



South
Lanarkshire
College

East Kilbride

Freedom of Information Publication Scheme

Version Number: 2.0

Document Information

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| 1.0 | 01/12/2022 | Chris Sumner | Document Creation |
| 2.0 | 20/01/2026 | Vari Anderson | Document Update following restructure |
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Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



To find out more about FREDIE click [HERE](#)

To find out more about our Vision, Mission and Values click [HERE](#)



Need help with accessibility? Click [HERE](#) to view our accessibility pages.

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Guide to information published by South Lanarkshire 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 South Lanarkshire College (SLC). Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires South Lanarkshire College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme¹. 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 about²:

- 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.

¹ See section 23 of FOISA.

² See section 23(3) of FOISA. ³ See section 24 of FOISA.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities. 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 <http://www.slc.ac.uk/>

South Lanarkshire College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that the Board of Management is committed to publishing all the information we hold, which is described by the classes in the MPS. ³

Our Guide to Information

This document is the **Guide to Information** which South Lanarkshire 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.

³ The Scottish Information Commissioner requires to be notified of any changes to the legal status of an authority

About the Model Publication Scheme

The MPS set out eight broad classes of information, and by adopting it, South Lanarkshire 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
- 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
- Class 9: Open Data

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 made at South Lanarkshire College.

Exempt information

If a document the College publishes 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 SLC Complaints Office by email at Complaints@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

Availability and format of information

Online:

Almost all the information listed in our Guide to Information is available to download from our website at **www.slc.ac.uk**. Often a link within the classes will take you direct to the relevant page or document. If you require the published information in an alternative format, this can be requested by emailing FOI.Office@slc.ac.uk

By inspection:

You can choose to visit the campus building to inspect any of the information in this Guide. However it would be helpful if you could call the College five working days in advance to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact the SLC FOI Office by email at FOI.Office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

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 FOI.Office@slc.ac.uk. The College 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 to your home or work address (although there may be a charge for this).

By phone:

You can also request information by phone. Please call the SLC FOI Office on 01355 807 780 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: SLC FOI Office by email at FOI.Office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

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

Copyright

South Lanarkshire College has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder. Where South Lanarkshire College does not hold the copyright in information we publish, we will make this clear in this guide.

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

Charges

This section explains when the College 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. The College will not normally charge for providing information to you. In some circumstances, e.g. for large documents the College may charge for photocopying and postage, but will charge you no more than it actually costs. The College will inform you in advance of any charges it will make 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 | n/a |
| A2 | n/a |
| A3 | 20 pence |
| A4 | 10 pence |
| A5 | 5 pence |

Colour photocopying

| Size of paper | Pence per sheet of paper |
|---------------|--------------------------|
| A1 | n/a |
| A2 | n/a |
| A3 | 50 pence |
| A4 | 30 pence |
| A5 | 10 pence |

When providing copies of pre-printed publications, the College will charge no more than the cost per copy of the total print run. The College will 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

The College welcomes feedback on how we can develop our Guide to Information further. If you would wish to comment on any aspect of this Guide, or the Commissioner's MPS, please contact SLC FOI Office by email at FOI.Office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

If you wish to complain about any aspect of this Guide, then please contact the College, and we will seek to resolve your complaint as quickly as possible. You can contact SLC FOI Office by email at FOI.Office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

Any complaint will be acknowledged within five 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 SLC FOI Office by email at FOI.Office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

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 £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, 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 the College 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.
- The College does 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 the College decides to levy 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 sixty 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, where this is being charged for, is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour 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 approved formally, a process which may take some time after its initial creation in draft form. This applies particularly 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 South Lanarkshire College

Terms Used Glossary

| | |
|-------|--|
| MPS | Model Publication Scheme |
| SQA | Scottish Qualifications Authority |
| SFC | Scottish Funding Council |
| SIC | Scottish Information Commissioner |
| FOISA | Freedom of Information (Scotland) Act 2002 |
| EIR | Environment Information Regulations |
| IT | Information Technology |
| RIPA | Regulation of Investigatory Powers Act |
| EU | European Union |
| SLC | South Lanarkshire College |

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

| MPS class | Sub-classes |
|---|--|
| Class 1: About South Lanarkshire College | General information about South Lanarkshire College Access to information Our constitution Corporate planning How South Lanarkshire 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 | Committees and Teams Papers available on College intranet. Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 Climate Change Action Plan produced and approved at Board of Management: <u>SLC Board of Management</u> |

| Class 4: What we spend and how we spend it | <p>Procurement Policy and Budget Holders</p> <p><i>SLC Policies</i></p> <hr/> <table border="1"> <thead> <tr> <th data-bbox="869 379 1413 416">Budget Holders</th> <th data-bbox="1424 379 1966 416">Titles</th> </tr> </thead> <tbody> <tr> <td data-bbox="869 424 1413 451">Stella McManus</td> <td data-bbox="1424 424 1966 451">Principal and Chief Executive (Principalship)</td> </tr> <tr> <td data-bbox="869 459 1413 518">Shona Pettigrew</td> <td data-bbox="1424 459 1966 518">Vice Principal of Student Experience and Innovation</td> </tr> <tr> <td data-bbox="869 526 1413 585">Elaine McKechnie</td> <td data-bbox="1424 526 1966 585">Vice Principal of Finance, Resources and Sustainability</td> </tr> <tr> <td data-bbox="869 593 1413 652">Rose Harkness</td> <td data-bbox="1424 593 1966 652">Head of Student Support (Incl. Student Association)</td> </tr> <tr> <td data-bbox="869 660 1413 687">Wilma MacLeod</td> <td data-bbox="1424 660 1966 687">Head of Curriculum</td> </tr> <tr> <td data-bbox="869 695 1413 722">James Jamieson</td> <td data-bbox="1424 695 1966 722">Depute Head of Curriculum</td> </tr> <tr> <td data-bbox="869 730 1413 758">Paddy Feechan</td> <td data-bbox="1424 730 1966 758">Head of Finance</td> </tr> <tr> <td data-bbox="869 766 1413 825">Gary McIntosh</td> <td data-bbox="1424 766 1966 825">Head of People Services (Incl. Equalities, Diversity and Inclusion and H&S)</td> </tr> <tr> <td data-bbox="869 833 1413 892">Vacant</td> <td data-bbox="1424 833 1966 892">Head of Business Innovation incl. Business Development)</td> </tr> <tr> <td data-bbox="869 900 1413 927">Craig Ferguson</td> <td data-bbox="1424 900 1966 927">Head of Facilities (Incl. Estates)</td> </tr> <tr> <td data-bbox="869 935 1413 994">Chris Sumner</td> <td data-bbox="1424 935 1966 994">Head of Digital Transformation (incl. Student Records and ICT services)</td> </tr> <tr> <td data-bbox="869 1002 1413 1061">Lisa Doonan</td> <td data-bbox="1424 1002 1966 1061">Head of Quality and Learning and Teaching Innovation</td> </tr> </tbody> </table> | Budget Holders | Titles | Stella McManus | Principal and Chief Executive (Principalship) | Shona Pettigrew | Vice Principal of Student Experience and Innovation | Elaine McKechnie | Vice Principal of Finance, Resources and Sustainability | Rose Harkness | Head of Student Support (Incl. Student Association) | Wilma MacLeod | Head of Curriculum | James Jamieson | Depute Head of Curriculum | Paddy Feechan | Head of Finance | Gary McIntosh | Head of People Services (Incl. Equalities, Diversity and Inclusion and H&S) | Vacant | Head of Business Innovation incl. Business Development) | Craig Ferguson | Head of Facilities (Incl. Estates) | Chris Sumner | Head of Digital Transformation (incl. Student Records and ICT services) | Lisa Doonan | Head of Quality and Learning and Teaching Innovation |
|--|--|-----------------------|---------------|----------------|---|-----------------|---|------------------|---|---------------|---|---------------|--------------------|----------------|---------------------------|---------------|-----------------|---------------|---|--------|---|----------------|------------------------------------|--------------|---|-------------|--|
| Budget Holders | Titles | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stella McManus | Principal and Chief Executive (Principalship) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shona Pettigrew | Vice Principal of Student Experience and Innovation | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elaine McKechnie | Vice Principal of Finance, Resources and Sustainability | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rose Harkness | Head of Student Support (Incl. Student Association) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wilma MacLeod | Head of Curriculum | | | | | | | | | | | | | | | | | | | | | | | | | | |
| James Jamieson | Depute Head of Curriculum | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paddy Feechan | Head of Finance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gary McIntosh | Head of People Services (Incl. Equalities, Diversity and Inclusion and H&S) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacant | Head of Business Innovation incl. Business Development) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Craig Ferguson | Head of Facilities (Incl. Estates) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chris Sumner | Head of Digital Transformation (incl. Student Records and ICT services) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lisa Doonan | Head of Quality and Learning and Teaching Innovation | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Procurement Team Budget holders listed under Class 4. | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015</p> <p>Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value</p> <p>Links to procurement information the authority publishes on the Public Contracts Scotland website</p> <p><i>SLC - Procurement</i></p> |
| Class 7: How we are performing | <p>Inspections, Statistical Information, Trends</p> <p>Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended</p> <p>Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended</p> <p><i>Equality and Diversity</i></p> |
| Class 8: Our commercial publications | None |
| Class 9: Open Data | |

Guide to Information available under the MPS classes

Class 1: About South Lanarkshire College

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

General information about South Lanarkshire College

| Description | Links/where to find the information |
|--|---|
| The name of the college, and the address of its principal office. | South Lanarkshire College, College Way, East Kilbride, Glasgow, G75 0NY |
| Names of the principal officers of the college including Principal, Vice Principals, Board Secretary, Heads of Department. | <p>SLC Website: College Management Team - South Lanarkshire College</p> <p>Principal and Chief Executive: Stella McManus Email – Stella.McManus@slc.ac.uk</p> <p>Vice Principal of Finance, Resources and Sustainability: Elaine McKechnie Email – Elaine.McKechnie@slc.ac.uk</p> <p>Vice Principal of Student Experience and Innovation: Shona Pettigrew Email – Shona.Pettigrew@slc.ac.uk</p> <p>Governance Professional: Vari Anderson Email – Vari.Anderson@slc.ac.uk</p> |

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| <p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> • 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. | <p>FOI Office FOI.Office@slc.ac.uk</p> <p>Reception – 01355 807 708 officeservices@slc.ac.uk</p> <p>Principal and Chief Executive: Stella McManus Email – stella.mcmanus@slc.ac.uk</p> <p>Vice Principal of Finance, Resources and Sustainability: Elaine McKechnie Email – elaine.mckechnie@slc.ac.uk</p> <p>Vice Principal of Student Experience and Innovation: Shona Pettigrew Email – shona.pettigrew@slc.ac.uk</p> |
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| | <p>Head of Student Services: Rose Harkness Email – rose.harkness@slc.ac.uk</p> <p>Head of Facilities: Craig Ferguson Email – craig.ferguson@slc.ac.uk</p> <p>Head of People Services: Gary McIntosh Email – gary.mcintosh@slc.ac.uk</p> <p>Head of Digital Transformation: Chris Sumner Email – chris.sumner@slc.ac.uk</p> <p>Communications and Marketing Manager: Grant Costello Email – grant.costello@slc.ac.uk</p> <p>Head of Finance: Paddy Feechan Email – paddy.feechan@slc.ac.uk</p> <p>Head of Quality and Learning & Teaching Innovation: Lisa Doonan Email – lisa.doonan@slc.ac.uk</p> <p>Head of Curriculum: Wilma MacLeod Email: wilma.macleod@slc.ac.uk</p> <p>Depute Head of Curriculum: James Jamieson Email: james.jamieson@slc.ac.uk</p> |
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| <p>Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.</p> | <p>SLC Website: Student Support Services - South Lanarkshire College</p> <p>Admissions: admissions@slc.ac.uk or 01355 270750</p> <p>Reception: 01355 807 708</p> |
| <p>Information on the college's principal and other main locations, including campus maps</p> | <p>Principal and Chief Executive: Stella McManus stella.mcmanus@slc.ac.uk</p> <p>South Lanarkshire College has 1 campus the address is College Way, East Kilbride, G75 0NY</p> <p>SLC Website: Our Campus and How To Find Us - South Lanarkshire College</p> |
| <p>Opening hours of the college's principal office</p> | <p>8:45am to 4:30pm: Mon – Fri</p> |
| <p>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.</p> | <p>SLC Website: Term Dates - South Lanarkshire College</p> |
| <p>Dates of closure of the college, college calendar.</p> | <p>College Calendar</p> <p>The college is normally open for business as follows: 8:45am to 4:30pm: Mon/Wed/Fri (Term Time) 8:45am to 9:00pm: Tues/Thurs (Term Time) 8:45am to 4:30pm: Mon – Fri (Non-Term time)</p> |
| <p>Procedures on how to complain about the college</p> | <p>SLC Website: Freedom of information and complaints - South Lanarkshire College</p> <p>Contact: SLC Complaints Email: complaints@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

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| Arrangements for serving official documents on the college | Contact: Principal and CEO Stella McManus Email – stella.mcmanus@slc.ac.uk Telephone 01355 807 780 In writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Customer codes or charters | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |

Access to Information

| Description | Links/where to find the information |
|--|---|
| <p>Details of how to request information from the college - name, address and contact information of the College's main contact point for requests</p> | <p>SLC Website: Freedom of information and complaints - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>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</p> | <p>SLC Website: Data Protection - South Lanarkshire College</p> <p>Contact: Data Protection Team Email - dpo@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>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</p> | <p>SLC Website: Freedom of information and complaints - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints</p> | <p>SLC Website: Freedom of information and complaints - South Lanarkshire College</p> <p>Contact: SLC FOI Office</p> |

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| | Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Institutional Data Protection policies and procedures including procedures for dealing with subject access requests. | SLC Website: Data Protection - South Lanarkshire College Contact: Data Protection Team Email: dpo@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints. | SLC Website: Freedom of information and complaints - South Lanarkshire College Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Single Model Publication Scheme 2013 and South Lanarkshire College Guide to Information. | SLC Website: Freedom of information and complaints - South Lanarkshire College Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Charging schedule for environmental information provided in response to requests under the EIRs | Freedom of information and complaints - South Lanarkshire College Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |

Our constitution

| Description | Links/where to find the information |
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| 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. | <p>SLC Website: About us - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

Corporate Planning

| Description | Links/Where to find the information |
|---|---|
| South Lanarkshire College Mission statement | <p>SLC Website: slc-strategy-2030.pdf</p> |
| South Lanarkshire College Corporate or Strategic Plan | <p>SLC Website slc-strategy-2030.pdf</p> |
| Corporate strategies e.g. Estate Strategy, Human Resources strategy | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

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| Corporate policies e.g. sustainability, environmental policies | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| Internal procedures for planning and resource allocation | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

How South Lanarkshire College is run

| Description | Links/where to find the information |
|---|---|
| <p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> • 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. | <p>SLC Website: Our Board - South Lanarkshire College</p> <p>Contact: Vari Anderson, Governance and Compliance Professional Email: vari.anderson@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>The college's conflict of interests' policies e.g.</p> <ul style="list-style-type: none"> • 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. | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

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| <p>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.</p> | <p>SLC Website: Our Board - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
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Diversity

| Class Description | Examples/Comments |
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| <p>Policies, procedures and guidelines relating to support and equality for disabled people</p> | <p>SLC Website: Equality, Diversity, Inclusion & Belonging - South Lanarkshire College</p> <p>Contact: Head of People Services Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>A description of the College support structures for disability issues</p> | <p>Contact: Head of People Services Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Student Services</p> |

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| | Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| 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.) | <p>SLC Website: Equality, Diversity, Inclusion & Belonging - South Lanarkshire College</p> <p>Contact: Head of People Services Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| The levels of accessibility of College main building and services. (This includes broad information about accessibility e.g. including information for people with hearing or vision impairments.) | <p>The College is fully accessible to all.</p> <p>SLC Website: Accessibility - South Lanarkshire College</p> |
| The College diversity and equality strategies. | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| 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). | <p>SLC Website: Equality, Diversity, Inclusion & Belonging - South Lanarkshire College</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

Health and Safety

| Description | Links/where to find the information |
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| Policies, procedures and guidelines relating to health and safety | SLC Website: Strategies, Policies and Procedures - South Lanarkshire College Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Annual reports to governing body on health and safety issues | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets. | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Summary statistics on accidents and incidents within the college | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s). | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |

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| Contact details of how to get information about health and safety issues | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
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External and community relations

| Description | Links/where to find the information |
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| <p>Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.</p> | <p><u>Staff</u> Contact: Head of People Services: Gary McIntosh Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p><u>Students</u> Head of Student Services: Rose Harkness Email – rose.harkness@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| Description | Links/where to find the information |
| <p>Facilities and services available to the local community.</p> | <p>SLC Website: Venue Hire - South Lanarkshire College</p> <p>Contact: Head of Facilities: Craig Ferguson Email – facilities@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.</p> | <p>Contact: Marketing Manager, Grant Costello Email – grant.costello@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.</p> | <p>Contact: Marketing Manager, Grant Costello Email – grant.costello@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| Subsidiary companies (wholly and part owned) and other significant financial interests. | None |
| Strategic agreements with other bodies. | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |

Government and Regulator Relations

| Description | Links/where to find the information |
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| <p>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.</p> | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: Principal Stella McManus Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Reports on the College by Her Majesty's Inspectorate of Education (HMIE)</p> <ul style="list-style-type: none"> • College reviews and follow-up reports. • Subject reviews and follow-up reports. | <p>SLC Website: Our Performance - South Lanarkshire College</p> |
| <p>Other statutory reports which the College is legally required to publish, including environmental regulatory reports.</p> | <p>SLC Website: One College. One Community. Focused on You.</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| <p>Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g.</p> <ul style="list-style-type: none"> • 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. | <p>SLC Website: Our Performance - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
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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 |
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| Programmes offered by the college including structure and broad content of each programme and qualification gained if successful. | SLC Website Courses - South Lanarkshire College College Advice and Guidance – 01355 807 780 |
| <p>The college's admissions procedures and policies including:</p> <ul style="list-style-type: none"> • 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 colleges widening participation policies | <p>SLC Website Courses - South Lanarkshire College</p> <p>Contact: Student Admissions Admissions@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Tuition fees and other charges to students. Including information on</p> <ul style="list-style-type: none"> • College 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. | SLC Website: Funding, Finance and Fees - South Lanarkshire College |
| College arrangements for registering students including policies and procedures covering student enrolment | SLC Website: Applicant FAQs - South Lanarkshire College |

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| <p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures | <p>SLC Student Portal</p> <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <ul style="list-style-type: none"> • Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>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.</p> | <p><u>Students - South Lanarkshire College</u></p> <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Student liaison including</p> <ul style="list-style-type: none"> • 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 | <p>Contact: Head of Student Services: Rose Harkness Email – rose.harkness@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>A description of the availability and range of the college's welfare and advice services.</p> | <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| <p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p> | <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>A description of the medical support services provided by the college for students.</p> | <p>Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.</p> | <p>Student Advice Centre, Ground Floor, South Lanarkshire College, College Way, East Kilbride, G75 0NE Open Monday – Friday 8:45 am - 4:30pm.</p> |
| <p>Availability, conditions of use and range of corporate and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.</p> | <p>SLC Website: Venue Hire - South Lanarkshire College Contact: Facilities Email – facilities@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> • 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 SQA⁴, SFC, and other bodies with statutory rights to data. | <p>SLC Website: Data Protection - South Lanarkshire College Contact: Data Protection Team Email - dpo@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>The college's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures | <p>SLC Student Portal Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

⁴ *Scottish Qualifications Authority*

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| <ul style="list-style-type: none"> • 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 | <p>SLC Website: Venue Hire - South Lanarkshire College Contact: Facilities Email – facilities@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Information about awards ceremonies</p> <ul style="list-style-type: none"> • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities | <p>SLC Website One College. One Community. Focused on You. Contact: Student Services Email – student.services@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: Marketing Manager, Grant Costello Email – grant.costello@slc.ac.uk or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> • 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. | <p>SLC Website: Freedom of information and complaints - South Lanarkshire College Contact: SLC Complaints Office Email: complaints@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> • 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 | <p>SLC Website: Student Association - South Lanarkshire College Contact: FOI Office Email – foi@slc.ac.uk, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| <p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none">• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.• Information about student clubs | <p>SLC website: Student Association - South Lanarkshire College</p> <p>Contact: Students Association: studentassociation@slc.ac.uk or visit the SA office on the ground floor, South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
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Teaching Quality

| Description | Links/where to find the information |
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| <p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> • 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. | <p>Contact: Head Quality and Learning & Teaching Innovation: Lisa Doonan Email – lisa.doonan@slc.ac.uk</p> <p>Contact: FOI Team Email – foi.office@slc.ac.uk, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| Description | Links/where to find the information |
| <p>Anonymous summary results of surveys of student satisfaction with South Lanarkshire College e.g. Student perceptions of:</p> <ul style="list-style-type: none"> • Arrangements for academic support and guidance. • Library services and IT⁵ 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. | <p>Contact: FOI Team Email – foi.office@slc.ac.uk, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p> | <p>Contact: FOI Team Email – foi.office@slc.ac.uk, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: Head Quality and Learning & Teaching Innovation: Lisa Doonan</p> |

⁵ *Information Technology*

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| | Email – lisa.doonan@slc.ac.uk |
| 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. | Contact: FOI Team Email – foi.office@slc.ac.uk , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE Contact: Head Quality and Learning & Teaching Innovation: Lisa Doonan Email – lisa.doonan@slc.ac.uk |
| 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. | Contact: FOI Team Email – foi.office@slc.ac.uk , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE Contact: Head Quality and Learning & Teaching Innovation: Lisa Doonan Email – lisa.doonan@slc.ac.uk |
| Institutional internal reviews e.g. <ul style="list-style-type: none"> • 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. | Contact: FOI Team Email – foi.office@slc.ac.uk , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE Head Quality and Learning & Teaching Innovation: Lisa Doonan Email – lisa.doonan@slc.ac.uk |

| Description | Links/where to find the information |
|-------------|-------------------------------------|
|-------------|-------------------------------------|

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| <ul style="list-style-type: none">• 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 | <p>Contact: FOI Team Email – foi.office@slc.ac.uk, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
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Information Services

| Description | Links/where to find the information |
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| <p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> • 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.) | <p>SLC Website: Library Services and Advice Centre - South Lanarkshire College</p> <p>Contact: Library Email – library@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> • 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.RIPA⁶). | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>High-level aims and strategies of information services units and definition of the service provided.</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

⁶ *Regulation of Investigatory Powers Act*

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 |
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| <p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> • 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. • <i>Agendas of meetings of Board of Management and other major committees.</i> • 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 | <p>SLC Website - Our Board - South Lanarkshire College</p> <p>Contact: Vari Anderson, Governance and Compliance Professional Email: vari.anderson@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Public consultation and engagement strategies</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Reports of regulatory inspections, audits and investigations carried out by South Lanarkshire College.</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Environmental impact studies and risk assessments which underpin decisions that South Lanarkshire College takes, including the facts and analysis.</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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. South Lanarkshire College annual accounts | SLC Website: Strategies, Policies and Procedures - South Lanarkshire College Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Policies and procedures for making budgetary allocations to major budgetary units | Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Summary of budgetary allocations to major budgetary units | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses. | SLC Website: Strategies, Policies and Procedures - South Lanarkshire College Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |

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| <p>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.</p> | <p>Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Summary information on institutional endowments and investments</p> | <p>Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>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</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Expenses policies and procedures</p> | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: Head of Finance, Paddy Feechan Email – paddy.feechan@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation | <p>Our Board - South Lanarkshire College</p> <p>Contact: Vari Anderson, Governance and Compliance Professional Email: vari.anderson@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| Board member remuneration, other than expenses | Board members are not remunerated other than for expenses. |
| Pay and grading structures (levels of pay, rather than individual salaries) | <p>Contact: Head of People Services: Gary McIntosh Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| Funding awards made by South Lanarkshire College, how to apply for them and funding awards made by South Lanarkshire College | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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. | Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Staffing structure | SLC Staff Portal Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| Policies, statements, procedures and guidelines relating to recruitment | SLC Website: Strategies, Policies and Procedures - South Lanarkshire College Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |

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| <p>Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements</p> | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes</p> | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Policies and guidelines on pension arrangements for staff e.g.</p> <ul style="list-style-type: none"> • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Disciplinary procedures and policies e.g.</p> <ul style="list-style-type: none"> • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. | <p>Contact: Head of Human Resources SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Description</p> | <p>Links/where to find the information</p> |

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| <p>Grievance procedures and policies</p> | <p>Contact: Head of Human Resources SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Race equality policies as required under the Race Relations Amendment Act 2000.</p> | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Equality and diversity policies, statements, procedures, and guidelines.</p> | <p>SLC Website: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> <p>Contact: Head of People Services, Gary McIntosh Email – gary.mcintosh@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Information required for compliance with the Public Interest Disclosure Act</p> | <p>Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: Vari Anderson, Governance and Compliance Professional</p> |

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| | Email – vari.anderson@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE. |
| <p>Policies and procedures relating to the on-going development of staff</p> <ul style="list-style-type: none"> • Induction arrangements. • Access to internal and external training opportunities | <p>SLC Staff Portal Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| Description of the facilities and services available to members of staff. | <p>SLC Staff Portal Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| Employee relations structures and agreement reached with recognised trade unions and professional organisations. | <p>Contact: FOI Office Email – foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

Physical Resources

| Class Description | Links/where to find the information |
|--|--|
| <p>Overview of the college's estate e.g.</p> <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Sustainable Building features and equipment | <p>SLC Website Campus, facilities and services - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| Plans for major changes to the estate e.g. additions to/disposals of major components of estate. | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Summary information about buildings under construction | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules. | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Performance indicators on major estates functions | KPI Updates in FRC Committee Minutes: Our Board - South Lanarkshire College Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Class Description | Links/where to find the information |
| <p>The college's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation | <p>Updates provided in FRC Minutes: Our Board - South Lanarkshire College</p> <p>Policies: Strategies, Policies and Procedures - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |

Information Resources

| Class Description | Links/where to find the information |
|--|--|
| <p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> • 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. | <p>SLC Website: Data Protection - South Lanarkshire College</p> <p>Contact: Data Protection Team Email – dpo@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Records management policy, including records retention schedule.</p> | <p>Contact: Head of Management and Information Systems Chris Sumner Email - dpo@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p> |
| <p>Information governance/asset management policies and procedures.</p> | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Knowledge management policies and procedures.</p> | <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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| List of statistical information published by South Lanarkshire College. | Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
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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 | SLC Website: Procurement - South Lanarkshire College Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Procurement procedures: <ul style="list-style-type: none"> • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers. | SLC Website: Procurement - South Lanarkshire College Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Procurement contacts: <ul style="list-style-type: none"> • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing. | SLC Website: Procurement - South Lanarkshire College Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |

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| Planned procurements: | Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| 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. | Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal | Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |
| Supplier contracts: <ul style="list-style-type: none"> • 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 retendering for the contract | Contact: Sue Hampshire Email – procurement@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE |

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 | |
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| Indicators used by the governing body and senior management to measure overall institutional performance | <p>KPIs contained in Committee/Board Papers: Our Board - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| Actual performance against performance indicators. | <p>KPIs contained in Committee/Board Papers: Our Board - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |
| <p>Environmental reports e.g.</p> <ul style="list-style-type: none"> • 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 | <p>Sustainability - South Lanarkshire College</p> <p>Contact: SLC FOI Office Email: foi.office@slc.ac.uk or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> |

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. | None |

Class 9: Open data

Open Data / Open Data Publication Scheme

Information gathered within South Lanarkshire College in relation to student enrolment, performance, achievement, attainment, progression, demographics, courses available, equality, budgets/finance, resources, including staffing and governance matters are all contained within reports which are regularly provided to the College Board of Management and the Board of Management Standing Committees. In the interests of openness and transparency, all disclosable papers to the Board of Management are also published on the South Lanarkshire College website. The link to this area is as follows:

Board of Management Meetings

The publication scheme for these papers is as follows:

| Meeting | Meeting Date | Papers on College Website |
|------------------------------|---|--|
| Chairs Committee | All arranged as necessary in accordance with Committee Terms of Reference | These are not normally publishable |
| Remuneration Committee | | |
| Appointments Committee | | |
| EGMs | | |
| People and Culture Committee | August/September | Normally 5 days from date of meeting but 12 days if there are reserved items which are not publishable |
| People and Culture Committee | November/December | |
| People and Culture Committee | February | |
| People and Culture Committee | May | |
| Audit and Risk Committee | August/September | 12 days after meeting - reserved items not published – one |
| Audit and Risk Committee | November | |
| Audit and Risk Committee | February | |

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|---|-------------------|--|
| Audit and Risk Committee | May | meeting – normally November joint with Finance & risk |
| Board of Management | September/October | Normally contains draft accounts which are later published in final form, but non reserved items published 12 days after meeting |
| Board of Management | December | 5 days from date of meeting but 12 days if there are non-publishable reserved items |
| Board of Management | February/March | Joint Training Day with NLC – papers not normally published |
| Board of Management | June | 5 days from date of meeting but 12 days if there are non-publishable reserved items |
| Board of Management | April | Strategy Day – papers not published |
| Board of Management | November | Training Day – papers not published |
| Finance and Resources Committee | September | Normally 12 days after meeting. One meeting – normally November – joint with Audit & Risk |
| Finance and Resources Committee | November | |
| Finance and Resources Committee | February | |
| Finance and Resources Committee | May | |
| Learning, Teaching and Student Experience Committee | August/September | |

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|---|----------|--------------------------------------|
| Learning, Teaching and Student Experience Committee | November | Normally 5 days from date of meeting |
| Learning, Teaching and Student Experience Committee | February | |
| Learning, Teaching and Student Experience Committee | May | |

SLC - Plans and Strategies

There is also a plethora of information available on the [SFC website](#)

Any questions in relation to Open Data can be directed to our Marketing Manager, Grant Costello at grant.costello@slc.ac.uk – telephone 01355 807780



South
Lanarkshire
College

East Kilbride