

## **PUBLICATION SCHEME**

### **Part 1**

#### **INTRODUCTION**

#### **1 What is the publication scheme?**

1.1 This publication scheme commits Ruskin College to make information available to the public as part of its normal business activities. The information covered by the scheme is included in the classes of information detailed in Part 2, which indicates where this information is held by the College. The scheme is not a definitive list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the College's **commitment** to make available the information described.

1.2 The publication scheme commits the College:

- to proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the College and falls within the classifications specified in the scheme
- to specify the information which is held by the College and falls within the classifications specified
- to proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update on a regular basis the information the College makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public.

#### **2 Legal requirement**

2.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

2.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

### **3 The 'model' publication scheme for further and higher education**

- 3.1 Ruskin College has adopted the model publication scheme developed for the Further and Higher Education sectors and is therefore committed to publishing the information it describes. The publication scheme is effective from 20 February 2009.

### **4 Who we are**

Ruskin College is one of the long-term residential colleges in England designated under section 28 of the Further and Higher Education Act 1992.

The College's mission is that of providing educational opportunities to excluded and disadvantaged people, to transform the individuals concerned and the communities, groups and societies from which they come.

### **5 Accessing information covered by the publication scheme**

- 5.1 The classes of information the College publishes are described in Part 2 of the scheme. There is a description of the class of information followed by details of the information available. Excluded from any information that is available will be classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed.
- 5.2 Generally speaking printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies. For paper copies of other information, a minimum of £5 per copy will apply, with higher charges for lengthy documents. Where possible we intend progressively to publish many documents covered by the scheme in electronic format via the College's website at [www.ruskin.ac.uk](http://www.ruskin.ac.uk)
- 5.3 To request information through our publication scheme **please check the classes of the information and the manner in which it is available in Part 2 of the scheme**. Having checked the above, if it is necessary to contact the College please contact:

Ruskin College  
Walton Street  
Oxford  
OX1 2HE  
Tel: 01865 759600  
Fax: 01865 759640

### **6 What about information not covered by the publication scheme?**

- 6.1 From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, including an organisation such as Ruskin College, which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## **7 Feedback**

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. If you are not able to obtain what you require under this scheme or if you have any questions, comments or complaints about the scheme, please contact the Publication Scheme Co-ordinator:

The Clerk to the Governors  
(Freedom of Information)  
Ruskin College  
Walton Street  
Oxford  
OX1 2HE  
01865 759791  
hjeffries@ruskin.ac.uk

- 7.2 If we are unable to resolve any complaint, you can contact the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **8 Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.ico.gov.uk](http://www.ico.gov.uk)

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

# PUBLICATION SCHEME

## Part 2

### Main categories

The Publication Scheme has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, provided in all cases that the College makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples of exempt information.

### The main groups of classes of information in the publication scheme are:

- 1 Who we are and what we do
- 2 What we spend and how we spend it
- 3 What our priorities are and how we are doing
- 4 How we make decisions
- 5 Our policies and procedures
- 6 Lists and registers
- 7 The services we offer.

### The classes of information made available will not generally include:

- 1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- 2 Information in draft form
- 3 Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## 1 Who we are and what we do

This section outlines organisational information, structures, locations and contacts. It includes information relating to the legal framework within which the institution is established, how the organisation is organised, details the organisations it works in partnership with, gives contact details and provides information on student activities. The terms of reference, membership and description of the Corporation and committees is also provided under this heading.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
1.1	<b>Legal framework</b>	<p>Memorandum and Articles of Government</p> <p>The College is a company limited by guarantee (company number: 66196)</p> <p>The College is a registered charity (charity number: 309701)</p>	<p>Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a></p> <p><a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></p> <p><a href="http://www.charity-commission.gov.uk">www.charity-commission.gov.uk</a></p>
1.2	<b>How the institution is organised</b>	<p>The terms of reference of the College can be found in the Articles of Government</p> <p>The membership of the Governing Executive and its Committees and the terms of reference of the latter</p> <p>Organisational structure chart and names of staff members</p>	<p>Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a></p> <p>Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a></p> <p>Governance and Staff sections of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a></p>
1.3	<b>Lists of and information relating to organisations the College works in partnership with</b>	<p>General Federation of Trade Unions</p> <p>TUC</p> <p>Essex County Council</p> <p>Oxford City Football Club</p>	<p>General Secretary - 01865 759785</p>
1.4	<b>Location and contact details</b>	<p>Location details and staff contact details</p>	<p>Contact and Staff sections of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a></p>
1.5	<b>Student activities</b>	<p>The Ruskin Student Union (RSU) Constitution</p>	<p>RSU Office – 01865 760762</p>

## 2 What we spend and how we spend it

This section covers projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the institution's commercial interests will be excluded from publication.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
2.1	<b>Funding and income</b>	Annual budget	Finance Department 01865 759625
2.2	<b>Budgetary and account information</b>	Annual Report and Financial Statements (current and past three years)  Annual budget	Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>  Finance Department 01865 759625
2.3	<b>Financial audit reports</b>	Annual report of the Audit Committee and other audit reports	Clerk to the Governors 01865 759791
2.4	<b>Capital programme</b>	Annual capital budget	Finance Department 01865 759625
2.5	<b>Financial regulations and procedures</b>	Financial Regulations and Procedures	Finance Department 01865 759625
2.6	<b>Staff pay and grading structures</b>	Staff pay and grading structures	Finance Department 01865 759625
2.7	<b>Register of suppliers</b>	Register of suppliers	Finance Department 01865 759625
2.8	<b>Procurement and tender procedures</b>	Financial Regulations and Procedures	Finance Department 01865 759625
2.9	<b>Contracts</b>	List of tendered contracts	Finance Department 01865 759625

### 3 What our priorities are and how we are doing

This section covers information on the College's strategies and plans, performance indicators, audits, inspections and reviews.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
3.1	<b>Annual reports</b>	Annual Report and Financial Statements (current and past three years)	Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>
3.2	<b>Corporate and business plans</b>	Ruskin College Three Year Plan	General Secretary - 01865 759785
3.3	<b>Teaching and learning strategy</b>	Teaching and Learning Strategy	Quality Officer – 01865 759626
3.4	<b>Academic quality and standards</b>	Quality Handbook	Quality Officer – 01865 759626
3.5	<b>External review information</b>	Annual self-assessment report and OUVS annual report	Quality Officer – 01865 759626
3.7	<b>Government and regulatory reports</b>	Ofsted inspection report 2007	News section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>

#### 4 How we make decisions

This section includes information on the College's decision-making processes and records of decisions. In some instances information from Governing Executive and committee minutes will be exempt from disclosure, for example, where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of individuals.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
4.1	<b>Minutes of Governing Executive and its committees – (Search, Audit, Finance, Capital Project Steering Group)</b>	Governing Executive minutes and committee minutes since 1 January 2009 can be found on the College website.  Minutes before this date are available from the Clerk to the Governors.	Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>  Clerk to the Governors 01865 759791
4.2	<b>Teaching and learning committee minutes</b>	Minutes of the Academic Quality and Standards Committee	Governance section of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>
4.3	<b>Minutes of staff / student consultation meetings</b>	Minutes of the Joint Negotiating Committee  Minutes of the RSU meetings	General Secretary - 01865 759785  RSU Office – 01865 760762
4.4	<b>Appointment committees and procedures</b>	Staff Recruitment Policy	General Secretary - 01865 759785

## 5 Our policies and procedures

This section includes information on current written protocols, policies and procedures for delivering our services and responsibilities.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
5.1	<b>Policies and procedures for conducting college business</b>	Governing Executive Standing Orders  Governing Executive members Code of Conduct and College Code of Ethics  Annual schedule of business and monitoring for Governing Executive meetings	Governance section of College website – www.ruskin.ac.uk  Governance section of College website – www.ruskin.ac.uk  Governance section of College website – www.ruskin.ac.uk
5.2	<b>Procedures and policies relating to academic services</b>	Assessment policy and procedures and Regulatory Framework  Quality Handbook  Admissions and enrolment policies and procedures	Quality Officer – 01865 759626  Quality Officer – 01865 759626  Academic Registrar 01865 759604
5.3	<b>Procedures and policies relating to student services</b>	Management of student record systems  Community and Residence Handbook  Learning and Support Handbook, which includes details of student complaints and disciplinary procedures  IT Policy; Drugs Policy; Safeguarding Children Policy and Policy on Safeguarding Adults at Risk	Academic Registrar 01865 759604  Academic Registrar 01865 759604  Academic Registrar 01865 759604  Clerk to the Governors 01865 759791
5.4	<b>Procedures and policies relating to human resources</b>	Terms and conditions of employment  Salary grades  Trade union recognition agreements and collective agreements  Disciplinary Procedures; Grievance Procedures; Public Interest Disclosure Procedure (Whistleblowing); and Staff Development Policy	General Secretary – 01865 759785  Finance Department 01865 759625  General Secretary - 01865 759785  Clerk to the Governors 01865 759791

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
5.5	<b>Procedures and policies relating to recruitment</b>	Staff Recruitment Policy  Current job vacancies are detailed on the website	Clerk to the Governors 01865 759791  About Us section of College website – www.ruskin.ac.uk
5.6	<b>Code of conduct for members of governing bodies</b>	Code of Conduct for Governing Executive members  College Code of Ethics	Governance section of College website – www.ruskin.ac.uk  Governance section of College website – www.ruskin.ac.uk
5.7	<b>Equality and diversity</b>	Single Equality Scheme	Clerk to the Governors 01865 759791
5.8	<b>Health and safety</b>	Health and Safety Policy; Smoking Policy; and Critical Incident Policy	Clerk to the Governors 01865 759791
5.9	<b>Estate management</b>	Property Strategy  Sustainable Development Policy	Clerk to the Governors 01865 759791  Clerk to the Governors 01865 759791
5.10	<b>Complaints policies</b>	Staff complaints  Student complaints procedure available in the Learning and Support Handbook  Complaints about access to information.	See 5.4 above.  Academic Registrar 01865 759604  See paragraphs 5 -7 of Part 1 of this Scheme.
5.11	<b>Records management and personal data policies</b>	Data Protection Policy	Clerk to the Governors 01865 759791
5.12	<b>Charging regimes and policies</b>	Freedom of Information - Publication Scheme  Learning and Support Handbook	See paragraph 5.2 of Part 1 of this Scheme  Academic Registrar 01865 759604

## 6 Lists and registers

This section contains only currently maintained lists and registers.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
6.1	<b>Asset registers</b>	Asset register	Finance Department 01865 759625

## 7 The services we offer

This section contains information about the services the College offers, including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information, see section 1 above. While the first class provides information on the roles and responsibilities of the College, this class includes details of the services which are provided by the College as a result of them. It will also relate to information covered in other classes.

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
7.1	<b>Prospectus and course content</b>	College prospectus  Short Course brochures	Prospectus and Course sections of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a> or from College Receptions on both sites
7.2	<b>Health advice</b>	Learning and Support Handbook  Community and Residence Handbook	Academic Registrar 01865 759604  Academic Registrar 01865 759604
7.3	<b>Careers advice</b>	Ruskin students have full access to the careers service at Oxford Brookes University and on-line to the Open University	Academic Registrar 01865 759604
7.4	<b>Chaplaincy services</b>	The College offers prayer/quiet reflection rooms.	Warden – 01865 759607
7.5	<b>Services for which the College is entitled to recover a fee, together with those fees</b>	Learning and Support Handbook and Community and Residence Handbook  College Tariffs	Academic Registrar 01865 759604  Finance Department 01865 759625

	<b>Class:</b>	<b>Information/relevant document:</b>	<b>Information/document obtained from:</b>
7.6	<b>Sports and recreational facilities</b>	Community and Residence Handbook (including agreement with Oxford City Football Club)  Ruskin Students Union (sports and recreational events)	Academic Registrar 01865 759604  RSU Office – 01865 760762
7.7	<b>Museums, libraries, special collections and archives</b>	These include the Ruskin College Library Publications and other archives relating to British social and labour movements. Also held in the Library are the sound and written archives of the folk singers Ewan McColl and Peggy Seeger	Librarian – 01865 759651
7.8	<b>Conference facilities</b>	Three seminar rooms with excellent facilities and twelve en-suite bedrooms are available at Stoke House in Headington. The remainder of the College accommodation can be hired out of term-time	Conference Organiser 01865 759656
7.9	<b>Advice and guidance</b>	Learning and Support Handbook	Academic Registrar 01865 759604
7.10	<b>Media releases</b>	News and events relating to the College.	Home, News and Events sections of College website – <a href="http://www.ruskin.ac.uk">www.ruskin.ac.uk</a>