

Freedom of Information Policy

Policy review area	Exec
Lead manager	Governance Manager
Approval level	Board of Governors
Start date	30 March 2020
Review cycle	3 years
Next review	30 March 2023

1. Introduction

The Corporation of Greater Brighton Metropolitan College has adopted the model publication scheme for FE Colleges. The Publication Scheme expresses the commitment of the Board of Governors to meeting its statutory duties under the Freedom of Information Act and the policy standards of openness and accountability expressed within its Policy Statement on Information Governance.

2. General Principles

2.1 The table in Appendix 1 indicates where documents may be obtained, e.g:

- on the College website
- published by others; OFSTED, Education and Skills Funding Agency, etc.
- via a link from the Scheme of Publication
- in paper or electronic copy, through application to GB MET

2.2 This is not an exhaustive list but indicative of the types of document held. There are documents which are not available on the website because they:

- are constantly being updated,
- are very large,
- are of minority interest
- contain some exempt information and will need to be individually amended
- in order not to compromise the reader,
- will remain on paper only.

3. Obtaining Information

3.1 Information which is on the website where the copyright does not rest with another organisation is free to read and print.

3.2 Information which is held electronically but is not on the website can normally be supplied by email and there is usually no charge (unless shown otherwise, or unless you request part, amended or multiple documents).

3.3 The College reserves the right to charges for information if the cost of determining, locating, retrieving and extracting it is expected to exceed appropriate limits as defined by the Information Commissioner. Staff time will be charged at £25 per hour and other disbursements will be charged at cost.

3.4 Information which is not available on the Internet or freely available in the College Receptions or from other public buildings in the city, can be obtained by written application to the relevant college department, or to the FOI Officer at:

Governance Manager
Greater Brighton Metropolitan College
Pelham Street
Brighton
BN1 4FA
Email: FOI@gbmc.ac.uk

3.5 Applications for documents for which there is a charge should be accompanied by the correct fee in sterling for each document in the form of a cheque drawn on a UK-based bank, or as postal order, crossed and payable to Greater Brighton Metropolitan College.

4. Quality Assurance

4.1 If you receive no response within 20 working days you should query this in case your application has not been received.

4.2 The reply will serve as your receipt unless you specify otherwise.

4.3 If the College experiences genuine difficulties in locating or reproducing your document, the College will contact you to explain the delay/non availability.

4.4 It will also contact you if it finds that the information you request is exempt or can only be released to you upon proof that you are the entitled recipient.

4.5 In all instances GB MET will take reasonable steps to meet your request for information in the spirit of the Act.

5. Further Assistance

5.1 If a document you require is not shown in this guide please contact the Freedom of Information Officer. Some information may in some circumstances be exempt from disclosure.

5.2 If the Greater Brighton Metropolitan College is not able to help you, or you would like further information about the information which you may obtain, please contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Appendix 1

* indicates information is available at www.gbmc.ac.uk

1. Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instrument & Articles of Governance • Legal status - conferred by the Further and Higher Education Act 1992 • Charitable status - The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992.
1.2	How the institution is organised	<ul style="list-style-type: none"> • About the MET web page* • Board meetings* • College policies* • List of Governors* • Board & Committee Structure* • Standing Orders * • Register of Interests for Governors • Management organisational structure
1.3	Lists of and information relating to organisations it works in partnership with any companies wholly owned by it	<ul style="list-style-type: none"> • Education and Skills Funding Agency • Office for Students • Ofsted • Department for Business, Energy and Industrial Strategy • Department for Education • Examining Bodies • Schools • Employers • Local Authorities • Sector Skills Council
1.4	Location and contact details	<p>Website: www.gbmc.ac.uk</p> <p>Brighton MET Central Campus: Brighton Metropolitan College Pelham St Brighton BN1 4FA 01273 667788</p> <p>Brighton MET East Campus: Brighton Metropolitan College East Campus Wilson Avenue Brighton BN2 5PB 01273 667788</p> <p>Northbrook MET West Durrington Campus: Northbrook Metropolitan College Littlehampton Road Worthing BN12 6NU 01903 273060</p>

		<p>Northbrook MET Broadwater Campus: Northbrook Metropolitan College Broadwater Road Worthing BN14 8HJ 01903 273060</p> <p>Northbrook MET Shoreham Airport Campus: Northbrook Metropolitan College Cecil Pashley Way Shoreham-by-Sea BN43 5FF 01273 273060</p>
1.5	Student Activities	<ul style="list-style-type: none"> Enrichment programme web pages*
2. What we spending and how we spend it.		
Sub classes		Documents
2.1	Funding / Income	<ul style="list-style-type: none"> Annual Budget as approved by Board Annual audited financial statements* Financial Regulations
2.2	Budgetary and account information	<ul style="list-style-type: none"> Annual audited financial statements* Annual budget as approved by Board Management accounts as reported to Board
2.3	Financial Audit reports	<ul style="list-style-type: none"> Annual financial statements and regularity audit report* Internal audit annual report
2.4	Capital programme	<ul style="list-style-type: none"> Minutes of Board meetings report progress on capital projects* Annual Budget
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> Financial Regulations Annual Remuneration Report for SPH*
2.6	Staff pay and grading structures	<ul style="list-style-type: none"> Salary grades and pay policies
2.7	Staff allowances and expenses	<ul style="list-style-type: none"> Travel and Subsistence policy Annual Remuneration Report for SPH*
2.8	Governors' allowance	<ul style="list-style-type: none"> Governor Remuneration Policy*
2.9	Register of Suppliers	<ul style="list-style-type: none"> Register of college suppliers contained in the Management Information Systems
2.10	Procurement and tender procedures and report	<ul style="list-style-type: none"> Financial regulations
2.11	Contracts	
3. What are our priorities and how are we doing?		
Sub classes		Documents
3.1	Corporate and Business Plans	<ul style="list-style-type: none"> Strategic Plan*
3.2	Teaching and Learning Strategy	<ul style="list-style-type: none"> Development and Assessment of Teaching & Learning policy
3.3	Academic Quality and Standards	<ul style="list-style-type: none"> Annual Self-Assessment Report Accreditation and monitoring reports by professional, statutory or regulatory bodies Assessment appeals

		<ul style="list-style-type: none"> • Course reviews • Internal verification • Quality framework/Internal Quality Assurance
3.4	External Review Information	<ul style="list-style-type: none"> • Course Approval Process
3.5	Corporate Relations	<ul style="list-style-type: none"> • Marketing strategy • Employer Engagement Strategy
3.6	Government & Regulatory Report	<ul style="list-style-type: none"> • 2019 Ofsted Inspection report: https://files.ofsted.gov.uk/v1/file/50126051 • 2020 Ofsted Monitoring report: https://files.ofsted.gov.uk/v1/file/50144977
4. How we make decisions		
Sub classes		Documents
4.1	Minutes from governing body, academic boards and steering groups	<ul style="list-style-type: none"> • Minutes* and papers of Board and Committee meetings
4.2	Teach and Learning committee minutes	<ul style="list-style-type: none"> • N/A
4.3	Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> • Summary of Student Council meetings
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment policies and procedures • Governor Search and Recruitment Procedure
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
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Academic Appeals Policy • English and Maths Policy
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> • Student Handbook • Acceptable Use of IT Policy • Student Mental Health, Wellbeing and Fitness to Study Policy • Student Anti-Bullying Policy
5.4	Procedures and policies relation to human resources	<ul style="list-style-type: none"> • Grievance Policy • Disciplinary & Dismissal policy • Code of Conduct • Sickness Absence Policy • Leave Policy • CPD Policy/Professional Development/Financial Assistance Policy • Maternity/Paternity/Adoption/Shared leave policies • Flexible Working Policy • Handling & Avoiding Redundancy Policy • Performance Improvement Policy and Procedure • Probationary Policy • Use by Staff of College Property and Facilities Policy
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> • Recruitment policies and procedures

5.6	Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> Code of Conduct for members of Governing Body*
5.7	Equality and Diversity	<ul style="list-style-type: none"> College Mission, Vision and Value Statements* Equality and Diversity Policy* Equality and Diversity Statement*
5.8	Health and Safety	<ul style="list-style-type: none"> Health & Safety Policy*
5.9	Estate Management	<ul style="list-style-type: none"> Estates Strategy Environmental and Sustainability Policy*
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> Complaints Policy Staff Grievance Policy
5.11	Records management and personal data policies	<ul style="list-style-type: none"> Privacy Standard (staff and students) policy Freedom of Information publication scheme
5.12	Charging regimes and policies	<ul style="list-style-type: none"> Tuition Fees Policy
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 publically available registers	<ul style="list-style-type: none"> Register of Interests for Senior Staff and Governors Register of gifts and hospitality provided to Senior Staff
6.2	Asset Registers	<ul style="list-style-type: none"> Asset Register
6.3	Disclosure Logs	<ul style="list-style-type: none"> Freedom of Information Data Protection
6.4	CCTV	<ul style="list-style-type: none"> Surveillance Camera Systems Policy
7. The services we offer		
Sub classes		Documents
7.1	Prospectus and Course Content	<ul style="list-style-type: none"> Web pages* Course leaflets Prospectus
7.2	Health Advice	<ul style="list-style-type: none"> Student Handbook Pastoral mentors web page*
7.3	Careers Advice	<ul style="list-style-type: none"> Student Handbook Employability and Careers Strategy Careers web pages*
7.4	Chaplaincy Services	<ul style="list-style-type: none"> N/A
7.5	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> Tuition fees Policy
7.6	Sports and Recreational facilities	<ul style="list-style-type: none"> Student Handbook Campus and facilities web pages*

7.7	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> • Learning Resource Centre web pages*
7.8	Conference facilities	<ul style="list-style-type: none"> • N/A
7.9	Advice and guidance	<ul style="list-style-type: none"> • Student Handbook • College website
7.10	Local Campaigns	<ul style="list-style-type: none"> • N/A
7.11	Media Releases	<ul style="list-style-type: none"> • Press releases/College website