Freedom of Information (Scotland) Act 2002

Guide to information published by Newbattle Abbey College under the Model Publication Scheme 2013

Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Newbattle Abbey College Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires Newbattle Abbey College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme[1]. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about[2]:

- its services, the cost of providing services, and the standards attained by those services
- the facts or analyses, on the basis of which it has made decisions of importance to the public
- the reasons for the decisions it has made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities[3]. The Commissioner has developed the Model Publication Scheme 2013 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here

Newbattle Abbey College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS. http://www.itspublicknowledge.info/MPS

Our Guide to Information

This document is the **Guide to Information** which Newbattle Abbey College makes available under the classes described in the MPS. It:

- allows the public to see what information is available in relation to each class
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help with accessing the information
- explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. The MPS also covers environmental information.

About the Model Publication Scheme

The MPS set out eight broad classes of information, and by adopting it, Newbattle Abbey College is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- Class 1: About the authority

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[1] See section 23 of FOISA.
[2] See section 23(3) of FOISA.
[3] See section 24 of FOISA.

- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS – while this Guide sets out the specific arrangements we have made at Newbattle Abbey College.

Exempt information

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why.   Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact the Administration Supervisor

Availability and format of information

Online:
Most information listed in our Guide to Information is available to download from our website at www.newbattleabbeycollege.ac.uk   Often a link within the classes will take you direct to the relevant page or document. Where there is no such link, use our website's "Search" facility at www.newbattleabbeycollege.ac.uk If you are still having trouble finding information, please contact Jackie Kane, Administration Supervisor for further assistance.

By inspection:
You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact Jackie Kane, Administration Supervisor

By e-mail:
If the information you are looking for is listed in our Guide but is not published on our website, you can request it by e-mailing us at office@newbattleabbeycollege.ac.uk   We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However we offer alternative arrangements for people who do not want to, or cannot, access the information online (or by inspection at our premises). For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

By phone:
While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call Jackie Kane, Administration Supervisor to request information available under this Guide.

By post:
To obtain information listed under the scheme as a printed document or other format by post, please send your request to: Jackie Kane, Administration Supervisor.

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

Copyright

Where Newbattle Abbey College holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Newbattle Abbey College does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	15p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	40p
A4	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc. Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of producing the information.

Feedback or Complaints

We welcome feedback on how we can develop our Guide to Information further. If you would to comment on any aspect of this Guide, or the Commissioner's MPS, please contact the Administration Manager email jackierobertson@newbattleabbeycollege.ac.uk

If you wish to complain about any aspect of this Guide, then please contact us and we will try and resolve your complaint as quickly as possible. You can contact the Administration Manager email jackierobertson@newbattleabbeycollege.ac.uk

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days. You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information are acceptable.

How to access information which is not available under this MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to Jackie Kane, Administration Supervisor

Charges for information not available under the MPS:

If you submit a request to us for information which **is not** available under the MPS the charges will be based on the following calculations:

General information requests:

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

Charges for environmental information:

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

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

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

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

Publication Timescale

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

Guide to Information published by Newbattle Abbey College

The next section includes the information we publish under the MPS classes. Several larger classes are broken down into a number of sub-classes for ease of use.

MPS class	Sub-classes
Class 1: About Newbattle Abbey College	General information about Newbattle Abbey College Access to information Our constitution Corporate planning How Newbattle Abbey College is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	Human resources Physical resources Information resource
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	

Guide to Information available under the MPS classes

Class 1: About Newbattle Abbey College

Information about Newbattle Abbey College, who we are, where to find us, how to contact us, how we are managed and our external relations.

General information about Newbattle Abbey College

Description	Links/where to find the information
The name of the college, and the address of its principal office.	www.newbattleabbeycollege.ac.uk Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian, EH22 3LL
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	Ann Southwood – Principal Marian Docherty – Depute Principal Jackie Robertson – Administration Manager/Minute Secretary to the Board Brodies Secretarial Services Ltd – Company Secretary
A description of the college's major organisational units and how these relate to each other e.g. • Organisational structure charts. • Description of responsibilities/ activities of major organisational units (including all academic and support teams and departments). • Information on relevant senior managerial staff in major organisational units. • Contact information for major organisational units.	www.newbattleabbeycollege.ac.uk Staffing structure
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	www.newbattleabbeycollege.ac.uk College reception – 0131 663 1921
Information on the college's principal and other main locations, including campus maps	Location map and directions http://www.newbattleabbeycollege.ac.uk/?page_id=257
Opening hours of the college's principal office	Monday to Friday 8.30am until 5.00pm
Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known.	http://www.newbattleabbeycollege.ac.uk/?page_id=139 College calendar, Student Handbook
Dates of closure of the college, college calendar.	http://www.newbattleabbeycollege.ac.uk/?page_id=139 Student Academic and Residential Handbooks
Procedures on how to complain about the college	Complaints procedure relating to academic and non-

	academic matters and customer complaints
Arrangements for serving official documents on the college	The Memorandum and Articles of Associations

Access to Information

Description	Links/where to find the information
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Administration Supervisor, Newbattle Abbey College, Newbattle Road, Dalkeith, EH22 3LL Email: office@newbattleabbeycollege.ac.uk
Details of how to request environmental information from the College - Name, address and contact information of the College's main contact point for environmental requests	Facilities Manager, Newbattle Abbey College, Dalkeith, Midlothian, EH22 3LL. Tel: 0131 663 1921
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	http://www.newbattleabbeycollege.ac.uk/?page_id=181 Freedom of Information Policy and Procedure. Procedure for requesting reviews. Customer Complaints Procedure.
Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	Sustainability Policy, Energy Policy, Customer Complaints Procedure
Single Model Publication Scheme 2013 and Newbattle Abbey College's Guide to Information.	http://www.newbattleabbeycollege.ac.uk/?page_id=181
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	http://www.newbattleabbeycollege.ac.uk/?page_id=181 Protection Policy and Guidelines for Procedures for Data Protection
Charging schedule for environmental information provided in response to requests under the EIRs	http://www.newbattleabbeycollege.ac.uk/?page_id=181
Details of how to make subject access requests under the DPA - Name, address and contact information of the College's main contact point for requests	Administration Supervisor, Newbattle Abbey College, Newbattle Road, Dalkeith, EH22 3LL Email: office@newbattleabbeycollege.ac.uk

Our constitution

Description	Links/where to find the information
Information on how the college was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act 1992.	www.newbattleabbeycollege.ac.uk The Trust Deed and Memorandum and Articles of Association have details of the College's institutional status. The incorporation of the College on 1 August 2004 brings the College within the scope of the Further and Higher Education (Scotland) Act 1992.

Corporate Planning

Description	Links/Where to find the information
Newbattle Abbey College's Mission statement	www.newbattleabbeycollege.ac.uk Strategic and Operational Plans
Newbattle Abbey College's corporate or Strategic Plan	www.newbattleabbeycollege.ac.uk College Strategic Plan
Corporate strategies e.g. Estate Strategy, Human Resources strategy	Marketing Strategy, Staff Development Strategy
Corporate policies e.g. sustainability, environmental policies	www.newbattleabbeycollege.ac.uk Sustainability Policy, Energy Policy,
Internal procedures for planning and resource allocation	Financial Forecasting Return to SFC, Strategic Plan, ICT and curriculum Development Plan

How Newbattle Abbey College is run

Description	Links/where to find the information
The college's governance structures and operational procedures, e.g. • Description of Statutory Bodies (e.g. Board of Management). • Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest. • Standing orders (or similar) that describe operational procedures.	www.newbattleabbeycollege.ac.uk Memorandum and Articles of Association
The college's conflict of interests policies e.g. • Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest. • Codes of conduct governing conflict of interest issues.	www.newbattleabbeycollege.ac.uk Registration and Declaration of Interests
Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies.	www.newbattleabbeycollege.ac.uk Register of Interest for members of the College Board of Directors.

Diversity

Class Description	Links/where to find information
Policies, procedures and guidelines relating to support and equality for disabled people	http://www.newbattleabbeycollege.ac.uk/?page_id=184 Newbattle Equality and Diversity Policy, Equality Outcomes, Mainstreaming Equality Reports, Equality Impact Assessments,
A description of the college's support structures for disability issues	Academic Guidance Procedure, Core Skills and Learning Support Policy and Procedure. Equalities Committee remit, membership and minutes.
Details of how to get information about support for disabled people (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided.)	Equalities Committee minutes, Student A-Z Handbook, College Website, Student Academic Handbook, Core Skills and Learning Support Policy and Procedure.
The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	Equalities and Diversity Action Plan, Accessibility audits. Student Handbook
The college's diversity and equality strategies.	http://www.newbattleabbeycollege.ac.uk/?page_id=184 Newbattle Equality and Diversity Policy, Equality Outcomes, Mainstreaming Equality Reports.
Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	http://www.newbattleabbeycollege.ac.uk/?page_id=184 Mainstreaming Equality Reports, Equalities Committee Minutes

Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	http://www.newbattleabbeycollege.ac.uk/?page_id=1062 Health and Safety Policy Statement, Health and Safety Systems, Asbestos Management Policy. Fire Evacuation Procedure. Fire Safety and Evacuation Policy and Procedure for Staff. First Aid, Procedure for completion of Accident/Incident Book, Employee Health and Safety Handbook, Student Health and Safety Handbook, Procedure for In House Personal Hygiene and Regulations. Stress Management Policy
Annual reports to governing body on health and safety issues	Health and Safety Policy Statement, Health and Safety Systems, Health and Safety Committee Minutes, Board of Directors Minutes. Health and Safety Report to the Board.

Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Health and Safety Systems, Risk Assessments, Health and Safety Committee Minutes, Asbestos Register, Fire Logs, Accident and Incident reporting. Organismal Stress Report
Summary statistics on accidents and incidents within the college	Health and Safety Minutes, Health and Safety Report to the Board
Information on the college's support structures for health and safety e.g. • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s).	Competent Advisor contract. Health and Safety Policies and Procedures. Minutes of Health and Safety Committee. Health and Safety Policy Statements. Group Remits document
Contact details of how to get information about health and safety issues (NOTE – FOI requests should be sent to the FOI officer, see page 5 for contact details).	http://www.newbattleabbeycollege.ac.uk/?page_id=1062 Staff, Student Health and Safety Handbooks, Health and Safety Committee Minutes, Health and Safety Policy Statements

External and community relations

Description	Links/where to find the information
Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	http://www.newbattleabbeycollege.ac.uk/?page_id=154
Facilities and services available to the local community.	www.newbattleabbey.com Conference and Training Facilities Pack, Tour information, Open Days publicity, Celtic Festival Publicity, HLF publication, Short Course publications, wedding venue
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	www.newbattleabbey.com Donate and make a difference leaflet
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	www.newbattleabbey.com www.newbattleabbeycollege.ac.uk twitter, facebook, press releases, college prospectus, conference and training packs, wedding information packs, 75th Anniversary, Celtic Festivals, external newsletters

Government and Regulator Relations

Description	Links/where to find the information
Funding body statistical reports and returns Information that the college is legally obliged to make available to its funding body e.g. Scottish Funding Council statistical returns.	FES 1, 2, 3 and 4, EMA and Bursary Returns to SFC

Description	Links/where to find the information
Reports on College by Her Majesty's Inspectorate of Education (HMIE)	- College reviews and follow-up reports. - Subject reviews and follow-up reports.
Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	- Financial Statements - Energy performance certificate
Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. - Student qualifications on entry; - The range of student entrants classified by age, sex, ethnicity, disability and geographical origin; - Student progress and retention data for each year of each course/programme; - Data on student completion; - Data on qualifications awarded; - Data on employment/training outcomes for students.	FES 1, 2, 3 and 4 Returns, PI's

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Student Administration & Support

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

Description	Links/where to find the information
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	http://www.newbattleabbeycollege.ac.uk/?page_id=126 Social networks, college prospectus
The college's admissions procedures and policies including: • Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission. • General/course-specific entry requirements. • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. • The colleges widening participation policies	www.newbattleabbeycollege.ac.uk Student Admissions and Recruitment Procedure, Academic Guidance Procedure, Equality and Diversity Policy
Tuition fees and other charges to students. Including information on • the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), • when payment must be made, how payments can be made, and whether instalment options are available.	www.newbattleabbeycollege.ac.uk Residential lease for residential accommodation. Fee Waiver Policy
The college's arrangements for registering students including policies and procedures covering student enrolment	Student enrolment procedures. Induction week procedures.
Arrangements for assessments and examinations Examination periods/timetables. • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures	Assessment and Moderation Policy, Assessment Schedule, Student Attendance and Progress Policy, Academic Handbook, Student Complaints – Academic Matters, Student Disciplinary Policy, Student Appeals Procedure, Core Skills Policy and Learning Support, Statement on Approach to Learning and Teaching.

- Regulations governing student progression - Regulations governing access to courses. - Regulations about availability of resit examinations. - Regulations and practices governing changes of programme	SWAP progression routes, SWAP guidelines.
Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.	Student Academic Handbook, A-Z Student Handbook, Academic Guidance Procedure, Core Skills and Learning Support Statement, Prospectus
Student liaison including - The structure and functioning meetings of staff/student consultative committees or other liaison groups. - Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings	Minutes of meetings of SMT, SRC, Equalities Committee, Health and Safety Committee, Learning and Teaching Teams. Committee and group remits.
A description of the availability and range of the college's welfare and advice services.	Student A-Z Handbook, Student Academic Handbook, Academic Guidance Procedure, Student Residential Handbook. First Aid policy.
A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	A-Z Student Handbook, Staff Absence from Work Policy, Equalities and Diversity Policy
A description of the medical support services provided by the college for students.	A-Z Student Handbook, First Aid Policy and Procedure, Student Residential Handbook.
Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	A-Z Handbook, Academic Guidance Procedure, Student Academic Handbook.
Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.	Student A-Z Handbook.
The college's policies on the collection, maintenance and use of personal information about students. - Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff. - Arrangements for the provision of data to SQA[4], SFC, and other bodies with statutory rights to data.	http://www.newbattleabbeycollege.ac.uk/?page_id=181 Data Protection Policy, Data Protection Guidelines, Freedom of Information Policy and Publication Scheme, Records Management and Document Retention Policy and Procedure, Records Management Administration Procedure. FES data. SQA Connect

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[4] *Scottish Qualifications Authority*

The college's policies and procedures for disciplinary proceedings against students • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures	Student Disciplinary Policy, Complaints Procedures Academic Matters, Complaints Procedures – Non Academic Matters, Academic Handbook, Appeals Procedure, Student Attendance and Progress Policy.
• Availability, conditions of use and range of accommodation services offered by the college • Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations	Residential Handbook, Residential Students Lease.

Information about awards ceremonies
 	
   • Dates and details of ceremonies for the current academic year.
   • Attendance and ticketing information, Academic Dress information, costs.
   • Information on Photographic and Video facilities
	www.newbattleabbeycollege.ac.uk
	Student Handbook

Procedures for dealing with student complaints about the college
 	
   • Information on how to register a complaint.
   • Procedural information on how complaints will be dealt with.
   • Procedural information on any internal and external appeals mechanisms.
   • Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these.
	http://www.newbattleabbeycollege.ac.uk/?page_id=187 Complaints Procedure – Academic Matters, Complaints Procedure – Non Academic Matters, Appeals Procedure.

The legal and structural basis of the college's relationships with the Students Union/Association
 	
   • Agreements, protocols, etc governing the college's relationship with the Union.
   • Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees.
   • Funding provided to the Union
	A-Z Student Handbook, Group Remits Policy, Memorandum and Articles of Association, Academic Guidance Procedure.

Information on the operation and activities of the Students Union and other student clubs including • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs	www.newbattleabbeycollege.ac.uk Student Academic Handbook, Student A-Z Handbook, Academic Guidance Procedure. SRC Constitution.

Teaching Quality

Description	Links/where to find the information
Programme approval and monitoring arrangements: • Programme specifications. • Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. • Key outcomes of programme approval, and annual monitoring and review processes. • Periodic reports of departmental major programme reviews.	SQA approval documents, SWAP approval documents, Assessment and Moderation Policy and Procedure. SQA and SWAP frameworks. Learning and teaching minutes.
Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of: • Arrangements for academic support and guidance. • Library services and IT[5] support, • suitability of accommodation, equipment and facilities for teaching and learning. • Quality of teaching and the range of teaching and learning methods. • Assessment arrangements. • Quality of pastoral support.	Taster course information, Induction Survey, Pre Course Survey, Post Semester Survey data, Post Course Survey data, Post Induction Survey data, Student Focus Groups data. Mid semester and end semester surveys. Peer observations surveys. Support for learning surveys. Guidance surveys.
The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Scottish Qualification Authority Approval Documents.
A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.	SQA Approval Documents. External Validation Reports.
Quality assurance assessments of the college's provision e.g. • Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision. • Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc. • Education Scotland reports on teaching quality.	External Validation Reports, SQA Approval Documents, HMIe Review Reports. College Quality Reports
Institutional internal reviews e.g. • Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards	Annual Course Review. Self-evaluation Reports. Staff Development Training Records. HMIe Reports. College website. Peer observation surveys.

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[5] *Information Technology*

Description	Links/where to find the information
• Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response	

Information Services

Description	Links/where to find the information
Availability and conditions of use of library facilities. Library catalogue if publicly available. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services.) • List of charges and fines	www.newbattleabbeycollege.ac.uk Prospectus, Library Information Checklist, Guidelines on how to use the Library, ICT Users Agreement, Academic Handbook.
Availability and conditions of use of computing facilities. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) • Computing code of practice. • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA[6]).	Academic Handbook, Computer Users Agreement, Email Policy, Data Protection Policy, Data Protection Guidelines, Internet Policy.
High-level aims and strategies of information services units and definition of the service provided.	ICT Strategy

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[6] *Regulation of Investigatory Powers Act*

Description	Links/where to find the information
Information services policies and procedures. Including: - Use of social media - Notice and take-down procedures	Internet Policy. College Retention Procedure

Class 3: How we take decisions and what we have decided

Information about the decisions we take, how we make decisions and how we involve others.

Description	Links/where to find the information
The activities of major committees with devolved decision-making powers - Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health & Safety Committee.) - Committee appointments procedures. - Standing orders, codes of conduct and other papers describing operations of major committees. - *Agendas of meetings of Board of Management and other major committees.* - Minutes and papers of meetings of Board of Management and other major committees. - Calendar of meeting dates for Board of Management and other major committees	Committee and Group Remits, The Trust Deed, Articles of Association, Agenda's and minutes of Board of Directors, Planning and Resource Committee, Learning and Teaching Committee, Audit Committee, Equalities Committee, Health and Safety Committee. Board of Directors Calendar of Meetings.
Public consultation and engagement strategies	We do not hold this information
Reports of regulatory inspections, audits and investigations carried out by Newbattle Abbey College	External Auditors end of year reports, Internal college audit reports,
Environmental impact studies and risk assessments which underpin decisions that Newbattle Abbey College takes, including the facts and analysis.	College Risk Register and Action Plan. Carbon Management Action Plan

Class 4: What we spend and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

Class Description	Links/where to find the information
Financial statements approved by the governing body e.g. Newbattle Abbey College's annual accounts	End of year annual accounts
Policies and procedures for making budgetary allocations to major budgetary units	We do not hold this information
Summary of budgetary allocations to major budgetary units	Financial forecast statements
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Purchasing and Value for Money Policies and Procedures. Travel Policy. Finance Policies and Procedures. Financial Regulations procedure
Summary information on the college's major insurance policies - names and addresses of the college's insurers and broad information on the range of risks covered.	Insurance schedules
Summary information on institutional endowments and investments	We do not hold this information
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund	Record relating to Phase 1 building programme (completed)
Expenses policies and procedures	Travel policy and procedure
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Travel policy and procedure
Board member remuneration, other than expenses	We do not hold this information
Pay and grading structures (levels of pay, rather than individual salaries)	Salary grade points for Admin, Learning and Teaching, Depute Principal
Salary awards, bonuses and staff benefits	Board of Directors minutes
Senior staff salaries e.g. Principal and senior management team	PAYE information
Funding awards made by Newbattle Abbey College, how to apply for them and funding awards made by Newbattle Abbey College	We do not hold this information

Class 5: How we manage our human, physical and information resources

Information about how we manage the human, physical and information resources of the authority.

Human Resources

Description	Links/where to find the information
Statistical information on staff - at institutional level by grade, sex, etc.	Staffing Return to Scottish Funding Council. Equalities Mainstreaming Report.
Staffing structure	College Staffing Structure
Policies, statements, procedures and guidelines relating to recruitment	Recruitment and Selection Policy and Procedure. Equalities and Diversity Policy
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Staff Development Policy and Procedure. Staff Induction Policy and Handbook. Staff Professional Development Planning Procedure. Absence from Work Policies and Procedures. Stress Management Policy
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Recruitment and Selection Policy, Board of Directors minutes. Chairs Committee minutes
Policies and guidelines on pension arrangements for staff e.g. • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes	Lothian pension fund contribution rates, SPPA contribution rates. LPF FRS17 generic report, FRS 17 process, FRS17 results schedule, FRS17 briefing notes, NAC formal valuation.
Disciplinary procedures and policies e.g. • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.	www.newbattleabbeycollege.ac.uk Disciplinary Policy and Procedure. Absence from Work Policies, Complaints Policy. Equalities and Diversity Policy.
Grievance procedures and policies	Grievance policy and procedure
Race equality policies as required under the Race Relations Amendment Act 2000.	http://www.newbattleabbeycollege.ac.uk/?page_id=184 Equalities and Diversity Policy
Equality and diversity policies, statements, procedures, and guidelines.	http://www.newbattleabbeycollege.ac.uk/?page_id=184 Equality and Diversity Policy, Equality Outcomes. Equal pay policy statement
Information required for compliance with the Public Interest Disclosure Act	Code of Public Interest Disclosure

Description	Links/where to find the information
Policies and procedures relating to the on-going development of staff • Induction arrangements. • Access to internal and external training opportunities	Staff Induction Policy, Staff Induction Handbook, Staff Development Policy, Staff Development Action Plan and Staff Training Record
Description of the facilities and services available to members of staff.	Staff Induction Handbook
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	We do not hold this information

Physical Resources

Class Description	Links/where to find the information
Overview of the college's estate e.g. • Location, size, usage, and condition of major buildings. • Details of listed buildings	Campus Development Plan 2006 and Condition Report 2008
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Lord Ancrum's Woodlands Management Plan (FCS) Campus Development Plan
Summary information about buildings under construction	We do not hold this information
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	Condition Report 2008. Facilities maintenance schedules
Performance indicators on major estates functions	Feasibility Study on Bio-mass boilers Energy performance certificate Energy saving audit by Energy Saving Trust
The college's environmental policies, practices and overview of their impact • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under • environmental legislation	Energy policy. Sustainability policy. Carbon management programme. Condition Report 2008. Energy Performance Certificate

Information Resources

Class Description	Links/where to find the information
The college's policy on the collection, maintenance and use of personal information about staff. • Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff. • Arrangements for making subject access requests.	Data Protection Policy and Procedure, Records Management and Document, Retention Policy and Procedure, Records Management Administration Procedure and Data Protection Guidelines for Staff Handling Data. Disclosure of Criminal Records Policy.
Records management policy, including records retention schedule.	Managing Information Retention Policy and schedule
Information governance/asset management policies and procedures.	We do not hold this information
Knowledge management policies and procedures.	We do not hold this information
List of statistical information published by Newbattle Abbey College	FES data, Equalities Mainstreaming Report

Class 6: How we procure goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers.

Description	Links/where to find the information
College's policies on major procurement exercises	Purchasing Policy, Value for Money Policy and Procedure
Procurement procedures: • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers.	Purchasing Policy, Value for Money Policy and Procedure. APUC.
Procurement contacts: • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing.	Administration Manager 0131 663 1921
Planned procurements: Summary information about the college's significant planned procurements (i.e. those subject to formal EU[7] procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.	n/a – The size of the college is such that planned procurements do not fall within provisional information notices.
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	The size of the college is such that it currently does not fall within EU requirements
Supplier contracts: • EU-prescribed award notices of major contracts over EU thresholds • Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract	The size of the college is such that it currently does not fall within EU requirements

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[7] *European Union*

Class 7: How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services.

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	SFC Statistics. Governance checklists. Operational and strategic plans. Annual Course Review documents. Quality Reports. Annual accounts. Risk management register. Financial forecasting returns to SFC
Actual performance against performance indicators.	SFC Statistics. Governance checklists. Operational and strategic plans. Annual Course Review documents. Quality Reports. Annual accounts. Risk management register. Financial forecasting returns to SFC
Environmental reports e.g. • Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form • Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	Education Scotland review and annual engagement visit reports. External audit on SFC FES data. External audit financial statements. Carbon Management Action Plan. Feasibility Study on Bio-mass boilers Energy performance certificate Energy saving audit by Energy Saving Trust

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.

Description	
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.	We do not hold this information