College is not obliged to respond to vexatious or repeated requests.

### **Requests for information sent to the Information Governance Controller:**

Requests for information under the Freedom of Information Act:

- Must be in writing
- Must include name and address of applicant
- Must describe information requested

### **Timeliness**

We will aim to make all decisions in relation to specific requests for information within 20 working days, including in cases where we need to consider where the public interest lies in respect of an application for exempt information. There will, however, be some instances where it will not be possible to deal with an application within 20 working days. Although there is no statutory time limit on the length of time we may take to reach a decision where the public interest must be considered, we will give an estimate of the date by which we expect to reach such a decision. In these circumstances, we will give estimates which are realistic and reasonable in the circumstances of the particular case, taking account, for example, of the need to consult third parties. We will comply with our estimates unless there are good reasons not to do so, and if we exceed our estimate, we will explain the reasoning for this to the applicant. If we find, whilst considering the public interest, that an estimate is unrealistic, we will keep the applicant informed, and we will keep a record of instances where estimates are exceeded and take steps to identify the problem and rectify it.

## Complaints

Tyne Metropolitan College has an internal Comments and Complaints Procedure already in place. This may be used by any person who considers that the College is not complying with the Publication Scheme. In order to access the College's internal Complaints Procedure, you should contact the Information Governance Controller (whose address is set out earlier in this Publication Scheme), the College's intranet which has details of many of its procedures, or the College's Information Centre, who will be able to supply you with appropriate information.

The opportunity to complain to the College does not limit any rights people have to complain to the Freedom of Information Commissioner (again, either about Freedom of Information Act 2000 or Data Protection Act) at the following address:

Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	DX: 20819 Wilmslow Tel: 01625 545745 Fax: 01625 524510 Email: <a href="mailto:data@dataprotection.gov.uk">data@dataprotection.gov.uk</a>
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## Availability of the Publication Scheme

This Publication Scheme will be made available on our website, intranet, and will be made available in hard copy from the College's Information Centre at our Coast Road campus at Embleton Avenue, Wallsend.

The College's Information Centre can be contacted via:

Email: [enquiries@tynemet.ac.uk](mailto:enquiries@tynemet.ac.uk)  
Tel: 0191 2295000  
Fax: 0191 2295301

This Publication Scheme and the documents to which it refers are available in English. If people have difficulty with other languages and/or with access or require large print or otherwise require particular assistance, they are invited to contact the Information Governance Controller for assistance.

## Guiding Principles

Tyne Metropolitan College promotes transparency and openness in relation to the information it holds.

The College has a Policy on Freedom of Information that summarises the approach taken by the College to comply with its legal and regulatory obligations and to contribute to the effective overall management of Tyne Metropolitan College.

The College will seek to meet its obligations in law and in spirit and achieve an appropriate balance between the College's resources, confidentiality, other people's rights to privacy and the purpose for which the information is held.

Our Mission Statement is -"Our Mission is to instill and nurture a passion for learning in our college community, to respond to the needs of our local economy, and to grow by excelling in all we do."

## Exemptions

The Freedom of Information Act creates a general right of access to information held by public bodies, but also sets out 23 exemptions where that right is either not allowed or is qualified. The exemptions relate to issues such as national security, law enforcement, commercial interests, and data protection. In particular, information is exempt from the Act if it is accessible to the applicant by other means, such as from the Funding Councils or from the Department for Universities, Innovation and Skills (DIUS) or from the Department for Children, Schools and Families (DCSF). A definitive list of exemptions can be reviewed by perusing the act on HMSO web site. <http://www.hmso.gov.uk/>, or obtaining a copy of the act from Her Majesty's Stationery Office.

For guidance, the main exemptions in relation to supplying requested information under the Freedom of Information Act are:

### Absolute Exemptions:

- Information accessible to applicants by other means

This will most commonly be information that is included in the Publication Scheme or is normally provided by other organizations.

- Personal Information

Personal information will be dealt with as a Subject Access Request under the provisions of the Data Protection Act 1998.

- Information provided in confidence

This applies if releasing the information would amount to a breach of confidence at the time the request is made.

- Prohibitions on disclosure

This applies to information the disclosure of which is prohibited by legislation, or European Community obligation, or the disclosure would be a contempt of Court.

### Exemptions subject to a public interest test

- Information intended for future publication

This applies where the College plans to publish the information in the future, and it is reasonable at the time of the request, not to disclose it until then.

- Investigations and proceedings conducted by public authorities

This covers information relevant to criminal investigations and proceedings, and information obtained for criminal or civil proceedings.

- Law enforcement

This applies to a wide range of investigations and conduct, for example, information which will prejudice the prevention or detection of crime.

- Health and Safety

This exemption applies to information which would, or would be likely to endanger the physical or mental health or safety of any individual.

- Environmental Information

This section operates as a gateway to revised environmental Information Regulations which will be introduced to implement the provisions of the Aarhus Convention.

- Personal Information (concerning a third party)

Request for personal information about someone else will be dealt with under the Freedom of Information Act 2000, but the principles of the Data Protection Act 1998 will be used to determine whether it should be disclosed.

- Legal professional privilege

This applies where a claim to legal professional privilege could be maintained in legal proceedings.

- Commercial Interests

This exemption applies to trade secrets and information, the disclosure of which would, or would be likely to, prejudice the commercial interests of any person. This would include the College.

### **Notes on using the Scheme**

This scheme refers to classes of information that Tyne Metropolitan College publishes for use within the College and externally. The scheme is intended to provide guidance on finding information according to its type. Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include inclusion on the website, one-off printed documents from a desktop PC, electronic documents, printed books, reports and leaflets. Much of the material covered by the scheme is available on the College's intranet and website.

### **Review and Amendment**

Because this is a new requirement from Colleges, it is the intention of the College to keep its Publication Scheme under review. It is anticipated that the Publication Scheme will be reviewed, and changes, if appropriate, submitted to the Information Commissioner on a regular basis.

The relevant information under each class will automatically be published and/or updated as required.

### **Information available by virtue of the Publication Scheme**

Where information is available on the website or intranet, in general a hypertext link will direct you to the correct page on the website or intranet. For those who do not have access to the internet or intranet, single page print outs obtained from the website or intranet, or copies of documents obtained from the website or intranet are available by post. Some information designated "Electronic Copy" is available as an electronic document as well as hard copy, and can be provided via Email. In addition, some information may only be open to inspection or available by post. Where the scheme specifies to whom a request should be made, please include this name on the request, to speed up our service to you. All requests to receive information by post should be made via "The Information Governance Controller" using the contact details provided above.

Where a charge applies to the provision of information listed in the Publication Scheme, this will be indicated on the publication scheme itself,

### **Charges**

Please note that charges will apply for certain categories of information, and are dependant on the manner in which the information is provided. There is no charge for accessing information directly from the website or Intranet. Those categories of information provided in other formats that are subject to a charge, are identified in the respective section of the publication scheme with a £ sign. Hard copies are generally more costly to provide than equivalent electronic copies. The College is progressively and regularly making more information available on its Intranet and

Internet sites, to facilitate access to free information, so it is recommended that these sites be checked first, if access is available to you.

In general, please note that requests for multiple print outs, or for archived copies of documents which are no longer available on the web or intranet, may attract a charge for the cost of retrieval, photocopy, postage, etc. We will let you know this at the time of request (the charge will be payable in advance).

In situations where charges for information apply, citizens may either enquire as to the cost in advance, or when making a request, will be advised of the charge. All charges where they apply will be payable in advance of work being carried out in providing the information.

Where Requests for information are not covered by the Publication Scheme, the College follows the fees regulations provided by government. See the following web site for details.

<http://www.foi.gov.uk/practitioner/feesguidance.htm>

### **Requesting Information**

Information is available now by virtue of the Publication Scheme and the public's right to request information under the Freedom of Information Act. The College will periodically review and develop its Publication Scheme, taking into account both national good practice and experience within the locality, and also develop rules and procedures to both manage specific requests for information so that appropriate advice and assistance is available to persons making requests, how requests may be transferred where the request is for some or partial information that the College does not hold, how consultation with third parties will be undertaken and other similar parallel and linked issues.

## Appendix 1

**1) Who we are and what we do:** Organisational information, structures, locations and contacts. (Current information only)

### 1.1 Legal framework

Legal framework	<p>This class contains information relating to how FE Colleges were established. The corporate status of Tyne Metropolitan College was conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The relevant legislation is publicly available. e.g. HMSO web site.</p> <p>Education Reform Act 1988 Further &amp; Higher Education Act 1992 Charities Act 1993 Learning &amp; Skills Act 2000 Instrument and Articles of Government</p> <p>Requests for information relating to this class of information, not covered by the above, may be obtained from the Clerk to the Corporation, contact details in Appendix 2.</p>	<p>All legislative documents available on governmental websites or directly from the respective organisation</p> <p><a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a></p> <p><a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></p> <p>Hard Copy, (Clerk to the Corporation)</p>	<p>No Tyne Met Fee</p> <p>£</p>
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### 1.2 How the institution is organised

Statutory Bodies	Description of the Statutory Bodies		
How Tyne Metropolitan College is organised	<p>This class contains information relating to how the individual units of Tyne Metropolitan College are organised and where each unit fits in the overall structure of the College.</p> <p>Organisational and management structure charts, including names and job titles.</p> <p>Departmental structures including identification of senior personnel</p> <p>Membership and description of statutory boards and committees. Terms of Reference.</p> <p>Governing Body minutes and papers, where applicable.</p>	<p>College Intranet (partial information)</p> <p>Hard Copy, Electronic Copy (<a href="#">Human Resources Manager</a>)</p> <p>Hard Copy, (<a href="#">Clerk to the Corporation</a>)</p>	<p>Free</p> <p>£</p>
Staffing structure of schools/ departments	This class includes information about staff roles within schools and departments, together with organisational charts.	<p>College Intranet (partial information)</p> <p>Hard Copy, Electronic Copy (<a href="#">Human Resources Manager</a>)</p>	<p>Free</p> <p>£</p>
Academic	This class includes information on the dates for the	Hard Copy,	£

year dates	current academic year as well as future academic years (as far as has been established).  College calendar	Electronic Copy ( <a href="#">Human Resources Manager</a> ) College website. Intranet	Free
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### 1.3 Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it

Partner Organisations.	A list of Partner Organisations (e.g. business, the professions and the community) and their relationship with the College is available.	Hard Copy, Contact the <a href="#">PA to the Principal</a>	£
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### 1.4 Contact Details

1.4 Contact Details- General	College Web Site: <a href="http://www.tynemet.ac.uk/about/contacts/">http://www.tynemet.ac.uk/about/contacts/</a>  Contact numbers: <i>Tel: 0191 229 5000</i> <i>Fax: 0191 229 5301</i>  Textphone (minicom): 0191 229 5307 Email: enquiries@tynemet.ac.uk  Postal Address <i>Tyne Metropolitan College</i> <i>Embleton Avenue</i> <i>Wallsend</i> <i>Tyne and Wear</i> NE28 9NJ	<a href="#">Information Centre</a>	Free
Contact Details- General	See <a href="#">Detailed Contact List in Appendix 2</a>	See <a href="#">Detailed Contact List in Appendix 2</a>	Free

### 1.5 Student activities

Student Associations	Students' Union Constitution	Hard Copy, ( <a href="#">Clerk to the Corporation</a> ) College Intranet	£  Free
Student Activities	Students' Union Executive Meeting Minutes.	<a href="#">Students' Union Executive Support Co-ordinator</a>  Intranet	£  Free

## 2) What we spend and how we spend it

This section will normally include financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Financial information for the current and previous two financial years will normally be available.

### 2.1 Funding / income

Finance	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy) are available from the Finance Office. Key sources of income are: <ul style="list-style-type: none"> <li>• Learning and Skills Council</li> <li>• Higher Education Funding Council for England</li> <li>• Industrial and Commercial Organisations</li> <li>• Students</li> </ul>	Hard Copy (Finance Office)	£
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### 2.2 Budgetary and account information

Statement of accounts	Annual accounts Annual budget (as appears in the final accounts) Planning and budgeting procedures	Hard Copy (Finance Office) (Clerk to the Corporation)	£
	Management Accounts	College Intranet	Free

### 2.3 Financial audit reports

Audit Reports	Audit Reports	Hard Copy (Finance Office) (Clerk to the Corporation)	£ £
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### 2.4 Capital programme

Capital Programme	Capital Programme Plans Corporate plan/Mission statement *	Hard Copy (Finance Office) * Hard (Clerk to the Corporation)	£ £
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### 2.5 Financial regulations and procedures

Financial regulations and procedures	Financial Regulations.	Hard Copy (Finance Office)	£
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		College Intranet	Free
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## 2.6 Staff Remuneration and Grading structures

Staff remuneration and grading structures	Information pertaining to staff pay and grading structures is available. Information will indicate, for most posts, levels of pay rather than individual salaries. Pensions Travel and Subsistence Policy	Hard Copy (Human Resources)	£
	Remuneration of senior staff as published in annual accounts	Hard Copy (Finance Office)	£
	Pay Scales	College Intranet	Free

## 2.7 Register of suppliers

Register of Suppliers	List of Suppliers Information pertaining to Goods & Services	Hard Copy (Finance Office)	£
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## 2.8 Procurement and tender procedures and reports

Procurement and disposal policies for goods and services.	Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that Tyne Metropolitan College is making correct and appropriate use of funds.		
	Policies relating to the procurement and disposal of equipment	Hard Copy (Finance Office)	£

## 2.9 Contracts and Insurance

Contracts and insurance.	Details of contracts that are of sufficient size to have gone through a formal tendering process Insurance Contracts currently available for public tender, and reports of successful tenders.	Hard Copy (Finance Office)	£
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# 3) What our priorities are and how we are doing

This information will normally be available for the current and previous three years. Reports or recorded information demonstrating the College's planned or actual performance will normally be included here. This includes strategies and plans, performance indicators, audits, inspections and reviews.

## 3.1 Annual report

Annual Report	The College does not create a formal annual report. Contact the <a href="#">Clerk to the Corporation</a> for specific information on areas of interest.	( <a href="#">Clerk to the Corporation</a> )	
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### 3.2 Corporate and business plans

Information on institutional context	This class includes information on institutional context. Mission statement (from Principal) Corporate Objectives (from Principal)	Hard Copy, Electronic Copy (Principal)	£
			£
	Three Year Financial Forecast	Hard Copy, Electronic Copy (Finance Office)	Free
			£
			£

### 3.3 Teaching and learning strategy

Learning and Teaching	Learning and Teaching Policies & Procedures	Intranet	Free
		Hard copy (Dir. Curriculum Dev.)	£

### 3.4 Academic quality and standards

Any other reports or recorded information demonstrating the College's planned or actual performance will normally be available.

Information on internal procedures for auditing and assuring academic quality and standards, plus annual review. Qualitative data on the quality and standards of learning and teaching.	Annual Self Assessment reports Quality Guidance Literature (intranet based) # Programme validation procedure Assessment policy Internal and external verifiers reports Student focus groups Course handbooks	# intranet	Free
	Teaching and Learning observation policy # Probationers' Teaching and Learning Procedure Learning & Teaching Policy Internal Inspection procedure Comments & Complaints Procedure  Quality Improvement Strategy #	Hard Copy (Director of Quality)	£

### 3.5 External review information

External review information	Information on the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.  External verifiers reports External inspection reports.	Hard Copy ( <a href="#">Director of Quality</a> )	£
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### 3.6 Corporate relations

Corporate relations.	Information pertaining to College's links with employers and the development of learning programmes	Hard Copy ( <a href="#">Strategic Director, Career Development Centre</a> )	£
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### 3.7 Government and regulatory reports

Government and Regulator relations	This class relates to the information that Tyne Metropolitan College is legally obliged to make available to its funding and/or monitoring bodies  Self Assessment report to LSC and OFSTED Self Evaluation Document for QAA  ILR to LSC Examination results to DfES  Inspection reports	Hard copy, QAA website  Hard copy Published in Nat. press.  OFSTED website	£ No Tyne Met Fee  £  No Tyne Met Fee
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## 4) How we make decisions

Decision making processes and associate records:

Information in this class will be available at least for the current and previous three years.

### 4.1 Minutes from governing body, council, academic boards and steering groups

Minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private, are readily available to the public.

Minutes from governing body, council, academic boards and steering	Minutes from governing body, council,	Hard Copy, <ul style="list-style-type: none"> <li>• <a href="#">Clerk to the Corporation</a></li> <li>• <a href="#">PA to the</a></li> </ul>	£
	Minutes from academic boards and steering		£

groups	groups	Principal	
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#### 4.2 Teaching and learning committee minutes

Minutes of meetings relating to teaching and learning.	The College does not have a specific Teaching and Learning Committee. Activities and meetings relating to teaching and learning are covered in a large number of cross College activities & meetings. Please contact the listed post holder who will be able to help focus in on specific information to meet your needs.	<ul style="list-style-type: none"> <li>(Dir. Curriculum Dev.)</li> </ul>	
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#### 4.3 Minutes of staff / student consultation meetings

Minutes of staff / student consultation meetings	Minutes of staff / student consultation meetings at College level. Meetings at departmental level also occur. Contact the respective head of department if known, else the <a href="#">PA to the Principal</a>	Hard Copy, <ul style="list-style-type: none"> <li><a href="#">PA to the Principal</a></li> </ul>	£
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#### 4.4 Appointment committees and procedures

Appointment committees and procedures	Relocation Policy for Staff Relocation Policy for Senior Post Holders Probationary process for all staff Redeployment, retraining and redundancy procedure Golden Hello Payments	College Intranet Hard Copy, <ul style="list-style-type: none"> <li><a href="#">Human Resources Manager</a></li> </ul>	Free £
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## 5) Our policies and procedures

This section includes current written protocols, policies and procedures for delivering our services and responsibilities.

The College has a range of policies, all of which are published on the College's Intranet. The College has a designated person who is responsible for organising the maintenance and publication of all College Policies. Further information on any policy, unless otherwise stated, will be available from the [College Policies Controller](#).

### 5.1 Policies and procedures for conducting College business

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information are included in this section. Procedures for handling requests for information should be included.

Policy/other Title:	<a href="#">Equality and Diversity Policy - Issue 2</a> <a href="#">Health and Safety Policy Issue 3</a> <a href="#">Adult Protection Policy</a> <a href="#">Child Protection Policy</a> <a href="#">No Smoking Policy</a> <a href="#">Risk Management Policy - issue 2</a> <a href="#">Fraud Policy - issue 2</a> <a href="#">Fraud Response Plan</a> <a href="#">Acceptable Use Policy of IT Facilities</a> <a href="#">Freedom of Information Policy</a>	Hard Copy, Electronic Copy <a href="#">College Policies Controller</a>  Intranet	£         free
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	<a href="#">Race Equality Policy</a> <a href="#">Information Security Policy</a> <a href="#">Fairtrade Policy</a> <a href="#">Data Protection Policy</a> Records Management Protocol		
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## 5.2 Procedures and policies relating to academic services

Some of these policies have already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards.

Document Title:	<a href="#">Assessment Policy</a> <a href="#">Learner Involvement Strategy</a> Student Charter and Student Handbook  (See also other sections below)	Hard Copy, Electronic Copy <a href="#">College Policies Controller</a> # Intranet	£       free
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## 5.3 Procedures and policies relating to student services

This section contains information on how Tyne Metropolitan College manages student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

Student admission and enrolment	This class includes information relating to the admission/enrolment of new students.  Student Charter Admissions Policy Assessment Policy # <a href="#">Skills for Life Policy</a> <a href="#">Skills for Life Strategy</a> Student entry qualifications requirements (Prospectuses)  The range of student entrants classified by age, gender, ethnicity, socio-economic background, & disability as returned to LSC Student progression, retention and completion data Data on qualifications awarded to students	Hard Copy, Electronic Copy (College <a href="#">Information Centre</a> ) # Intranet  (see section 5.3)	Free
Student discipline	This class includes information relating to the conduct of disciplinary proceedings against students. TyneMet <a href="#">College Disciplinary Procedure for Students</a> Assessment Policy Comments and Complaints Procedure	Hard Copy, Electronic Copy (College <a href="#">Information Centre</a> )  # Intranet	Free   Free
Student learning support services	This class includes information on student support services from an academic and learning perspective, Student Charter Disability Discrimination Act leaflet.	Hard Copy, Electronic Copy (College	Free

	Skills for Life Policy Homework Policy TyneMet College College Learner Support Procedure	Information Centre)	
Student liaison	This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups. See section 4.3	See section 4.3	
Student policies	This class includes a guide to all student policies issued by Tyne Metropolitan College: Student Charter  Assessment Policy  Student Handbook	Hard Copy, Electronic Copy (College Information Centre)  Hard Copy,	Free  £
Student welfare	This class includes a guide to all student welfare.  Counselling at TyneMet - leaflet Financial Support for Students - Leaflet Careers Support Guidance Leaflets  Student Handbook (general support information)	Hard Copy, (College Information Centre)Hard Copy,	Free  £
Student Associations and Activities (Optional)	This class should contain information relating to the operation and activities of the Students' Union and other associations.  Students' Union Constitution	Hard Copy, (Clerk to the Corporation)	£

#### 5.4 Procedures and policies relating to human resources

This section refers to the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).

Employment and employee relations	Generic terms and conditions of employment Salary grades Grievance procedures and policies (includes harassment and bullying) Disciplinary procedure Job vacancies Capability Procedure  Health and safety policy and procedures Public interest disclosure (for compliance with the Public Interest Disclosure Act) Staff Development Policy	Hard Copy, Electronic Copy available from the Human Resources Manager  Hard, Electronic Copy College Policies Controller	£
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Staff development	<p>This class includes information on staff development and training, including induction programmes, probation and Performance Development and Review. (Updating is in progress for documentation in this area. Please contact the post holder directly with specific details of your request, to ensure any available documents relevant to your request can be provided.)</p> <p>Staff Induction– details of areas to be covered and procedures: Procedures relating to probation Procedures pertaining to Performance Development and Review Procedures relating to the on-going development of staff, including schemes such as Investors in People Recruitment &amp; Selection Policy</p>	Hard Copy, Electronic Copy ( <a href="#">Human Resources Manager</a> )	£
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### 5.5 Procedures and policies relating to recruitment

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Marketing and recruitment	<p>This class includes publications relating to student recruitment (UK and International), including the College prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support.</p> <p>Prospectuses ## Information Leaflets</p>	Hard Copy, ##Website	Free
Public relations	<p>This class contains information that is created specifically by Tyne Metropolitan College to help publicise its facilities and activities.</p> <p>Prospectus Course Brochures</p> <p>Press releases Newsletters and magazines Advertisements</p>	Hard Copy, College Website  Hard Copy,	Free  £

### 5.6 Code of Conduct for members of governing bodies

Document Title:	<a href="#">Code of Conduct for Governors</a>	Hard Copy, Electronic Copy <a href="#">Clerk</a> to the Corporation # Intranet	£   free
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## 5.7 Equality and Diversity

This will also include policies, statements, procedures and guidelines relating to equal opportunities.

Equal opportunities /Diversity	<a href="#">Equality and Diversity Policy - Issue 2</a>	Hard Copy, Electronic Copy <a href="#">College Policies Controller</a> Intranet	£    free
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## 5.8 Health and Safety

Document Title:	<a href="#">Health and Safety Policy Issue 3</a>	Hard Copy, Electronic Copy <a href="#">College Policies Controller</a> # Intranet	£    free
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## 5.9 Estate Management

Information in this section cover information at a strategic level relating to Tyne Metropolitan College's management of its physical resources. Information that provides specific details of Tyne Metropolitan College's future plans to alter its estate (eg proposals to purchase additional property) are not included where such disclosure would damage Tyne Metropolitan College's commercial interests.

Estate management	<a href="#">Service Level Definitions for the provision of Estates Services</a> Information on the following is available: Disposals policy Facilities management policies Grounds and building maintenance policy.	Hard Copy, Electronic Copy <a href="#">Estates Manager</a> # Intranet	£    free
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## 5.10 Complaints Policies and Procedures

Document Title:	<a href="#">TyneMet College Appeals Procedure</a> <a href="#">Comments and Complaints about TyneMet</a> Publication Scheme Under the Freedom of Information Act	Hard Copy, Electronic Copy <a href="#">College Policies Controller</a> # Intranet	£    free
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## 5.11 Records management and personal data policies

Policies with regard to data and information	Data Protection Policy # Freedom of Information Act Policy # Information Security Policy # Records Management Protocol Acceptable Use and Security Policy for Information Technology (IT), #	Hard Copy, Electronic Copy ( <a href="#">College Information Centre</a> )  # Intranet	£    Free
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## 5.12 Charging regimes and policies

Charges made for production of information will be nominal and identified on an individual case basis. Government guidance will be followed both to the letter and spirit of the act.

Document Title:	!Guidance on the application of the Freedom of Information and Data Protection (appropriate limit and fees) regulations 2004! <a href="http://www.foi.gov.uk/practitioner/feesguidance.htm">http://www.foi.gov.uk/practitioner/feesguidance.htm</a>	Hard Copy, Electronic Copy College Policies Controller Internet	£    free
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## 6) Lists and registers

Information contained below pertains only to currently maintained lists and registers.

### 6.1 Any information we are currently legally required to hold in publicly available registers

Registers	Register of Interests for Governors	Clerk to the Corporation	N/A
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### 6.2 Asset registers

Registers	Asset registers are kept within the College. Capital asset registers will normally be available. For more information, contact the office shown.	<a href="#">Finance Officer</a>	£
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### 6.3 Disclosure logs

Logs of disclosures that are carried out centrally in the College are kept by the Information Governance Controller

Disclosure logs	Records of disclosures that are processed centrally within the College are kept by the Information Governance Controller.	<a href="#">Information Governance Controller</a>	£
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## 7) The services we offer

Information identifies the services we offer, including leaflets, guidance and newsletters.

### 7.1 Prospectus and course content

Course information	College prospectus Part-time prospectus Higher Education prospectus Course Information sheets	College website, hard copy ( <a href="#">Information Centre.</a> )	Free
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Tuition fees	Information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay.  Prospectus ## Information for international students ##	Hard Copy Information Centre. (## also on College website)	Free
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## 7.2 Health advice

Health Advice	An extensive range of guidance is available on the College intranet. Key documents are shown below. <a href="#">Health and Safety Policy</a> <a href="#">Sexual Health at the One-to-One Centre</a> <a href="#">Health Care Students</a> <a href="#">Health "Drop-in"</a> <a href="#">Procedure for a Member of Staff to Raise a Matter of Health Safety and Welfare</a> <a href="#">Students and Mental Health</a>	<a href="#">Student Counsellor</a>  Hard Copy  Intranet	£  Free
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## 7.3 Careers advice

Careers Advice	An extensive range of guidance is available on the College intranet. Key documents are shown below. <a href="#">Appointments - Careers</a> <a href="#">Who can receive careers help?</a>	<a href="#">Careers Support</a>  Hard Copy  Intranet	£  Free
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## 7.4 Chaplaincy services

Chaplaincy services	An extensive range of support is available from the College, details on the College intranet. The College has an named part time chaplain. Key documents are shown below. <a href="#">Chaplaincy</a>	Hard Copy <a href="#">Information Centre.</a> Electronic: Intranet.	£  Free
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## 7.5 Services for which the College is entitled to recover a fee together with those fees

Fee Paying Services	Not Applicable	Not Applicable	N/A
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## 7.6 Sports and recreational facilities

Sports and Recreational Facilities	The College has developed a sports academy "NESA" which has its own web site: <a href="http://www.northeastsportsacademy.co.uk/">http://www.northeastsportsacademy.co.uk/</a>	Hard Copy <a href="#">Information Centre.</a> Electronic:	£  Free
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		Internet	
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### 7.7 Museums, libraries, special collections and archives

College Library	The College has a modern well equipped library. ?? what information are we making publicly available ?	Hard Copy, Electronic Copy ( <a href="#">Head Librarian</a> )	Free
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### 7.8 Conference facilities

College Conference Facilities	Conference facilities are offered by the College.	Strategic Director Career Development Centre	
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### 7.9 Advice and guidance

Advice and Guidance	The College provides advice and guidance on a personal basis, as well as support documentation (prospectuses) and a comprehensive web site: <a href="http://www.tynemet.ac.uk/">http://www.tynemet.ac.uk/</a>	Hard Copy <a href="#">Information Centre</a> . Electronic: Internet	Free Free
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### 7.10 Local campaigns

Local Campaigns	The College is not involved with any local campaigns outside of its normal educational business.		
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### 7.11 Media releases

Media Releases	In the first instance contact the Communications and Library Manager	Communications & Library Manager	N/A
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## Appendix 2 Contact Details of College Officers Referenced in the Publication Scheme.

College Web Site <http://www.tynemet.ac.uk/>

### Postal Address

Tyne Metropolitan College  
Embleton Avenue  
Wallsend  
Tyne and Wear  
NE28 9NJ

### Individual Contact Details

Should the user have any difficulty contacting any of the College officers directly, please contact the College's Information Centre for assistance.

[Kathryn.Turnbull@tynemet.ac.uk](mailto:Kathryn.Turnbull@tynemet.ac.uk) 0191 2295112

Role or Department	Name	Email	Telephone Number
Careers	Irene Stobbs	<a href="mailto:Irene.Stobbs@tynemet.ac.uk">Irene.Stobbs@tynemet.ac.uk</a>	0191-2292709
Clerk to the Corporation	Kathryn Turnbull	<a href="mailto:Kathryn.Turnbull@tynemet.ac.uk">Kathryn.Turnbull@tynemet.ac.uk</a>	0191 2295112
<b>College Information Centre</b> Graeme Brown		<a href="mailto:enquiries@tynemet.ac.uk">enquiries@tynemet.ac.uk</a> <a href="mailto:graeme.brown@tynemet.ac.uk">graeme.brown@tynemet.ac.uk</a>	0191-2295000 0191-2295302
College Policies Controller	Rosamund Moore	<a href="mailto:rosamund.moore@tynemet.ac.uk">rosamund.moore@tynemet.ac.uk</a>	0191-2295312
College Switchboard, FAX & TextPhone.			Tel: 0191 229 5000 Fax: 0191 229 5301 Textphone (minicom): 0191 229 5307
Director of Quality	Dr. Emma Rugman	<a href="mailto:emma.rugman@tynemet.ac.uk">emma.rugman@tynemet.ac.uk</a>	0191-2295329
Estates Manager	William McLeod	<a href="mailto:William.McLeod@tynemet.ac.uk">William.McLeod@tynemet.ac.uk</a>	0191-2295212
Finance Office	Peter Wilson	<a href="mailto:Peter.Wilson@tynemet.ac.uk">Peter.Wilson@tynemet.ac.uk</a>	0191-2295272
Communications and Library Manager	Gillian Rutherford	<a href="mailto:Gillian.Rutherford@tynemet.ac.uk">Gillian.Rutherford@tynemet.ac.uk</a>	0191-2295293
Human Resources Manager	Gemma Boden	<a href="mailto:gemma.boden@tynemet.ac.uk">gemma.boden@tynemet.ac.uk</a>	0191-2295102
Information Governance Controller	David Blewitt	<a href="mailto:david.blewitt@tynemet.ac.uk">david.blewitt@tynemet.ac.uk</a>	0191-2295254
Director of Curriculum Development	Margaret Scott	<a href="mailto:margaret.scott@tynemet.ac.uk">margaret.scott@tynemet.ac.uk</a>	0191-2295262

PA to the Principal and Deputy Principal, Corporate Development	Claire Englishby	<a href="mailto:claire.englishby@tynemet.ac.uk">claire.englishby@tynemet,.ac.uk</a>	0191-2295213
Strategic Director of Studies - Career Development Centre	Audrey Kingham	<a href="mailto:audrey.kingham@tynemet.ac.uk">audrey.kingham@tynemet,.ac.uk</a>	0191-2295282
Student Counsellor/ Wellbeing Co-ordinator	Judith Fletcher	<a href="mailto:judith.fletcher@tynemet.ac.uk">judith.fletcher@tynemet.ac.uk</a>	0191-2295227
Student Union Executive Support Co-ordinator	Vacant	Vacant – Contact College Information Centre.	