Edinburgh College

For the future you want

Guide to information

Published under the Model
Publication Scheme
(Last reviewed: 30 Jan 2020)

Terms used

Term used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification form	The form an authority must submit to notify the Commissioner of its adoption of the MPS
Re-use Regulations	The Re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988
TNA	The National Archives

GUIDE TO INFORMATION AVAILABLE THROUGH OUR MODEL PUBLICATION SCHEME

1.1   General information about Edinburgh College

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to produce and maintain a publication scheme.

Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available
- Tell the public how to access the information and what it might cost

Edinburgh College has adopted the **Model Publication Scheme (MPS) 2017** produced by the Scottish Information Commissioner and has notified the Commissioner that we have done so. Thereafter, no further notification is required unless either:

- The Commissioner has revoked approval (because the college is not complying with the MPS)
  or
- The College's legal status has changed (e.g. through a merger with another authority or a legal change of name)

You can see this scheme on the Commissioner's website at: **http://www.itspublicknowledge.info/mps**

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class
- State what charges may be applied
- Explain how you can find the information easily
- Provide contact details for enquiries and to get help with accessing the information
- Explain how to request information we hold that has not been published

Edinburgh College has arrangements in place to regularly and routinely update this Guide to Information. Some common good practice approaches being implemented by the college to review and maintain our guide include:

- Setting review dates as part of the approval process
- Training staff to think about publication as they prepare information ('thinking FOI' as they write, marking information for redaction at publication)
- Making the decision to publish information a deliberate step when new information is approved

- Incorporating processes for checking and updating the Guide to Information as part of the procedures for updating and reviewing documents and records management procedures and systems

Availability and formats

The information we publish through the Model Publication Scheme is, whenever possible, available on our website. 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 usually arrange to send information to you in paper copy (although there may be a charge for this).

Edinburgh College also considers its duties under the Equality Act 2010 when responding to requests for information in alternative formats.

Exempt Information

We will publish the information we hold that falls within the classes of information below. If a document 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 redact the information before publication but we will explain why.

Copyright

Where Edinburgh 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 Edinburgh 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.

We may charge for providing information, 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
A1	Not available
A2	Not available
A3	15p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	40p
A4	30p
A5	30p

Information provided on CD-ROM will be charged at £1.50 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.

Charges for information not available under the scheme:

The charges for information that is available under this scheme are set out in the Charging Policy section of this document. If you submit a request to the College for information that is not available under the scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests that cost the College £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 costs the College £600 to provide, you would be asked to pay £50. This is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- The College is not obliged to respond to requests which will cost it over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member's hourly salary rate to a maximum of £15 per person per hour.
- The College will not charge for the time to determine whether it holds the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that the College decides to impose a charge it 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.

You are welcome to contact us for assistance with any aspect of this publication scheme:

Freedom of Information Officer
Edinburgh College
Milton Road Campus
24 Milton Road East
Edinburgh
EH15 2PP

By email to – **foi@edinburghcollege.ac.uk**

We will also be able to advise you on how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About Edinburgh College

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

1.1   General information about Edinburgh College

	Description	Links/Where to find the information
1.1.1	The name of the College and the address of all Edinburgh College campuses	Edinburgh College serves the communities of Edinburgh and the Lothians and was formed through the merger of Telford College, Jewel & Esk College and Stevenson College effective from 1 October 2012. Edinburgh College – Main Switchboard Tel: 0131 669 4400 Granton Campus, 350 West Granton Road, EDINBURGH, EH5 1QE Midlothian Campus, 46 Dalhousie Campus, Dalkeith, EH22 3FR Milton Road Campus, 24 Milton Road East, EDINBURGH, EH15 2PP Sighthill Campus, Bankhead Avenue, EDINBURGH, EH11 4DE **http://www.edinburghcollege.ac.uk/Contact/**
1.1.2	Names of the principal officers of the College including Principal, Chief Operating Officer, Vice Principals and Board Secretary.	**Principal and Chief Executive** Audrey Cumberford **Chief Operating Officer** Alan Williamson **Vice Principals** Jonny Pearson, Vice Principal, Education & Skills Jon Buglass, Vice Principal, Innovation, Planning & Performance Michael Jeffrey, Vice Principal, Corporate Development

Sighthill Campus is the registered office for Edinburgh College

		Board Secretary Nick Croft, Head of Communications, Policy and Research
1.1.3	Roles and responsibilities of principal officers •Organisational structure charts •Description of responsibilities/activities •Contact information	Executive and SMT Organisation Structure: **http://doc.edinburghcollege.ac.uk/welcome/governance/organisation%20structure.pdf**
1.1.4	Information on how to contact the College - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions	Edinburgh College – General Enquiries Tel: 0131 669 4400 E-mail: **reception@edinburghcollege.ac.uk** **http://www.edinburghcollege.ac.uk/Contact/**
1.1.5	Information on the College's principal and other main locations, including campus maps	**http://www.edinburghcollege.ac.uk/Welcome/Our-Campuses**
1.1.6	Opening hours of the College's principal office	08:30 – 16:30
1.1.7	Information on the dates of the College's academic years	**http://www.edinburghcollege.ac.uk/Student-Life/College-Calendar**
1.1.8	Dates of closure of the College	**http://www.edinburghcollege.ac.uk/Student-Life/College-Calendar**
1.1.9	Procedures on how to submit a complaint	**http://www.edinburghcollege.ac.uk/Contact/**
1.1.10	Arrangements for serving official documents on the College	All official documents to be served to the college should be sent to: The Executive Office Edinburgh College Milton Road Campus 4th Floor 24 Milton Road East Edinburgh EH15 2PP
1.1.11	Customer codes or charters	**http://www.edinburghcollege.ac.uk/Student-Life/Student-Association**

1.2   Access to Information

	Description	Links/where to find the information
1.2.1	Details of how to request information from the College - name, address and contact information of the college's main contact point for requests	In writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
1.2.2	Details of how to make subject access requests under DPA – name, address and contact information of the college's main contact point for requests	In writing to – Data Protection Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **dataprotection@edinburghcollege.ac.uk**
1.2.3	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	In writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**

1.2.4	Institutional freedom-of-information policies and procedures including information on requesting reviews or making complaints	This information can be accessed from the Edinburgh College website using the link below:- **http://www.edinburghcollege.ac.uk/Welcome/Governance/Freedom-of-Information**
1.2.5	Institutional data-protection policies and procedures including procedures for dealing with subject access requests	This information can be accessed from the Edinburgh College website using the link below:- **http://www.edinburghcollege.ac.uk/Welcome/Governance/Privacy** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Freedom-of-Information**
1.2.6	Mission statement Corporate plan Corporate strategies e.g. for economic development, etc. Corporate policies, e.g., health and safety, equality, sustainability Strategic planning processes	Strategic Plan: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
1.2.7	Single MPS 2017 Guide to Information	Pursuant to Section 25 (2) (a) of FOISA, please note that this information is available via another organisation. **http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx**
1.2.8	Charging schedule for environmental information provided in response to request under the EIRs	Please see charging information in the introductory section of this publication.

1.3   Our constitution

	Description	Links/where to find the information
1.3.1	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.	Edinburgh College is an incorporated college under the Further and Higher education (Scotland) Act 1992. The college is a registered charity (SC021213) Further information about Edinburgh College can be found on the college website using the links below:- **http://www.edinburghcollege.ac.uk/welcome/** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management**

1.4 Corporate Planning

	Description	Links/Where to find the information
1.4.1	Edinburgh College's Vision, Mission Statement and Values	Vision: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents** Mission Statement: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents** Values: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
1.4.2	Edinburgh College's corporate or Strategic Plan	Strategic Plan: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
1.4.3	Internal procedures for planning and resource allocation	**Interim Planning Process** Regional Outcome Agreements and associated financial plans, strategic objectives and operational plans are reviewed and approved as appropriate by the Board, committee structure and Executive management team. One of the outcomes of our planning process is the creation of the Regional Outcome Agreement this can be accessed via the link below: Regional Outcome Agreement 2019-20: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**

1.5   How Edinburgh College is run

	Description	Links/where to find the information
1.5.1	The College's governance structures and operational procedures, e.g. • Description of statutory bodies (eg. 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	Information about the Edinburgh College Board of Management can be accessed via the Edinburgh College website using the links below: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Framework**
1.5.2	The College's conflict-of-interests policies eg. • 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	This information can be accessed from the Edinburgh College website using the link below:- **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Framework**
1.5.3	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.	This information can be accessed from the Edinburgh College website using the link below:- **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Register-of-Interests**

1.6   Diversity

	Description	Links / Where To Find Information
1.6.1	Policies, procedures and guidelines relating to support and equality for people of all protected characteristics/related groups.	College policies on the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Policies**
1.6.2	A description of the College's support structures for disability issues	Edinburgh College provides learning support services for students with a disability or additional support needs. Support is available across all Edinburgh College campuses. Information about how to access support can be found on the College website using the link below:- **http://www.edinburghcollege.ac.uk/Student-Life/Student-Support** See section 1.6.3 for information on how to access these services. **Disability Confident** The college is accredited as a Disability Confident Committed Employer. Further information can be found on the college website using the link below: **http://www.edinburghcollege.ac.uk/Welcome/Vacancies**
1.6.3	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.)	Information about how to access support for disabled students can be accessed using the link below: **http://www.edinburghcollege.ac.uk/Student-Life/Student-Support**
1.6.4	The College's diversity and equality strategies.	Equality, Diversity and Inclusion area of the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion** Equality and Quality Policies: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Policies**

1.6.5	Summary statistics on all protected characteristic groups, including support for disability within the college, eg. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	Equality, Diversity and Inclusion area of the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion**

1.7 External and community relations

	Description	Links / Where To Find Information
1.7.1	Accountability relationships, including reports to regulators	Regional Outcome Agreement 2019-20: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents** The Edinburgh College Evaluative Report, Enhancement Plan and Endorsement Statement: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
1.7.2	Internal and external audit arrangements	Internal Auditors: BDO LLP External Auditor: Audit Scotland
1.7.3	Subsidiary companies (wholly and part owned) and other significant financial interests	Pursuant to Section 17(1) of FOISA please note that Edinburgh College does not hold information of this type/classification.
1.7.4	Strategic agreements with other bodies	The College's senior and executive managers are involved in a wide range of strategic agreements with other bodies. Of specific note is the ROA with SFC, Partnership Agreements with SDS teams across the region, CPP plans including Local Outcome Improvement Plans and Locality Plans. The ROA can be found at: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**. The College's strategic agreements with other bodies are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**

1.8   Government and Regular Relations

	Description	Links / Where To Find The Information
1.8.1	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	Pursuant to Section 25(2)(a) of FOISA please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. **http://www.sfc.ac.uk/publications-statistics/statistical-publications/statistics-schedule/statistical-publication-schedule.aspx**
1.8.2	Reports on college by Her Majesty's Inspectorate of Education (HMIE) • College reviews and follow-up reports • Subject reviews and follow-up reports	The Edinburgh College Evaluative Report, Enhancement Plan and Endorsement Statement: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
1.8.3	Other statutory reports that the College is legally required to publish, including environmental regulatory reports	**http://www.edinburghcollege.ac.uk/Welcome/Governance/Sustainability** The College's annual sustainability report is available on request. Please direct your request in In writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
1.8.4	Statistical information on student admission, progression and completion that the College is required by the	Pursuant to Section 25(2)(a) of FOISA please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. 2017-18 College Performance Indicators: **http://www.sfc.ac.uk/publications-statistics/statistical-publications/2019/SFCST022019.aspx**

	Scottish Funding Council to publish, eg. • 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	Scottish Funding Council Infact database: **http://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/infact/infact-database.aspx**

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

	Description	Links / Where To Find Information
2.1.1	Programmes offered by the College including structure and broad content of each programme and the qualification gained if successful	**http://www.edinburghcollege.ac.uk/Courses/** **http://www.edinburghcollege.ac.uk/Quicklinks/Qualifications-Explained**
2.1.2	The College's admissions procedures and policies, including: • Information on how to obtain a prospectus, attend an open day, visit the College and apply for admission • General/course-specific entry requirements • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications • The College's widening-participation policies	**http://www.edinburghcollege.ac.uk/Welcome/Our-Prospectus** **http://www.edinburghcollege.ac.uk/Quicklinks/Course-application-guidelines**
2.1.3	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),	**http://www.edinburghcollege.ac.uk/Student-Life/Student-Funding-And-Fees**

	when payment must be made, how payments can be made, and whether instalment options are available	
2.1.4	The College's arrangements for registering students including policies and procedures covering student enrolment	Students normally enrol during the College induction period. Students complete an enrolment form (online or paper based). The enrolment process is managed by the MIS team.
2.1.5	• 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	Accommodation website: **http://www.edinburghcollege.ac.uk/Student-Life/Accommodation**
2.1.6	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 (eg. accommodation, learning support, examinations), Colleges should provide information about all of these.	Contact website: **http://www.edinburghcollege.ac.uk/Contact/**
2.1.7	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	Two elected members of the Edinburgh College Students' Association (ECSA) sabbatical team are nominated (by their peers) to join the Edinburgh College Board of Management. Student Board Members are invited to attend all Board of Management meetings and are members of its Academic Council, Corporate Development Committee and Nominations Committee. The Students' Association has its own constitution. Edinburgh College contributes towards the running of ECSA. Further information about ECSA can be accessed from the Edinburgh College website using the link below: **http://www.edinburghcollege.ac.uk/Student-Life/Student-Association**

2.1.8	Student Funding Information relating to College awards – Bursary Childcare, EMA. General information and advice on all sources of funding.	http://www.edinburghcollege.ac.uk/Student-Life/Student-Funding-And-Fees

2.2 Teaching Quality

●	Description	Links
2.2.1	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports	The College has accreditation from various bodies to deliver and assess a wide range of programmes and levels. These bodies include: • SQA • BPEC • BTEC • CIM • CIPD • City & Guilds • CMI • COSCA • CSCS • EMTA • IAB • IMI • ILM • Kingston University London • NCFE • Northumbria University • OCR • REHIS • Robert Gordon University • Royal Caledonian Horticultural Society • SECTT • Sports Leaders UK • TUC • UAL • VTCT • YMCA Hard copies of the programmes the College is approved to offer are available upon request.

2.2.2	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 and description of validation procedures	Edinburgh College is a SCQF credit-rating body with appropriate policies, procedures and processes, copies of which can be requested.
2.2.3	Quality assurance assessments of the College's provision, eg.: • 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 Systems (SQMS), Charter Mark, Investors in People etc.	The College receives reports from external bodies such as SQA, Investors in People, City and Guilds, VTCT and others following audits/reviews/assessments. These are reported to the Board of Management. The College is subject to Education Scotland's *How Good is Our College?* self-evaluation and reporting framework. The Edinburgh College Evaluative Report, Enhancement Plan and Endorsement Statement: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
2.2.4	**Institutional internal reviews, eg.:** • Summary of the findings and evidence presented to teams undertaking the College's own internal reviews of quality and standards • 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	As part of the quality assurance process the College operates a programme of internal audit and review. Each curriculum and service area produce action plans, having evaluated strengths requiring further enhancement and areas for improvement requiring action. Edinburgh College is also subject to external audit by a range of awarding bodies. The College provides a wide range of staff development opportunities and regular reports and statistics are provided to the Board of Management.

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
3.1.1		The activities of major committees with devolved decision-making powers • Committee memberships and remits (eg. 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	Board of Management area of the College website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Edinburgh-College-Board-of-Management** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Policy-and-Resources-Committee** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Audit-and-Risk-Assurance-Committee** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Academic-Council** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/External-Engagement-Committee** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Nominations-Committee** **http://www.edinburghcollege.ac.uk/Welcome/Governance/Board-of-Management/Board-and-Committee-Minutes/Remuneration-Committee**
3.1.2		Public consultation and engagement strategies	Strategic Plan: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**

3.1.3	Reports of regulatory inspections, audits and investigations carried out by Edinburgh College.	Edinburgh College annual audit report 2018/19: **https://www.audit-scotland.gov.uk/report/edinburgh-college-annual-audit-plan-201819**
3.1.4	Environmental impact assessment reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.[1]	To date, no projects have been undertaken by the College that would require an Environmental Impact Assessment report.

---

[1] https://www.legislation.gov.uk/uksi/2017/571/contents/made

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
4.1.1	Financial statements approved by the governing body, eg. Edinburgh College's annual accounts	Annual Reports and Financial Accounts: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
4.1.2	Financial policies and procedures for budget allocation	The College's financial policies and procedures for budget allocation are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
4.1.3	Summary of budgetary allocations to major budgetary units	The College's budgetary allocations are available on request. Please direct your request in In writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
4.1.4	Financial regulations: College's financial administration manual, including information on purchasing goods and services, and on reclaiming expenses	Financial regulations are available from the Policies website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Policies**

4.1.5	Purchasing plans and capital funding plans.	The College's purchasing plans and capital funding plans are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
4.1.6	Expenses policies and procedures.	The College's expenses policies and procedures are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
4.1.7	Senior staff salaries: Principal and Executive team Senior management team Board member expenses at category level, eg. travel, subsistence and accommodation Staff salary awards, bonuses and general staff benefits	Annual Reports and Financial Accounts: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
4.1.8	Board member remuneration, other than expenses	Annual Reports and Financial Accounts: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
4.1.9	Pay and grading structures (levels of pay, rather than individual salaries)	The College's pay and grading structure is available on request. Please direct your request in writing to – The Freedom of Information Officer

		Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
4.1.10	Investments, summary information about endowments, investments and authority pension fund	The College does not have any endowment funds and does not invest any funds directly into any company. Pension fund investments are under the control of the STSS Scottish Teachers Superannuation Scheme and LGPS Local Government Pension Scheme.
4.1.11	Funding awards available from the College, how to apply for them and funding awards made by the College.	**http://www.edinburghcollege.ac.uk/Student-Life/Student-Funding-And-Fees**

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
5.1.1	Strategy and management of human resources	Strategic Plan: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
5.1.2	Staffing structure	Executive and SMT Organisation Structure: **http://doc.edinburghcollege.ac.uk/welcome/governance/organisation%20structure.pdf**
5.1.3	HR policies, procedures and guidelines, including recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	The College's HR policies, procedures and guidelines are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
5.1.4	Employee-relations structures and agreements reached with recognised trade unions and professional organisations	The College's recognition and procedure agreements (RPA) with EIS and Unison are available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**

5.2 Physical Resources

	Class Description	Links/where to find the information
5.2.1	Management of the college's land and property assets, including environmental / sustainability reports	**http://www.edinburghcollege.ac.uk/Welcome/Governance/Sustainability**
5.2.2	Description of the authority's land and property holdings	**http://www.ed-coll.ac.uk/Welcome/Our-Campuses** Estates Strategy: **http://www.ed-coll.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
5.2.3	Estate development grants	All college funding is available on the SFC website: **http://www.sfc.ac.uk/funding/college-funding/college-funding.aspx**
5.2.4	Maintenance arrangements	The College has a hybrid maintenance arrangement in place. It retains its own in-house team who carry out small reactive maintenance works and project works, and has a TFM contract with ISS who carry out the planned maintenance and larger reactive maintenance works.

5.3 Information Resources

	Class Description	Links/where to find the information
5.3.1	Records management policy and records management plan, including records retention schedule	The College is currently undertaking a comprehensive review of the organisation's information and records management requirements. The College's records management policy is available on request. Please direct your request in writing to – The Freedom of Information Officer Edinburgh College Milton Road Campus 24 Milton Road East Edinburgh EH15 2PP E-mail: **foi@edinburghcollege.ac.uk**
5.3.2	Information governance / asset-management policies and procedures, information asset list	The College is currently undertaking a comprehensive review of the organisation's information and records management requirements.
5.3.3	Knowledge management policies and procedures.	The College does not currently have a knowledge management policy.
5.3.4	List of statistical information published by Edinburgh College	College Publications: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications** **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents** Equality, Diversity and Inclusion: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion**
5.3.5	Freedom-of-information policies and procedures	**http://www.edinburghcollege.ac.uk/Welcome/Governance/Freedom-of-Information**
5.3.6	Data protection or privacy policy	Data protection policy: **http://www.ed-coll.ac.uk/Welcome/Governance/Privacy**

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
6.1.1	College's procurement policies and procedures	Procurement policy: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Policies**
6.1.2	College procurement – how the College purchases	Procurement webpage: **http://www.edinburghcollege.ac.uk/Welcome/Procurement**
6.1.3	Register of contracts awarded by the College, which have gone through formal tendering, including name of supplier, period of contract and value	APUC Edinburgh College's Contracts Register: **http://www.apuc-scot.ac.uk/#!/institution?inst=28**
6.1.4	Additional information that is required to be published by applicable procurement legislation and statutory guidance (eg. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	Procurement webpage: **http://www.edinburghcollege.ac.uk/Welcome/Procurement**
6.1.5	Links to procurement information the authority publishes on the Public Contracts Scotland[2] website.	Procurement webpage: **http://www.edinburghcollege.ac.uk/Welcome/Procurement**

---

[2] http://www.publiccontractsscotland.gov.uk

Class 7: How we are performing

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

	Description	Links/where to find the information
7.1.1	External reports	College publications on the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications** **http://www.edinburghcollege.ac.uk/Welcome/Governance/College-Publications/Strategic-Documents**
7.1.2	Performance indicators and performance against them	Performance indicators on the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Performance-Indicators**
7.1.3	Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012[3], as amended	Equality, Diversity and Inclusion on the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion**
7.1.4	Employee and Board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	Equality, Diversity and Inclusion on the website: **http://www.edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion**

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, eg. bookshop, museum or research journal

	Description	Links/where to find the information
8.1.1	Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, eg. bookshop, museum or research journal	N/A

---

[3] http://www.legislation.gov.uk/ssi/2012/162/contents/made

Class 9: Our open data

Open data made available by the college as described by the Scottish Government's Open Data Resource Pack[4] and available under an open licence

	Description	Links/where to find the information
9.1.1	The College's open data publication plan.	The College does not currently have an open data publication plan.
9.1.2	Open data sets and their metadata, or links to where they are accessible	N/A