Freedom of Information Publication Scheme

General Information

- Academic year dates
  - College Calendar

Access to Information

- Freedom of Information Policies
  - Freedom of Information Policy and Procedures
- Data Protection Policies
  - Data Protection Policy and Procedures – Staff
  - Data Protection Policy and Procedures – Students

Governance

- Governance Structure
  - Nominations Committee Terms of Reference
  - Constitution Documents for Board of Management
- Conflict of Interests
  - Code of Conduct for Board Members
- Register of Interests
  - Register of Interests – Board Members
  - Register of Interests – Senior Staff
- Institutional Structure
  - Board of Management – Organisation Chart
  - Principal – Organisation Chart
  - Vice Principal – Organisation Chart
  - Human Resources – Organisation Chart
  - Student Services – Organisation Chart
  - Business Development – Organisation Chart
  - Finance/Student Finance – Organisation Chart
  - MIS/Section Admin Department – Organisation Chart
  - Learning Resource Centre/Library/Web Team – Organisation Chart
  - Facilities/Estates – Organisation Chart
  - Technical Services – Organisation Chart
  - Refectory – Organisation Chart
  - Community Service Industries – Organisation Chart
    - Access to Further and Higher Education
    - Health Care, Social Care & Early Years
    - Supportive Education and Literacies
  - Construction & Engineering Industries – Organisation Chart
    - Brickwork, Plumbing and Gas, Electrical Installation
    - Carpentry, Joinery, Painting and Decorating
    - Engineering, Mathematics and Science

Creative Industries – Organisation Chart
    - Fashion and Textiles
    - Hospitality
    - Music and Performing Arts
    - Visual Arts

Business Industries – Organisation Chart
    - Business, Accounting and Financial Services
    - Administration, Tourism and Management
    - Computing and Information Technology

- Major Committees

Board of Management
    - Membership of Committees
    - Remits of Committees of the Board of Management
        - Finance
        - Estates
        - Human Relations
        - Audit
        - Remuneration
        - Quality Assurance
        - Nominations
    - Board of Management – Minutes/Papers of Meetings
    - Sub-Committees:
        - Chairman's
        - Finance
        - Estates
        - Human Relations
        - Audit
        - Remuneration
        - Quality Assurance
        - Nominations
    - Senior Management Team – Minutes of Meetings
    - Sub-Committees:
        - Curriculum & Quality Steering Group
            - Terms of Reference
        - Equal Opportunities
            - Terms of Reference
        - Operational Management Group
            - Terms of Reference
        - Academic Board
        - ICT Committee
            - Terms of Reference
        - Business Development Steering Group
            - Terms of Reference
        - ECO Warriors Group
            - Terms of Reference
        - Business Continuity Planning Committee
        - Curriculum Managers Forum
            - Terms of Reference
        - Health and Safety Committee

- Learner Involvement Group

Financial Resources

- Financial Statements
  - Report of the Board of Management and Audited Financial Statements
- Budgetary Processes
  - Budget Procedures
- Financial Regulations
  - Finance Manuals
  - Financial Regulations
  - Purchasing Procedures
  - Value for Money Policy
- Insurance
  - Summary of College Insurance Documents
- Senior Staff Remuneration
  - Report of the Board of Management and Audited Financial Statements

Corporate Planning

- Mission
  - Mission Statement
- Corporate Plan
  - Vision Statement
  - Strategic Plan 2008-2011
  - Operational Plan 2008-2009
- Strategies
  - ICT Strategy
  - Marketing Plan
- Performance Indicators
  - College Performance Indicators
  - College SUMs Return

Procurement

- Procurement Policies
  - Procurement Policy
  - Value for Money Policy

Human Resources

- Staff Profile
  - Statement of College Staffing by Permanent/Temporary, Grade and Sex
- Recruitment Policies
  - Recruitment Policy
- Employment Terms
  - Teaching Staff
  - Support Staff
  - Management Staff

Attendance Policy
Acceptable Use
Alcohol/Drugs & Substance Related
Allowance Rates Procedures
Data Protection Policy
Disciplinary Procedures
Equal Opportunities Procedures and Awareness
Flexible Working
Freedom of Information Policy
General Health and Safety
Grievance Procedures
Dignity at Work Policy
Police Checks by Disclosure Scotland
Whistleblowing Policy
Race Equality Policy and Implementation Strategy
Redundancy Policy
Retirement Policy
Trips and Excursions Procedures
Use of College Minibus

- Performance Management
  Staff Development Policy
  Staff Development and Career Review
- Pensions
  Retirement Policy
  Report of the Board of Management on the Audited Financial Statements
- Discipline
  Dignity at Work Policy
  Disciplinary Policy
- Grievance
  Grievance Policy
- Race Relations
  Race Equality Policy and Implementation Strategy
- Equal Opportunities
  Equal Opportunities Procedures and Awareness
- Public Interest Disclosure
  Whistleblowing Policy
- Staff Development
  Staff Development Procedures
- Staff Records
  Data Protection Policy – Staff
  Records Management Policy and Procedures

Physical Resources

- Environmental Policies
  Environment Policy
  FEEMS Database

Health and Safety

- Policies
    - General Health and Safety Policy
    - Sectional Health and Safety Policies
    - Fire Evacuation Policy
    - Departmental Health and Safety Policies
    - Risk Management Policy
- Annual Reports
    - Risk Management Annual Report
- Monitoring
    - Health and Safety Committee Minutes

Diversity

- Disability Policies
    - Equal Opportunities Policy incorporating Disability Policy
- Strategies
    - Section DDA Strategies
- Statistics
    - Statistics contained in Operating Plans
    - Statistics in Reports under Equal Opportunities Policy
    - Statistics prepared after enrolment
    - Staff Statistics

Student Administration and Support

- Course Information
    - College Calendar
    - Information on Teaching Sections (Departments)
    - Information for International Students
    - Evening Class Information
    - Contact Information
    - Student Information
    - Government Programmes
    - European Funding
- Admissions
    - Operational Plan
    - Apply on line (for College Courses)
    - Admissions Procedures Flowchart
    - Equal Opportunities Policy
    - Student Charter
- Fees and Charges
    - Tuition Fees Schedule
    - Fee Waiver Policy
    - Bursaries and EMA Information Leaflets
- Assessments
    - College Calendar
    - Academic Appeals Procedure

- Learning Support Services
    - Guidance Policy
    - Inclusiveness Policy
    - Study Support Statement
- Student Liaison
    - Course Board Meetings Minutes
- Student Welfare
    - Disability Policy
- Student Records
    - Data Protection Act – Students
    - Acceptable Use Policy
    - Academic Appeals Procedures
- Student Discipline
    - Discipline Policy – Students
- Graduation Arrangements
    - Student Graduation Information
- Student Complaints
    - Student Grievance Procedures
    - Academic Appeals Policy

Teaching Quality

- Programme Approval
    - Approvals Group Internal Approval Pro Forma
    - Devolved Approval Checklist
    - Course Team Programme Review Self Evaluations & Subject Reviews
    - Academic Board Minutes
- Institutional Internal Reviews
    - Course Board Minutes
    - Academic Board Minutes
    - Course Team Programme Reviews

Information Services

- Library Facilities
    - College Library
- Computing Facilities
    - ICT Strategy
    - Acceptable Use Policy
    - Data Protection Policy – Staff
    - Data Protection Policy – Students
    - Flexible Learning Unit
- Major Strategy Documents
    - ICT Strategy

External and Community Relations

- Public Relations
    - Column in “Ayrshire Post” newspaper posted on Intranet and Internet

College Website and College Newsletter “What’s The Buzz”

Government and Regulator Relations

- Funding body statistical reports and returns
  - SUMs Return
  - Fee Waiver Estimate (in year) and actual Return
  - Annual Procurement Return
  - Annual Estates Expenditure Return
- Other statutory reports
  - SUMs Return
  - Strategic Plan
  - Operating Plan
- Information on student admission, progression and completion
  - Performance Indicators
  - Operating Plan