

**SOUTH DEVON COLLEGE**

**Freedom of Information Act 2000**

**Publication Scheme**

**1. INTRODUCTION**

**1.1 What is the Publication Scheme?**

South Devon College has adopted the Model Publication Scheme published by the Information Commissioner's Office.

The following will enable you to locate the information you require. If you are unable to find the information you require, please contact South Devon College in writing. Please include a description of the information you require and an address to which we can provide the information.

Please send your request to:

Kelly Sooben  
Data Protection Officer  
South Devon College  
Vantage Point  
Long Road  
Paignton  
Devon  
TQ4 7EJ

Email: [enquiries@southdevon.ac.uk](mailto:enquiries@southdevon.ac.uk)

Telephone: [0800 038 0123](tel:0800 038 0123)

## **MAIN GROUPS OF CLASSES OF INFORMATION**

**1. Who we are and what we do**

Organisational information, structures, locations and contacts

**2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

**3. What are priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews

**4. How we make decisions**

Decision making processes and records of decisions

**5. Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

**6. List and registers**

Information held in registers required by law and other lists and registers relating to the functions of the College.

**7. The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters

## 1. WHO WE ARE AND WHAT WE DO

### 1.1 Legal Framework

Publication class	<b>Legal framework, Instrument of Government or Articles of Association</b>
Availability	<a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	<p>This contains information relating to how the College was established and its standing from the point of view of the law</p> <p>Includes:</p> <p>Legal status - conferred by the Further and Higher Education Act 1992</p> <p>Charitable status - the College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992. This Act is available at the HMSO site: <a href="http://www.legislation.hmso.gov.uk/acts.htm">http://www.legislation.hmso.gov.uk/acts.htm</a></p> <p>Governance - the College's governance framework relating to the way the College is governed is conferred by the Instrument and Articles of Government</p>

### 1.2 How the College is Organised

Publication class	<b>Organisational Structure Charts</b>
Availability	<a href="#">Contact us - South Devon College</a>
Notes	<p>This covers the responsibilities of units within the College organisation and the management structure.</p> <p>Includes:</p> <p>College Structure</p>

Publication class	<b>Boards and Committees</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	<p>This covers information about the College's Governing Body, committees established by the Governing Body, Academic Board and other boards and committees established from time-to-time</p> <p>Includes:</p> <p>Terms of Reference</p> <p>Membership</p> <p>Description of Purpose</p>

### 1.3 Gender Pay Gap Reporting

Publication class	<b>Gender Pay Gap Reporting</b>
Availability	College website: <a href="#">Gender Pay Gap Report 2022 2023</a>
Notes	Public, private and voluntary sector organisations with 250 or more employees have to report on their gender pay gaps annually  Includes: Gender Pay Gap Report

### 1.4 Lists of and information relating to organisations we work with

Publication class	<b>Partnerships</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This provides information on organisations the College works with  Includes: List of organisations

### 1.5 Location and contact details

Publication class	<b>Location and contact details</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This covers information on how to contact the College  Includes: Postal Address E-mail Address Telephone and Fax Numbers

### 1.6 Student Activities

Publication class	<b>Students' Union</b>
Availability	<a href="#">Contact us - South Devon College</a>
Notes	This covers information relating to the activities of the Students' Union and its clubs and associations  Includes: Students' Union Constitution Students' Union Activities

## 2. WHAT WE SPEND AND HOW WE SPEND IT

### 2.1 Funding / Income

Publication class	<b>Sources of Funding and Income</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This covers information relating to the College's Income  Includes: Funding information. Information is available <a href="#">searching for 'Further Education funding.gov.uk' in a search engine</a>

Publication class	<b>Tuition Fees</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This covers information relating to tuition fees for students  Includes: Fees information for students, including information on other charges such as examination fees or materials costs

### 2.2 Budgetary, account information and expenditure

Publication class	<b>Annual Accounts</b>
Availability	<a href="#">Annual Accounts - South Devon College</a>
Notes	This covers the published accounts of the College  Includes: Financial Statements (published with the College's Annual Report of the Members of the Corporation and Financial Statements) Finance Record (sent to and published by the government funding bodies)
Publication class	<b>Annual Budget</b>
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers the overall budget for the College  Includes: Budget Income and Expenditure Summary

Publication class	<b>Planning and Budgeting Procedures</b>
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers procedures for setting and monitoring budgets.

### 2.3 Financial Audit Reports

Publication class	<b>Provider Financial Assurance</b>
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers information from external audits  Includes: Information sent to government funding bodies

### 2.4 Capital

#### programme.

Publication class	<b>Plans and Designs</b>
Availability	Available from Head of Estates & Facilities <a href="#">Contact us - South Devon College</a>
Notes	This covers information on the College's capital programme  Includes: Plans Building designs Public or private partnership contracts

### 2.5 Financial regulations and procedures

Publication class	<b>Financial Regulations</b>
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers financial regulations and procedures  Includes: Financial Regulations Financial Procedures

## 2.6 Staff pay and grading

structures.

Publication class	<b>Pay Scales</b>
Availability	Available from Head of People <a href="#">Contact us - South Devon College</a>
Notes	This covers the College's Pay Scales  Includes: Pay Scales

## 2.7 Staff and Governors allowances and expenses

Publication class	<b>Pay Scales</b>
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers the and expenses and allowances that can be incurred or claimed  Includes: Expenses policy

## 2.8 Register of suppliers

Publication class	<b>List of suppliers</b>
Availability	Available from Procurement Officer <a href="#">Contact us - South Devon College</a>
Notes	This covers those companies, firms, practices, individuals who supply goods and services to the College  Includes: List of suppliers

## 2.9 Procurement and tender procedures and reports

Publication class	<b>Procurement and tender procedures and reports</b>
Availability	Available from Procurement Officer <a href="#">Contact us - South Devon College</a>
Notes	This covers the procedures used for the acquisition of goods and services, any contracts currently available for public tender and reports of successful tenders  Includes: Tender notifications Tender awards

Publication class	<b>Contract awards</b>
Availability	Electronically from Procurement Officer Electronically via the website of the Official Journal of the European Union (OJEU, formerly the OJEC) <a href="http://www.ojec.com">http://www.ojec.com</a>
Notes	This covers information on those contracts which have been formally tendered in accordance with the Public Contract Regulations  Includes: Contract notices List of contract awards

## 2.10 TU Facility Time Reporting

Publication class	<b>TU Facility Time Reporting</b>
Availability	College website: <a href="#">Facilities-Time-Info-Aug-2023.pdf (southdevon.ac.uk)</a>
Notes	This provides details of the trade union facility time  Includes: TU Facility Time



### 3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

#### 3.1 Annual Report

Publication class	<b>Annual Report</b>
Availability	College website: <a href="#">Annual-Report-and-Accounts-2021-22.pdf (southdevon.ac.uk)</a>
Notes	This covers the College's Annual Report and Accounts

#### 3.2 Self-Assessment Report

Publication class	<b>Self-Assessment Report</b>
Availability	Available from the Vice Principal Quality and Curriculum <a href="#">Contact us - South Devon College</a>
Notes	<p>This covers a self-Assessment of the College</p> <p>Based on evidence gathered from various sources, aligned with the OFSTED Education Inspection Framework (EIF). It includes a Quality Improvement Plan (QIP) which outlines actions for improvement.</p>

#### 3.3 Corporate and business plans

Publication class	<b>Annual Report</b>
Availability	College website: <a href="#">Annual-Report-and-Accounts-2021-22.pdf (southdevon.ac.uk)</a> <a href="#">South-Devon-College-Accountability-Agreement-2023-24.pdf (southdevon.ac.uk)</a>
Notes	This covers the College's Annual Report and Accounts and our Accountability Agreement

#### 3.4 Teaching and Learning Strategy

Publication class	<b>Teaching &amp; Learning Strategy</b>
Availability	Available from the Vice Principal Quality and Curriculum <a href="#">Contact us - South Devon College</a>
Notes	This covers information on the College's Teaching & Learning Strategy

### 3.5 Academic Quality & Standards

Publication class	<b>Academic Quality and Standards</b>
Availability	College website: <a href="#">About us - South Devon College</a>
Notes	

### 3.6 External Assessment Information

Publication class	<b>External Assessment Information</b>
Availability	See below
Notes	<p>This class covers information on the College's most recent OFSTED report, exam and assessment results and performance tables</p> <p>Includes: Inspections and Reviews Ofsted - <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> A level and Vocational qualifications, GCSE results - <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a></p>

### 3.7 Data Protection Impact Assessments

Publication class	<b>Data Protection Impact Assessments</b>
Availability	Available from the Data Protection Officer <a href="#">Contact us - South Devon College</a>
Notes	

### 3.8 Quality Assurance Procedures

Publication class	<b>Quality Assurance Procedures</b>
Availability	Available from the Vice Principal Quality and Curriculum <a href="#">Contact us - South Devon College</a>
Notes	This covers information about the College's Teaching and Learning policy

### 3.9 External Review Information

Publication class	<b>External Review Information</b>
Availability	College website: <a href="#">Annual-Report-and-Accounts-2021-22.pdf (southdevon.ac.uk)</a>
Notes	Annual monitoring and review process, statement of roles and responsibilities

### 3.10 Corporate relations

Publication class	<b>Links with employers and sponsors</b>
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This covers information about the College's links with employers and sponsors in both the public and private sectors and the development of learning programmes  Includes: Events information

### 3.11 Government and regulatory reports

Publication class	<b>Reports/returns to funding councils, inspectorates, standards. bodies, research councils, professional bodies, government departments</b>
Availability	Electronic from Principal's Office <a href="#">Contact us - South Devon College</a>
Notes	Details about accreditation and monitoring reports by professional, statutory or regulatory bodies and information that we make available to funding and / monitoring bodies.

## 4. HOW WE MAKE DECISIONS

### 4.1 Governing Body, Boards and Committees

Publication class	<b>Governing Body Committee Structure, Terms of Reference, Membership and mode of operation of all Boards and Committees in the formal structure</b>
Availability	Electronic from Principal's Office <a href="#">Contact us - South Devon College</a>
Notes	This covers the committees of the Governing Body.  Includes: Search & Governance Committee Audit Committee Remuneration Committee Quality, Teaching, Learning and Assessment Committee People & Resources Committee

Publication class	<b>Agendas, Minutes of Governing Body, Governing Body Committees and Academic Board</b>
Availability	Available upon request from Head of Governance <a href="#">Contact us - South Devon College</a> Electronic from Principal's Office <a href="#">Contact us - South Devon College</a>
Notes	This covers agendas, minutes and papers of the Governing Body and its committees, with the exception of confidential agendas, minutes and papers:  Includes: Agendas, minutes and papers of the following: Governing Body and its Committees Academic Board

## 5. OUR POLICIES AND PROCEDURES

### 5.1 Policies and Procedures for conducting College business.

Publication class	<b>Conduct of the Governing Body</b>
Availability	College website: <a href="#">Governance - South Devon College</a> Available upon request from Head of Governance <a href="#">Contact us - South Devon College</a>
Notes	This covers the procedure for the conducting the business of the Governing Body

Publication class	<b>Procedure for handing requests for information</b>
Availability	College website: <a href="#">Policies and Downloads - South Devon College</a>
Notes	This covers the College's procedure for handling requests for information  Includes: Procedure for the handling of requests for information

### 5.2 Procedures and policies relating to academic

#### services.

Publication class	<b>Procedures and policies relating to academic services</b>
Availability	Available from the Vice Principal Quality and Curriculum <a href="#">Contact us - South Devon College</a>
Notes	This covers information on the regulations and/or policy governing student assessment  Includes: Assessment Regulations for Further and Higher Education Courses Appeals Procedure Examination Timetables - these are updated frequently and can be viewed within the College  Procedures and Codes of Practice relating to Awarding and Examination Bodies and External Verifiers are available from these bodies

### 5.3 Procedures and policies relating to student services.

Publication class	Procedures and policies relating to student services
Availability	Electronic from Helpzone <a href="#">Contact us - South Devon College</a>
Notes	This includes information relating to student admission and registration, management of the student record system, internal student complaints and appeals, student support services and student discipline.  Includes: College Enrolment Form College Learning Agreement

### 5.4 College policies and procedures

Publication class	College policies and procedures
Availability	Electronic from Helpzone <a href="#">Contact us - South Devon College</a>
Notes	This includes information relating to student behaviour and discipline.

### 5.5 Procedures and policies relating to human resources.

Publication class	<b>General HR Policies and Procedures</b>
Availability	Available from the Head of People <a href="#">Contact us - South Devon College</a>
Notes	Includes: Staff Code of Conduct Employment Terms and Conditions Collective Agreement Grievance Procedure Harassment Procedure Disciplinary procedures Health & Safety Whistleblowing procedure CPD policy

## 5.6 Pay Policy

Publication class	Pay policy
Availability	Available from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	This covers our policy and procedures regarding staff pay.

## 5.7 Procedures relating to recruitment.

Publication class	Recruitment of staff
Availability	Job vacancies are advertised. College website: <a href="#">Careers - South Devon College</a>
Notes	Includes details of job vacancies and recruitment procedures

## 5.8 Code of Conduct for members of the Governing Body

Publication class	Code of Conduct for Members of the Governing Body
Availability	College website: <a href="#">Governance - South Devon College</a> Available upon request from Head of Governance <a href="#">Contact us - South Devon College</a>
Notes	Includes: Code of Conduct Governor Eligibility

## 5.9 Equality and Diversity

Publication class	Equality and Diversity
Availability	College website: <a href="http://www.southdevon.ac.uk">www.southdevon.ac.uk</a>
Notes	This covers the College's statements and procedures relating to Equal Opportunities and Diversity  Includes: Policies, statements, procedure and guidelines relating to the provision of equal opportunities with respect to equality and diversity and protected characteristics

## 5.10 Health and Safety

Publication class	<b>Health and Safety</b>
Availability	College website: <a href="#">Policies and Downloads - South Devon College</a>
Notes	<p>This covers the College's statements and procedures relating to Health and Safety</p> <p>Includes: Policies, statements, procedure and guidelines relating to the provision of a safe environment</p>

## 5.11 Estate Management

Publication class	<b>Estate Management</b>
Availability	Available from Head of Estates & Facilities <a href="#">Contact us - South Devon College</a>
Notes	<p>Includes: Disposals policy Estates Strategy Facilities and management policies Grounds and building maintenance</p>

## 5.12 Complaint policies and procedures

Publication class	<b>Complaints Procedure</b>
Availability	College website: <a href="#">2122-Complaints-Compliments-and-Suggestions-Policy.pdf (southdevon.ac.uk)</a> <a href="#">Policies and Downloads - South Devon College</a>
Notes	<p>This covers policies relating making complaints to the College and operating this publication scheme</p> <p>Includes: Complaints Procedure</p>



### 5.13 Records management and personal data, access to information policies

Publication class	<b>Records management</b>
Availability	College website: <a href="#">Policies and Downloads - South Devon College</a> <a href="#">Contact us - South Devon College</a>
Notes	This covers information security policies, file plans, records retention and archive policies, data protection and CCTV policies.

### 5.14 Charging regimes and policies

Publication class	<b>Statutory charges</b>
Availability	College website: <a href="#">Policies and Downloads - South Devon College</a> <a href="#">Contact us - South Devon College</a>
Notes	Includes: Fees Policy Examination fees Equipment and material charges

## 6. LISTS AND REGISTERS

### 6.1 Publicly available registers

Publication class	<b>Publicly available registers</b>
Availability	Available upon request from Head of Governance <a href="#">Contact us - South Devon College</a>
Notes	

### 6.2 Asset registers

Publication class	<b>Asset and information register</b>
Availability	Available upon request from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	

### 6.3 CCTV

Publication class	<b>CCTV</b>
Availability	Available upon request from Head of Estates & Facilities <a href="#">Contact us - South Devon College</a>
Notes	Includes: CCTV locations

### 6.4 Disclosure logs

Publication class	<b>Disclosure logs</b>
Availability	Electronic from Data Protection Officer <a href="#">Contact us - South Devon College</a>
Notes	Includes: Freedom of information log EIR requests

## 6.5 Register of interests

Publication class	<b>Register of interests</b>
Availability	Available upon request from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	

## 6.6 Senior staff declaration of interests

Publication class	<b>Senior staff declaration of interests</b>
Availability	Available upon request from Head of Governance <a href="#">Contact us - South Devon College</a>
Notes	

## 6.7 Register of gifts and hospitality provided to senior staff.

Publication class	<b>Register of gifts and hospitality provided to senior staff</b>
Availability	Available upon request from Director of Finance <a href="#">Contact us - South Devon College</a>
Notes	

## 7. THE SERVICES WE OFFER

### 7.1 Prospectus and course

#### content

Publication class	Prospectus and course content
Availability	Available from Helpzone <a href="#">Contact us - South Devon College</a> College website: <a href="#">South Devon College</a> <a href="#">Download our Prospectus - South Devon College</a>
Notes	This covers material in relation to student recruitment and entry requirements  Includes: Prospectus brochures Course listings

### 7.2 Health, welfare and counselling

Publication class	Health, welfare and counselling
Availability	Available from Head of Student Services and Wellbeing <a href="#">Contact us - South Devon College</a> College website: <a href="#">Policies and Downloads - South Devon College</a>
Notes	

### 7.3 Funding advice

Publication class	Funding advice
Availability	Available from Helpzone <a href="#">Contact us - South Devon College</a> College website: <a href="#">Policies and Downloads - South Devon College</a>
Notes	Includes grants and bursaries available to students from the college

## 7.4 Careers advice

Publication class	Careers advice
Availability	Available from Helpzone <a href="#">Contact us - South Devon College</a> College website: <a href="#">Policies and Downloads - South Devon College</a>
Notes	This covers material available to current and prospective students in relation to possible careers

## 7.5 Services for which the College is entitled to recover a fee.

Publication class	Availability, hire and conditions of use of facilities
Availability	College website: <a href="#">About us - South Devon College</a>
Notes	This covers opening hours, registration for using facilities, cost of hire of facilities, and general conditions of use

## 7.6 Sports and recreational facilities

Publication class	Sports and recreational facilities
Availability	College website: <a href="#">About us - South Devon College</a> <a href="#">Campus Locations - South Devon College</a>
Notes	This covers opening hours, registration for using facilities, cost of hire of facilities, and general conditions of use

## 7.7 Facilities relating to music, art and other cultural activities

Publication class	<b>Facilities relating to music, art and other cultural activities</b>
Availability	College website: <a href="#">About us - South Devon College</a> <a href="#">Campus Locations - South Devon College</a>
Notes	

## 7.8 Museums, libraries, special collections and archives 7

Publication class	<b>Library Collections</b>
Availability	Available from the Learning Resource Centre Manager <a href="#">Contact us - South Devon College</a>
Notes	

