



South  
Lanarkshire  
College  

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East Kilbride

# Freedom of Information Publication Scheme

Version Number: 1.0

## Document Information

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## Version History

Version Number	Date	Author	Rationale
1.0	01/12/2022	Chris Sumner	Document Creation

## 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 scheme<sup>1</sup>. 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 about<sup>2</sup>:

- 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.

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<sup>1</sup> See section 23 of FOISA.

<sup>2</sup> See section 23(3) of FOISA. <sup>3</sup> 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.<sup>3</sup>

## 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.

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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.

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<sup>3</sup> 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://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](mailto: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.

<b>MPS class</b>	<b>Sub-classes</b>
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><a href="#">SLC Board of Management</a></u>



Class 4: What we spend and how we spend it	<p><b>Procurement Policy and Budget Holders</b></p> <p><b><i>SLC Policies</i></b></p> <hr/> <table border="1"> <thead> <tr> <th data-bbox="864 379 1413 416"><b>Budget Holders</b></th> <th data-bbox="1422 379 1962 416"><b>Titles</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="864 422 1413 488">Alan Sherry</td> <td data-bbox="1422 422 1962 488">Acting Principal and Chief Executive (Principalship)</td> </tr> <tr> <td data-bbox="864 494 1413 526">Stella McManus</td> <td data-bbox="1422 494 1962 526">Depute Principal (Principalship)</td> </tr> <tr> <td data-bbox="864 533 1413 564">Myra Sisi</td> <td data-bbox="1422 533 1962 564">Associate Principal of Curriculum</td> </tr> <tr> <td data-bbox="864 571 1413 603">David Innes</td> <td data-bbox="1422 571 1962 603">Associate Principal of Curriculum</td> </tr> <tr> <td data-bbox="864 609 1413 667">Rose Harkness</td> <td data-bbox="1422 609 1962 667">Head of Student Support (Incl. Bursaries/Student Association)</td> </tr> <tr> <td data-bbox="864 673 1413 705">Keith McAllister</td> <td data-bbox="1422 673 1962 705">Head of Finance</td> </tr> <tr> <td data-bbox="864 711 1413 769">Gary McIntosh</td> <td data-bbox="1422 711 1962 769">Head of Human Resources (Incl. Equalities, Diversity and Inclusion)</td> </tr> <tr> <td data-bbox="864 775 1413 833">Anne Doherty</td> <td data-bbox="1422 775 1962 833">Head of Alternative Funding (incl. Business Development)</td> </tr> <tr> <td data-bbox="864 839 1413 871">Craig Ferguson</td> <td data-bbox="1422 839 1962 871">Head of Facilities (Incl. Estates and H&amp;S)</td> </tr> <tr> <td data-bbox="864 877 1413 967">Chris Sumner</td> <td data-bbox="1422 877 1962 967">Head of Management and Information Systems (incl. Student Records and ICT services)</td> </tr> <tr> <td data-bbox="864 973 1413 1005">Scott Coutts</td> <td data-bbox="1422 973 1962 1005">Marketing Manager</td> </tr> <tr> <td data-bbox="864 1011 1413 1034">Lisa Doonan</td> <td data-bbox="1422 1011 1962 1034">Quality Manager</td> </tr> </tbody> </table>	<b>Budget Holders</b>	<b>Titles</b>	Alan Sherry	Acting Principal and Chief Executive (Principalship)	Stella McManus	Depute Principal (Principalship)	Myra Sisi	Associate Principal of Curriculum	David Innes	Associate Principal of Curriculum	Rose Harkness	Head of Student Support (Incl. Bursaries/Student Association)	Keith McAllister	Head of Finance	Gary McIntosh	Head of Human Resources (Incl. Equalities, Diversity and Inclusion)	Anne Doherty	Head of Alternative Funding (incl. Business Development)	Craig Ferguson	Head of Facilities (Incl. Estates and H&S)	Chris Sumner	Head of Management and Information Systems (incl. Student Records and ICT services)	Scott Coutts	Marketing Manager	Lisa Doonan	Quality Manager
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Lisa Doonan	Quality Manager																										
Class 5: How we manage our human, physical and information resources	<p>Human resources Physical resources Information resource</p>																										
Class 6: How we procure goods and services from external providers	<p>Procurement Team</p> <p>Budget holders listed under Class 4.</p>																										

	<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><b><i>SLC - Procurement</i></b></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><b><i>Equality and Diversity</i></b></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.	<b>South Lanarkshire College - Website</b> South Lanarkshire College, College Way, East Kilbride, Glasgow, G75 0NY
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	Acting Principal and Chief Executive: Alan Sherry Email – <b>Alan.Sherry@slc.ac.uk</b>  Depute Principal : Stella McManus Email – <b>Stella.Mcmanus@slc.ac.uk</b>  Governance Professional & Acting Clerk to the Board: Peter Scott Email – <b>Peter.Scott@slc.ac.uk</b>

<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"> <li>• Organisational structure charts.</li> <li>• Description of responsibilities/activities of major organisational units (including all academic and support teams and departments).</li> <li>• Information on relevant senior managerial staff in major organisational units.</li> <li>• Contact information for major organisational units.</li> </ul>	<p><b>SLC - Governance and Management</b></p> <p>Reception – 01355 807 708  <b>officeservices@slc.ac.uk</b></p> <p>Acting Principal and Chief Executive: Alan Sherry  Email – <b>alan.sherry@slc.ac.uk</b></p> <p>Depute Principal  Stella McManus  Email – <b>stella.mcmanus@slc.ac.uk</b></p>
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	<p>Associate Principal of Curriculum: David Innes Email: <b>david.innes@slc.ac.uk</b></p> <p>Associate Principal of Curriculum: Myra Sisi Email: <b>myra.sisi@slc.ac.uk</b></p> <p>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b></p> <p>Head of Facilities/Health and Safety: Craig Ferguson Email – <b>craig.ferguson@slc.ac.uk</b></p> <p>Head of Alternative Funding: Anne Doherty Email – <b>anne.doherty@slc.ac.uk</b></p> <p>Head of Human Resources: Gary McIntosh Email – <b>gary.mcintosh@slc.ac.uk</b></p> <p>Head of Information Systems: Chris Sumner Email – <b>chris.sumner@slc.ac.uk</b></p> <p>Communications and Marketing Manager: Scott Coutts Email – <b>scott.coutts@slc.ac.uk</b></p> <p>Head of Finance: Keith McAllister Email – <b>keith.mcallister@slc.ac.uk</b></p> <p>Quality Manager: Lisa Doonan Email – <b>lisa.doonan@slc.ac.uk</b></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>Reception – 01355 807 708</p> <p><b>SLC Website</b></p> <p>Head of Student Services: Rose Harkness  Email – <b>rose.harkness@slc.ac.uk</b> or telephone 01355 807 780</p> <p>Depute Head of Student Services: Mandy Murray  Email – <b>mandy.murray@slc.ac.uk</b> or telephone 01355 807 780</p>
<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Acting Principal and Chief Executive: Alan Sherry  Email – <b>alan.sherry@slc.ac.uk</b></p> <p><b>College Campus - Campus Information</b></p> <p>South Lanarkshire College has 1 campus the address is College Way, East Kilbride, G75 0NY</p>
<p>Opening hours of the college's principal office</p>	<p>8:45am to 4:30pm: Mon – Fri</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.	<b>College Calendar</b>
Dates of closure of the college, college calendar.	<b>College Calendar</b> 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)
Procedures on how to complain about the college	Contact: SLC FOI Office Email: <b>complaints@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Arrangements for serving official documents on the college	Contact: Depute Principal Stella McManus Email – <b>peter.scott@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Customer codes or charters	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> 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
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	<p><b>SLC - Governance</b></p> <p>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</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>Contact: Head of Management and Information Systems            Chris Sumner            Email - <a href="mailto:dpo@slc.ac.uk">dpo@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</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>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	<p>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>



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

## Our constitution

Description	Links/where to find the information
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><b>SLC Website</b></p> <p>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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	<b>About the College</b>
South Lanarkshire College Corporate or Strategic Plan	<p>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
Corporate strategies e.g. Estate Strategy, Human Resources strategy	<p>Contact: SLC FOI Office            Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>

Corporate policies e.g. sustainability, environmental policies	Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Internal procedures for planning and resource allocation	Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

## 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"> <li>• Description of Statutory Bodies (e.g. Board of Management).</li> <li>• 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.</li> <li>• Standing orders (or similar) that describe operational procedures.</li> </ul>	<p><b><i>SLC - Board of Management</i></b></p> <p><b><i>SLC - Governance</i></b></p> <p>Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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"> <li>• 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.</li> <li>• Codes of conduct governing conflict of interest issues.</li> </ul>	<p>Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>

<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>Contact: SLC FOI Office  Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.  <b>SLC - Strategic Management Team - ROI</b></p>
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## Diversity

Class Description	Examples/Comments
<p>Policies, procedures and guidelines relating to support and equality for disabled people</p>	<p>Contact: Head of Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> 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 Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
<p>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>	<p>Contact: Head of Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>

<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>	<p>The College is fully accessible to all.  Contact: Head of Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780  or in writing at South Lanarkshire College, College Way,  East Kilbride, G75 0NE.</p>
<p>The College diversity and equality strategies.</p>	<p>Contact: Head of Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780  or in writing at South Lanarkshire College, College Way,  East Kilbride, G75 0NE.</p>
<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>	<p>Contact: Head of Human Resources  Gary McIntosh  Email – <b>foi.office@slc.ac.uk</b> 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
<p>Policies, procedures and guidelines relating to health and safety</p>	<p>Acting Principal and Chief Executive: Alan Sherry  Email – <b>foi.office@slc.ac.uk</b>   or telephone 01355 807 780 or in writing at South  Lanarkshire College, College Way, East Kilbride, G75 0NE.   Depute Principal  Stella McManus</p>

	<p>Email – <b>stella.mcmanus@slc.ac.uk</b></p> <p>Head of Facilities/Health and Safety: Craig Ferguson Email – <b>craig.ferguson@slc.ac.uk</b></p>
Annual reports to governing body on health and safety issues	<p>Acting Principal and Chief Executive: Alan Sherry Email – <b>foi.office@slc.ac.uk</b></p> <p>or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	<p>Acting Principal and Chief Executive: Alan Sherry Email – <b>foi.office@slc.ac.uk</b></p> <p>or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
Summary statistics on accidents and incidents within the college	<p>Acting Principal and Chief Executive: Alan Sherry Email – <b>foi.office@slc.ac.uk</b></p> <p>or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>
<p>Information on the college's support structures for health and safety e.g.</p> <ul style="list-style-type: none"> <li>• Management structure and duties within health and safety department.</li> <li>• Remit and membership of health and safety committee(s).</li> </ul>	<p>Acting Principal and Chief Executive: Alan Sherry Email – <b>foi.office@slc.ac.uk</b></p> <p>or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.</p>

Contact details of how to get information about health and safety issues	Acting Principal and Chief Executive: Alan Sherry Email – <b>foi.office@slc.ac.uk</b>  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
<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 Human Resources            Gary McIntosh            Email – <b>foi.office@slc.ac.uk</b> 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 – <b>rose.harkness@slc.ac.uk</b> 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>Contact: Head of Facilities            Craig Ferguson            Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>



Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Contact: Marketing Manager Scott Coutts Email – <b>scott.coutts@slc.ac.uk</b> or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Contact: Marketing Manager Scott Coutts Email – <b>scott.coutts@slc.ac.uk</b> or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Subsidiary companies (wholly and part owned) and other significant financial interests.	None
Strategic agreements with other bodies.	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> 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
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.	Contact: Depute Principal Stella McManus
Description	Links/where to find the information
	Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a> , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Reports on the College by Her Majesty’s Inspectorate of Education (HMIE) <ul style="list-style-type: none"> <li>• College reviews and follow-up reports.</li> <li>• Subject reviews and follow-up reports.</li> </ul>	Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a> , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

<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"> <li>• Student qualifications on entry;</li> <li>• The range of student entrants classified by age, sex, ethnicity, disability and geographical origin;</li> <li>• Student progress and retention data for each year of each course/programme;</li> <li>• Data on student completion;</li> <li>• Data on qualifications awarded;</li> <li>• Data on employment/training outcomes for students.</li> </ul>	<p>Contact: SLC FOI Office  Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	<b>SLC - Website</b> College Advice and Guidance – 01355 807 780
The college's admissions procedures and policies including: <ul style="list-style-type: none"> <li>• Information on how to obtain a prospectus, attend an open day, visit the College, and apply for admission.</li> <li>• General/course-specific entry requirements.</li> <li>• Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.</li> <li>• The colleges widening participation policies</li> </ul>	Head of Student Services: Rose Harkness Email – <a href="mailto:rose.harkness@slc.ac.uk">rose.harkness@slc.ac.uk</a> or telephone 01355 807 780  Depute Head of Student Services: Mandy Murray Email – <a href="mailto:mandy.murray@slc.ac.uk">mandy.murray@slc.ac.uk</a> or telephone 01355 807 780
Tuition fees and other charges to students. Including information on <ul style="list-style-type: none"> <li>• College tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory),</li> <li>• when payment must be made, how payments can be made, and whether instalment options are available.</li> </ul>	Contact: Head of Finance Keith McAllister Email – <a href="mailto:keith.mcallister@slc.ac.uk">keith.mcallister@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

<p>College arrangements for registering students including policies and procedures covering student enrolment</p>	<p>Contact: Head of Management and Information Services Chris Sumner Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p> <p>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> <li>• Assessment and examination procedures, including oral examinations.</li> <li>• Assessment and examination regulations, including policies and practices on breaches of regulations.</li> <li>• Appeals procedures</li> </ul>	<p>Contact: Head of Management and Information Services Chris Sumner Email – <b>chris.sumner@slc.ac.uk</b> 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"> <li>• Regulations governing student progression</li> <li>• Regulations governing access to courses.</li> <li>• Regulations about availability of resit examinations.</li> <li>• Regulations and practices governing changes of programme</li> </ul>	<p>Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> 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>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> 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"> <li>• The structure and functioning meetings of staff/student consultative committees or other liaison groups.</li> <li>• Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <b>stella.mcmanus@slc.ac.uk</b>, 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>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> 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's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> 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>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> 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>Head of Student Services: Rose Harkness Email – <b>rose.harkness@slc.ac.uk</b> 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 corporate and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.</p>	<p>Contact: Head of Facilities: Craig Ferguson Email – <b>craig.ferguson@slc.ac.uk</b> 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"> <li>• 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.</li> <li>• Arrangements for the provision of data to SQA<sup>4</sup>, SFC, and other bodies with statutory rights to data.</li> </ul>	<p>Contact: Head of Management and Information Systems Chris Sumner Email - <b>dpo@slc.ac.uk</b> 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"> <li>• Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <b>stella.mcmanus@slc.ac.uk</b>, 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"> <li>• Availability, conditions of use and range of accommodation services offered by the college</li> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	<p>Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 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"> <li>• Dates and details of ceremonies for the current academic year.</li> <li>• Attendance and ticketing information, Academic Dress information, costs.</li> <li>• Information on Photographic and Video facilities</li> </ul>	<p>Contact: Marketing Manager Scott Coutts Email – <b>scott.coutts@slc.ac.uk</b> or telephone 01355 807 708 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

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<sup>4</sup> *Scottish Qualifications Authority*

<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> <li>• Information on how to register a complaint.</li> <li>• Procedural information on how complaints will be dealt with.</li> <li>• Procedural information on any internal and external appeals mechanisms.</li> <li>• Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these.</li> </ul>	<p>Contact: SLC FOI Office  Email: <b>complaints@slc.ac.uk</b> 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"> <li>• Agreements, protocols, etc governing the college's relationship with the Union.</li> <li>• Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees.</li> <li>• Funding provided to the Union</li> </ul>	<p>Contact: Depute Principal  Stella McManus  Email – <b>stella.mcmanus@slc.ac.uk</b>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none"> <li>• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.</li> <li>• Information about student clubs</li> </ul>	<p>Head of Student Services: Rose Harkness  Email – <b>rose.harkness@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>



## Teaching Quality

Description	Links/where to find the information
<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> <li>• Programme specifications.</li> <li>• Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review.</li> <li>• Key outcomes of programme approval, and annual monitoring and review processes.</li> <li>• Periodic reports of departmental major programme reviews.</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, 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 [college name] e.g. Student perceptions of:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic support and guidance.</li> <li>• Library services and IT<sup>5</sup> support,</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of teaching and learning methods.</li> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, 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: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

<sup>5</sup> Information Technology

<p>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.</p>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Quality assurance assessments of the college's provision e.g.</p> <p>Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.</p> <p>Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc.</p>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> <li>• Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards</li> <li>• Range of teaching methods used.</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

<b>Description</b>	<b>Links/where to find the information</b>
<ul style="list-style-type: none"> <li>• Availability and use of specialist equipment, other resources and materials to support teaching and learning.</li> <li>• Staff access to professional development.</li> <li>• Peer observation and mentoring programmes.</li> <li>• Use of external benchmarking and other comparators, both home and overseas.</li>   <li>• Involvement of external peers in the review method, their observations, and the action taken in response</li> </ul>	<p><b>Key Performance Indicators (KPIs) - South Lanarkshire College (<a href="http://south-lanarkshire-college.ac.uk">south-lanarkshire-college.ac.uk</a>)</b></p> <p>On request</p>

## Information Services

Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of libraries.</li> <li>• 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.)</li> </ul>	<p>Head of Student Services: Rose Harkness            Email – <a href="mailto:rose.harkness@slc.ac.uk">rose.harkness@slc.ac.uk</a> 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"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of computing facilities.</li> <li>• 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)</li> <li>• Computing code of practice.</li> <li>• Use of national/external services.</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g.RIPA<sup>6</sup>).</li> </ul>	<p>Contact: Head of Management and Information Services            Chris Sumner            Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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: Depute Principal            Stella McManus</p>

<sup>6</sup> Regulation of Investigatory Powers Act

	Email – <b>stella.mcmanus@slc.ac.uk</b> , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
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### 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
<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> <li>• Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health &amp; Safety Committee.)</li> <li>• Committee appointments procedures.</li> <li>• Standing orders, codes of conduct and other papers describing operations of major committees.</li> <li>• <i>Agendas of meetings of Board of Management and other major committees.</i></li> <li>• Minutes and papers of meetings of Board of Management and other major committees.</li> <li>• Calendar of meeting dates for Board of Management and other major committees</li> </ul>	<p><b>SLC - Board of Management</b></p> <p>Contact: SLC FOI Office  Email: <b>complaints@slc.ac.uk</b> 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: Depute Principal  Stella McManus  Email – <b>stella.mcmanus@slc.ac.uk</b>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

Reports of regulatory inspections, audits and investigations carried out by South Lanarkshire College.	Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a> , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Environmental impact studies and risk assessments which underpin decisions that South Lanarkshire College takes, including the facts and analysis.	Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a> , or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

#### **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).

<b>Class Description</b>	<b>Links/where to find the information</b>
Financial statements approved by the governing body e.g. South Lanarkshire College annual accounts	<b><i>SLC - Financial Information</i></b>  Contact: Head of Finance Keith McAllister Email – <a href="mailto:keith.mcallister@slc.ac.uk">keith.mcallister@slc.ac.uk</a> 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 Keith McAllister Email – <b>keith.mcallister@slc.ac.uk</b> 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: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> 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.	Contact: Head of Finance Keith McAllister Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
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.	Contact: Head of Finance Keith McAllister Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Summary information on institutional endowments and investments	Contact: Head of Finance Keith McAllister Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
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	Contact: Head of Finance Keith McAllister Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

Expenses policies and procedures	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
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)	Contact: Head of Human Resources Gary McIntosh Email – <b>gary.mcintosh@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Funding awards made by South Lanarkshire College, how to apply for them and funding awards made by South Lanarkshire College	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

## 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: Head of Human Resources Gary McIntosh Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Staffing structure	Contact: Head of Human Resources Gary McIntosh Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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	Contact: Head of Human Resources Gary McIntosh Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Contact: Head of Human Resources Gary McIntosh Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.



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

Race equality policies as required under the Race Relations Amendment Act 2000.	Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Equality and diversity policies, statements, procedures, and guidelines.	<b>SLC - Policies and Procedures</b>  Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Information required for compliance with the Public Interest Disclosure Act	Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Policies and procedures relating to the on-going development of staff  <ul style="list-style-type: none"> <li>• Induction arrangements.</li> <li>• Access to internal and external training opportunities</li> </ul>	Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Description of the facilities and services available to members of staff.	Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Contact: Head of Human Resources Gary McIntosh Email – <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
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## 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"> <li>• Location, size, usage, and condition of major buildings.</li> <li>• Sustainable Building features and equipment</li> </ul>	<p><b>SLC Campus</b></p> <p><b>SLC - Estates and Sustainability</b></p> <p>Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Contact: SLC FOI Office Email: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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: <a href="mailto:foi.office@slc.ac.uk">foi.office@slc.ac.uk</a> 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: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Performance indicators on major estates functions	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
<b>Class Description</b>	<b>Links/where to find the information</b>
The college's environmental policies, practices and overview of their impact <ul style="list-style-type: none"> <li>• Energy consumption.</li> <li>• Recycling policies and arrangements.</li> <li>• Transport policies and arrangements.</li> <li>• Information which is required to be published under environmental legislation</li> </ul>	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE  <b>SLC - Estates and Sustainability</b>

## Information Resources

<b>Class Description</b>	<b>Links/where to find the information</b>
The college's policy on the collection, maintenance and use of personal information about staff. <ul style="list-style-type: none"> <li>• 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.</li> <li>• Arrangements for making subject access requests.</li> </ul>	Contact: Head of Human Resources Gary McIntosh Email – <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.

Records management policy, including records retention schedule.	Contact: Head of Management and Information Systems Chris Sumner Email - <b>dpo@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE.
Information governance/asset management policies and procedures.	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
Knowledge management policies and procedures.	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE
List of statistical information published by South Lanarkshire College.	Contact: SLC FOI Office Email: <b>foi.office@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE

## 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	<p><b>SLC - Procurement</b></p> <p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Procurement procedures:</p> <ul style="list-style-type: none"> <li>• College's procurement and purchasing manuals.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> <li>• Contact information for potential suppliers.</li> </ul>	<p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

<p>Procurement contacts:</p> <ul style="list-style-type: none"> <li>• Contact information for procurement and purchasing information.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	<p><b>SLC - Procurement</b></p> <p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Planned procurements:</p>	<p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Summary information about the college's significant planned procurements (i.e. those subject to formal EU<sup>7</sup> procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.</p>	<p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
<p>Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal</p>	<p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>

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<sup>7</sup> *European Union*

<p>Supplier contracts:</p> <ul style="list-style-type: none"> <li>• EU-prescribed award notices of major contracts over EU thresholds</li> <li>• 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</li> </ul>	<p>Contact: Head of Finance Keith McAllister Email – <b>Keith.mcallister@slc.ac.uk</b> or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
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## Class 7: How we are performing

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

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	<p>Contact: Depute Principal Stella McManus Email – <b>stella.mcmanus@slc.ac.uk</b>, 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>Contact: Depute Principal Stella McManus Email – <b>stella.mcmanus@slc.ac.uk</b>, 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"> <li>• 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</li> <li>• Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment</li> </ul>	<p>Contact: Depute Principal Stella McManus Email – <a href="mailto:stella.mcmanus@slc.ac.uk">stella.mcmanus@slc.ac.uk</a>, or telephone 01355 807 780 or in writing at South Lanarkshire College, College Way, East Kilbride, G75 0NE</p>
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## 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		
Human Resources Committee	September	Normally 5 days from date of meeting but 12 days if there are reserved items which are not publishable
Human Resources Committee	November	
Human Resources Committee	February	
Human Resources Committee	May	
Audit and Risk Committee	September	12 days after meeting - reserved items not published – one
Audit and Risk Committee	November	

Audit and Risk Committee	February	meeting – normally November joint with Finance & risk
Audit and Risk Committee	May	
Board of Management	August	Training Day - Papers not normally published
Board of Management	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	January	Joint Training Day with NLC – papers not normally published
Board of Management	March	5 days from date of meeting but 12 days if there are non-publishable reserved items
Board of Management	May	Strategy Day – papers not normally published
Board of Management	June	5 days from date of meeting but 12 days if there are non-publishable reserved items
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	

Curriculum, Quality and Development Committee	August	Normally 5 days from date of meeting
Curriculum, Quality and Development Committee	November	
Curriculum, Quality and Development Committee	February	
Curriculum, Quality and Development Committee	May	

We also produce a number of other documents which provide a rich source of data and a wealth of interesting information. These are listed as follows:

- Context Statement
- College Ethos
- Learning, Teaching and Assessment Strategy
- College Enhancement Plan
- Risk Management Strategy
- Strategic Plan

The link to all of the above documents is as follows:

### **SLC - Plans and Strategies**

There is also a plethora of information available on the SFC website – links as per below:

### **Scottish Funding Council / Scottish Funding Council - College Performance Indicators**

Any questions in relation to Open Data can be directed to our Marketing Manager, Scott Coutts at **scott.coutts@slc.ac.uk** – telephone 01355 807780



South  
Lanarkshire  
College

East Kilbride