

GUIDE TO INFORMATION PROVIDED UNDER THE MODEL PUBLICATION SCHEME

This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the College. Some information may in some circumstances be exempt from disclosure; all other information is available on request.

*Items with an asterisk * are held on the College website at:*

www.sccb.ac.uk

1 Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instrument and Articles of Governance* • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.hmsso.gov.uk/acts.htm • Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992
1.2	How the College is organised	<ul style="list-style-type: none"> • College structure Charts • Introduction to the College* • College Policies • List of Governors* • Register of Interests of Governors • Governing Body and Committee structure chart* • Standing Orders* • Terms of reference & membership of Governing Body and committees* • College Calendar* • The Corporation Mission Statement* • Safeguarding Statement* • Customer Relations Charter*
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	<ul style="list-style-type: none"> • ESFA • HCFE • Ofsted • DIUS • DCSF • Examining Boards • Schools • Employers • Local Authorities • Sector Skills Councils* • FESSA Ltd • SBC Ltd (Dormant)

1.4	Location and contact details	<p>Reception and Information Centre: 0800 111 6311* website (including contact details)</p> <p>www.sccb.ac.uk</p> <p>Address:</p> <p>Digbeth Campus High Street Deritend, Digbeth, Birmingham, B5 5SU.</p> <p>Bordesley Green Campus Bordesley Green, Birmingham, B9 5LB.</p> <p>Bournville College Main Campus, 1 Longbridge Lane, Longbridge, B31 2AJ</p> <p>Bournville College Construction Centre 3 Devon Way, Longbridge, B31 2TS</p> <p>Hall Green Campus Cole Bank Road, Hall Green, Birmingham, B28 8ES.</p> <p>Fusion Centre Unit 1-4, 93 & 108 High Street, Digbeth, Birmingham, B5 6DY.</p> <p>Golden Hillock Women's Centre 103-105 Golden Hillock Road, Small Heath, Birmingham, B10 0DP</p> <p>Handsworth Campus Soho Road, Handsworth, Birmingham, B21 9DP</p>
1.5	Student activities	<ul style="list-style-type: none"> • Student Union Constitution • List of Officers
2 What we spend and how we spend it		
Sub classes		Documents
2.1	Funding/ income	<ul style="list-style-type: none"> • Annual Budget as approved by Corporation • Annual audited financial statements
2.2	Budgetary and account information	<ul style="list-style-type: none"> • Annual audited financial statements • Annual budget as approved by Corporation • Management accounts as reported to Corporation
2.3	Financial audit reports	<ul style="list-style-type: none"> • Annual financial statements and regularity audit report • Annual internal audit report

2.4	Capital programme	<ul style="list-style-type: none"> • Project Manager reports to Corporation on progress of capital projects • Annual capital budget as approved by Corporation
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> • Financial regulations, including procurement policy • Procurement Strategy • Fraud Policy • Treasury Management Policy
2.6	Staff pay and grading structures	<ul style="list-style-type: none"> • Pay spine • Pension Scheme • Job Vacancies*
2.7	Register of suppliers	<ul style="list-style-type: none"> • Purchase Ledger Annual List of Suppliers
2.8	Procurement and tender procedures and reports	<ul style="list-style-type: none"> • Financial Regulations • Contracting and tendering procedures
2.9	Contracts	<ul style="list-style-type: none"> • Annual report on approved projects WIP
3 What our priorities are and how we are doing		
Sub classes		Documents
3.1	Annual Report	<ul style="list-style-type: none"> • Annual report*
3.2	Corporate and Business Plans	<ul style="list-style-type: none"> • Strategic plan • Risk Management Plan
3.3	Teaching & Learning Strategy	<ul style="list-style-type: none"> • Classroom Observation Reports • Student Retention/Achievement Statistics • Success Rates • Student Destination Analysis • Student Attendance Reports
3.4	Academic Quality & Standards	<ul style="list-style-type: none"> • Annual Self Assessment Report • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Student Perception Survey • Appeals policy • Quality policy
3.5	External Review Information	<ul style="list-style-type: none"> • List of external reviews and outcomes (reported to Quality & Standards Committee) QAA Ofsted ESFA CharterMark

3.6	Corporate Relations	<ul style="list-style-type: none"> • Marketing Policy • Employer Liaison • Schools Liaison • Customer Relations Charter • Employer Perception Survey
3.7	Government & Regulatory Reports	<ul style="list-style-type: none"> • Ofsted Inspection Report *
4 How we make decisions		
Sub classes		Documents
4.1	Minutes from governing body, council, academic boards and steering groups	<ul style="list-style-type: none"> • Minutes of Governing Body meetings and sub-committees. Remuneration Committee minutes are confidential due to Data Protection issues. Very occasionally minutes will be identified as confidential but the reasons for this will be given, including the date of review or release.*
4.2	Teaching and learning committee minutes	<ul style="list-style-type: none"> • Minutes of Standards Committee*
4.3	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment Policies • Recruitment procedures • Appointment procedures for Governors and External Members* • Search Committee minutes*
5 Our policies and procedures		
Sub classes		Documents
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> • College Policies • Terms of Reference for all Corporation committees Corporation:* ➢ Audit ➢ Employment & Equalities ➢ Search Committee • Public interest disclosure (for compliance with the Public Interest Disclosure Act) (Whistleblowing Policy) • Travel & Subsistence Forms
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Examination management • Examinations special arrangements • Admissions • Enrolment Guidelines • External examination bodies regulations • Appeals Policy • Student Attendance Policy

		<ul style="list-style-type: none"> • Student Work Experience Policy • Internet and E-Mail Policy • Residential and Day Trips Code of Practice and Procedure
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> • Student Handbook including information on: <ul style="list-style-type: none"> ➤ Welfare/advice services ➤ Careers services ➤ Sports and recreational facilities ➤ Finance • Learning development and support • Services for students with special needs • Nursery • Opening hours of Learning Resource Centre (LRC) • Guide to Learning Hubs • Student Charter • Student Disciplinary Policy • Financial Support for Students Policy and Procedures • Student Harassment/Bullying Policy • Student Calendar • Enhanced Activities for Students* • Intellectual Property Policy • Internet Filtering Policy • Network Users Agreement • Safeguarding Policy • Student Services Committee Minutes • Complaint Procedures
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Terms and conditions of employment • Local recognition and procedural agreement • Sickness Absence/Leave Policy • Probationary review • Performance Development Review Scheme • Staff Training and Development Policy • Staff Training Directory • Staff Induction • Investors in People Assessment report • Grievance policy • Disciplinary & Performance policy* • Harassment and bullying policy • Health and safety policy* • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Safeguarding policy
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> • Recruitment Policies • Recruitment procedures
5.6	Code of Conduct for members of	<ul style="list-style-type: none"> • Code of Conduct for members of governing body*

	governing bodies	
5.7	Equality and Diversity	<ul style="list-style-type: none"> • Annual Equalities Reports • Gender Pay Gap Report • Equality Action Plan • Equality Strategy
5.8	Health and Safety	<ul style="list-style-type: none"> • Health & Safety Policy
5.9	Estate management	<ul style="list-style-type: none"> • Estate Management Policy • Environmental Policy • Carbon Recycling Policy • Tendering policies • Disposal policies
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> • Complaints Procedure • Public interest disclosure (for compliance with the Public Interest Disclosure Act) (Whistle Blowing Policy)
5.11	Records management and personal data policies	<ul style="list-style-type: none"> • IT Security policies • Data retention and archive policy • Data protection policy
5.12	Charging regimes and policies	<ul style="list-style-type: none"> • Tuition Fees Policy including <ul style="list-style-type: none"> ➢ Information for home/EU students ➢ Information for international students ➢ Information on other charges, including HE fees
6 Lists and Registers		
We expect this to be information contained only in currently maintained lists and registers.		
Sub classes		Documents
6.1	Any information we are currently legally required to hold in publicly available registers	<ul style="list-style-type: none"> • Register of Interest
6.2	Asset registers	<ul style="list-style-type: none"> • Capital Asset register Summary
6.3	Disclosure logs	<ul style="list-style-type: none"> • Freedom of Information
7 The services we offer		
Sub classes		Documents

7.1	Prospectus and Course content	<ul style="list-style-type: none"> • Course leaflets* • Prospectus including* ❖ Term dates ❖ Qualification gained* ❖ Work experience ❖ Apprentices
7.2	Health Advice	<ul style="list-style-type: none"> • Occupational Health Advice
7.3	Careers Advice	<ul style="list-style-type: none"> • Student Handbook * • Careers policy
7.4	Chaplaincy Services	<ul style="list-style-type: none"> • None
7.5	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> • Tuition fee policy • Examinations for 19+ students • Nursery • Training Restaurant* • Hair and Beauty Salons*
7.6	Sports & recreational facilities	<ul style="list-style-type: none"> • Student Handbook* • Facilities Information*
7.7	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> • Library catalogues
7.8	Conference facilities	<ul style="list-style-type: none"> • Hire Agreement
7.9	Advice and Guidance	<ul style="list-style-type: none"> • Student Handbook* • Careers Advice
7.10	Local campaigns	<ul style="list-style-type: none"> • Marketing strategy
7.11	Media releases	<ul style="list-style-type: none"> • Press releases*

South & City College Birmingham

Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/ Publication Scheme **BEFORE** you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you **AND** what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)	
.....	
First Name	Surname
.....	
Address	
.....	
Telephone	E-mail address
.....	

2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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3. Other Information

(Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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4. Data Protection Notice

The personal details you have provided to South Birmingham College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature
.....
Date
.....

Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment

Please send your completed request form to:

Parveen Ghulam
South & City College Birmingham
High Street
Deritend
Digbeth
Birmingham
B5 5SU

Tel 0121 694 5100

Email parveen.ghulam@sccb.ac.uk