



The North Highland College Publication Scheme
Produced as required by the Freedom of Information (Scotland) Act 2002

This scheme provides general information on the Freedom of Information (Scotland) Act 2002 and its application to The North Highland College. The scheme will be reviewed on an annual basis.

1.	Introduction	<p>The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.</p> <p>Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this publication scheme from time to time.</p> <p>The purpose of the publication scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information and informs you whether it is free, or if there is a charge for the information.</p> <p>The publication scheme and the manner to which it is made freely available reflect the commitment to openness, transparency and the public interest that the North Highland College (NHC) advocates.</p> <p>Further information For further information about the act and publication scheme</p> <ul style="list-style-type: none"> • http://www.itspublicknowledge.info is the Scottish Information Commissioners web site which contains further information on the act and the publication scheme. http://www.scotland-legislation.hmso.gov.uk/legislation/scotland/acts2002/20020013.htm contains the full text of the act. <p>http://www.scotland.gov.uk/Topics/?pageID=198 is the Scottish executive FOI web site and contains information on the legislation and training materials.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.</p> <p>Where information is not published under this publication scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to access information not available under the scheme.</p>
2.	About The North Highland College	<p>The North Highland College is a Further Education college and is located in the far North of Scotland with a wide catchment area covering the North Highlands and, for some specialist courses, the United Kingdom. Our vision is underpinned by our mission to serve the communities of the North Highland area by providing inclusive and accessible Lifelong Learning opportunities in maximising their potential through excellence in what we do and a set of fundamental values by</p>

		<p>which we operate.</p> <p>A copy of the College's organisation chart is available – see Section 2, General Information.</p>
3.	Preparing the Publication Scheme	<p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:</p> <ul style="list-style-type: none"> • the services we provide; • the costs of those services; • the standard of those services; • the facts that inform the decisions we take which are of importance to the public; and • the reasoning that informs our decisions. <p>The North Highland College Board of Management has taken the decision to adopt the model publication scheme (MPS) for Further Education Institutions prepared by the Association of Scotland's Colleges (ASC) and approved by the Information Commissioner.. The purpose of the scheme is to provide information proactively in an easily accessible form, so that people can access it without having to make an individual request. The scheme will set out what classes of information NHC publishes, how the information is made available and whether there is a fee for the information. The model publication scheme was deemed to cover the information that NHC wished to include in the publication scheme after an information audit had been conducted to ascertain what information was held by the NHC However, there will be instances where the UHI MI information varies, for instance where provision is for higher education. Where this occurs, the NHC publication scheme will provide links to the UHI specific publication scheme. The MPS for Further Education Institutions was prepared under the auspices of the ASC in consultation with all member institutions and other stakeholders.</p>
4.	ACCESSING INFORMATION UNDER THE SCHEME	<p>Information available under our publication scheme will normally be available through the routes described below. <i>Section 12 – Classes of Information</i> provides more details on the information available under the scheme, along with additional guidance on how the information falling within each "class" may be accessed.</p> <p>Online: Most information listed in our publication scheme is available to download from our website. In many cases a link within <i>Section 12: Classes of Information</i> will direct you to the relevant page or document. Where no such link is present, you can use our website's "Search" facility at www.nhscotland.com. If you are still having trouble finding any document listed under our publication scheme, then please call Ms M Rose, 01847 889205 for further assistance.</p>

		<p>By email: If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary. Contact: margaret.rose@thurso.uhi.ac.uk</p> <p>By phone: Information can also be requested from us over the telephone. Please call Ms Margaret Rose, 01847 889205 to request information available under this scheme.</p> <p>By post: All information under the scheme will normally be available in paper copy form. Please address your request to: Ms Margaret Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE</p> <p>When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see <i>Section 6: Our Charging Policy</i> for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.</p> <p>Advice and assistance: If you have any difficulty identifying the information you want to access, then please contact Ms Margaret Rose, 01847 889205 who will be happy to help.</p>
5.	Information that we may withhold	<p>All information covered by our publication scheme can either be accessed through our website or will be provided promptly following receipt of your request.</p> <p>Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in <i>Section 12 – Classes of Information</i>. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.</p> <p>Information may be withheld, for example, where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation, including statistical information in cases where small numbers may allow the identification of individuals. We may also withhold information which is personal information under the Data Protection Act 1998.</p> <p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where the document containing the information cannot be released, it may, in many cases, be possible to provide copies with the withheld information edited out.</p>

		If you wish to complain about any information which has been withheld from you, please refer to <i>Section 10 – Complaints</i> .
6.	Our Charging Policy	<p>All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.</p> <p>We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.</p> <p>In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.</p> <p>Reproduction costs: Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).</p> <p>Computer discs will be charged at the rate of £1.00 per CD-Rom.</p> <p>Postage cost: We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p>
7.	Copyright	<p>The North Highland College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.</p> <p>Where the publication scheme contains any information where the copyright holder is a third party, or in cases where the copyright is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. In most cases the copyright holder will be obvious from the documents. Wherever possible, this scheme will indicate where we do not own the copyright on documents within <i>Section 12 – Classes of Information</i>.</p> <p>Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.</p>
8.	Our Records Management and Disposal Policy	<p>Records Management At present NHC is revising its records management, document retention and archiving policies and procedures to bring them in line with current legislation. The revision is incorporating the advice given in the code of practice on records management, section 61 of the FOI (Scotland) act, and the Universities Scotland model action plan for records management for the FE and HE sector, along with other guidance that has been issued for the HE sector. For UHI policies on these issues please refer to their individual publication scheme.</p>

		<p>FE Student Records The student record management system employed by NHC is SITS. This holds all the FE student information electronically. The student information is moved to archives one year after they graduate and kept for three years after the student leaves. The ability to create a transcript for a student is retained indefinitely. Further information about the SITS system can be accessed from the student administration and support category of the publication scheme.</p> <p>HE Student Records The student record management system employed by UHI is SITS. This holds all the HE student information electronically. The student information is moved to archives one year after they graduate and kept for three years after the student leaves. The ability to create a transcript for a student is retained indefinitely. Further information about the SITS system can be accessed from the student administration and support category of the publication scheme.</p>
9.	Feedback	<p>FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our publication scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:</p> <ul style="list-style-type: none"> • other information that you would like to see included in the publication scheme; • whether you found the publication scheme easy to use; • whether you found the publication scheme useful; • whether our staff were helpful; • other ways in which our publication scheme can be improved. <p>Please send any comments or suggestions to either:</p> <p style="text-align: right;">Margaret Rose, Secretary to the Board of Management, The North Highland College, Ormlie Road, Thurso, C Caithness KW14 7EE Tel : +44 (0) 1847 889205 e-mail margaret.rose@thurso.uhi.ac.uk</p>
10.	Complaints	<p>Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:</p> <p>Mrs Anne Bremner Assistant Director, Quality & Audit The North Highland College,</p>

		<p>Ormlie Road, Thurso, Caithness KW14 7EE Tel : +44 (0) 1847 889441 email: anne.bremner@thurso.uhi.ac.uk</p> <p>Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.</p> <p>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.</p> <p>The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:</p> <p>Scottish Information Commissioner Kinburn Castle Doubledykes Road St Andrews Fife KY16 9DS</p> <p>Tel: 01334 464610 Email: enquiries@itspublicknowledge.info Website: www.itspublicknowledge.info</p> <p>*verbal requests for environmental information are acceptable.</p>
11.	HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME	<p>If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.</p> <p>Should you wish to request a copy of any information that we hold that is not available under this publication scheme, please write to:</p> <p>Ms Margaret Rose Secretary to the Board The North Highland College,</p>

Ormlie Road,
Thurso,
Caithness KW14 7EE

Charges for information not available under the publication scheme:

The charges for information which is available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which **is not** available under this publication scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £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, that 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 us 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.
- We do 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 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 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 60 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 is charged at 10p per A4 sheet for black and white copying, 30p per

		<p>A4 sheet for colour copying.</p> <ul style="list-style-type: none"> • 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. <p><i>Requests for your own personal data:</i> If you wish to make a subject access request under the data protection act, please send a cheque for £10 to cover the cost of the request (This is the standard fee for subject access requests) to:</p> <p>Ms Margaret Rose Secretary to the Board The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE</p>
12.	CLASSES OF INFORMATION	<p>1 INTRODUCTION</p> <p>2 GENERAL INFORMATION</p> <p>3 ACCESS TO INFORMATION</p> <p>4 GOVERNANCE</p> <p>5 FINANCIAL RESOURCES</p> <p>6 CORPORATE PLANNING</p> <p>7 PROCUREMENT</p> <p>8 HUMAN RESOURCES</p> <p>9 PHYSICAL RESOURCES</p> <p>10 HEALTH AND SAFETY</p> <p>11 DIVERSITY</p> <p>12 STUDENT ADMINISTRATION AND SUPPORT</p> <p>13 TEACHING QUALITY</p> <p>14 INFORMATION SERVICES</p> <p>15 EXTERNAL AND COMMUNITY RELATIONS</p> <p>16 GOVERNMENT AND REGULATOR RELATIONS</p> <p>17 ENVIRONMENTAL INFORMATION</p>

2. General Information

This section covers general information about how to make contact with the institution. It includes information about how to complain about the institution, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

Class Name	Class Definition	Examples/Comments
Name and address	The name of the institution, and the address of its principal office	The North Highland College Ormlie Road Thurso Caithness KW 14 7EE Tel: 01847 889000

		<p>Fax: 01847889002 Website : www.nhscotland.com</p>
Principal officers	Names of the principal officers of the institution	<p>Principal Dr Gordon Jenkins Vice Principal Donald MacBeath Director of Finance Roderick Ferrier Secretary to the Board Margaret Rose Principal's Secretary Penny Gunn A copy of the organisation chart is available</p>
Contact information	Information on how to contact the institution	<p>Course and admission information and advice from – Student Admissions The North Highland College Ormlie Road Thurso Caithness KW14 7EE Tel: 01847 889 Email: NorthHighlandCollege@thurso.uhi.ac.uk Main College switchboard – 01847 889000 Main College Fax number – 01847 889001 Website: www.nhscotland.com</p>
Location	Information on the institution's principal and other main locations, including campus maps	<p>The main campus is based at Ormlie Road, Thurso KW14 7EE Tel: 01847 889000 Fax: 01847 889001 Email NorthHighlandCollege@thurso.uhi.ac.uk The college also has outreach centres Alness Campuses Tern House, Alness Point, Alness, IV17 0UP Tel: 01349 882545 email: info@nhc.erness.com Dornoch Campus Grange Road, Dornoch, IV25 3LE Tel: 01862 811855 email: info@nhcdornoch.com Environmental Research Institute Castle Street, Thurso, Caithness Tel: 01847 892474 Equestrian Centre</p>

		Achavrole, Halkirk, Tel: 01847 831827 email: NorthHighlandCollege@thurso.uhi.ac.uk Wick Campus 1 The Shore, Wick, Caithness, KW1 4JW Tel: 01955 606535 email:NorthHighlandCollege@thurso.uhi.ac.uk
Opening hours	Opening hours of the institution's principal office	During the academic year Term Time Wed & Thurs 08:00 to 21:00 Mon, Tues & Friday 08:00 to 18:00 Non Term Time Mon – Fri 08:30 to 18:00 An answering machine service is provided outwith the college's opening hours
Academic year dates	Information on the dates of the institution's academic years	The dates for the current academic year are given in our College Calendar
Holidays	Dates of closure of the institution	The North Highland College's Executive office is based in Thurso. The Executive office is open from 08:30am – 17:00 pm weekdays only, closing only over Christmas and New Year.
Complaints	Procedures on how to complain about the institution	Internal complaints – Complaints Procedure Grievance and Dispute Policy – for staff External complaints about the College should be addressed to – The Principal The North Highland College Ormlie Road, Thurso Caithness KW14 7EE
Document serving	Arrangements for serving official documents on the institution	The serving of official documents on the institution should be made in person to the Principal, The North Highland College, Ormlie Road, Thurso, Caithness KW147EE
Freedom of Information contact	Central contact point for Freedom of Information inquiries	For further information, contact: Margaret Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso Caithness KW14 7EE Tel : +44 (0) 1847 889205 margaret.rose@thurso.uhi.ac.uk Overall responsibility for the publication scheme belongs to: Margaret Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso Caithness KW14 7EE Tel : +44 (0) 1847 889205 margaret.rose@thurso.uhi.ac.uk

3. Access to Information

This section tells people how to request information from the institution, both under FOISA, EIRs and the DPA. It also covers institutional procedures for these pieces of legislation.

Class Name	Class Definition	Examples/Comments
Freedom of Information requests	Details of how to request information from the institution	To request information from NHC that is not available through the publication scheme please send the request in writing, with a contact name and return address. To Margaret Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso Caithness KW14 7EE Tel : +44 (0) 1847 889205 Fax +44 (0) 1847 889002 margaret.rose@thurso.uhi.ac.uk The request can be by email, fax or post. For information directly relating to UHI please contact them directly.
Personal information requests	Details of how to make subject access requests under the Data Protection Act	The North Highland College is registered under the Data Protection Act 1998 and is committed to protecting the privacy of individuals. If you wish to make a subject access request under the data protection act, or make a complaint about a previous request, please contact Roderick Ferrier, Director of Finance The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE Tel: +44 (0) 1847 889000 Fax +44 (0) 1847 889002 roddy.ferrier@thurso.uhi.ac.uk
Freedom of information policies	Institutional Freedom of Information policies and procedures	NHC is committed to an open and accountable environment and will treat freedom of information requests seriously. A request for information will be answered within 20 working days of the request being received, and we will assist anyone who needs help formulating their request for information. If an exemption applies to the information that is requested the NHC shall let the applicant know. The applicant has the right to ask the NHC for a review of the decision not to disclose the information within 40 working days of being told. If after the review the applicant is still unhappy with the decision they have the right to take the matter to the Office of the Scottish Information Commissioner . www.itspublicknowledge.info
Data Protection policies	Institutional Data Protection policies and procedures	Data Protection Policy

4. Governance

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may substantially prejudice the commercial interests of any person or organisation, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.

Class Name	Class Definition	Examples/Comments
Legal Framework	Information on how the institution was established and its standing from a legal perspective	The North Highland College was incorporated under the Further and Higher Education (Scotland) Act 1992. It is also a registered charity.
Governance Structure	The institution's governance structures and operational procedures	The College is governed by its Board of Management, as constituted under the provisions of the 1992 Act incorporating the College. Current membership of the Board of Management Board of Management Constitution Board of Management Standing Orders Code of Conduct for the Members of the Board of Management
Conflict of interests	The institution's conflict of interests policies	Code of Conduct for the Members of the Board of Management
Register of interests	Institutional register of interests	All Members of the Board of Management and key College managers have registered any interest, financial or otherwise, which is likely or would be perceived as being likely to interfere with the exercise of their independent judgement. The Register of Interests is open to public inspection by anyone with a genuine interest at all reasonable hours and without charge. Application to view the Register should be made in writing to – Margaret E Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE Email: margaret.rose@thurso.uhi.ac.uk Tel: 01847 889205 Fax: 01847889002
Institutional structure	A description of the institution's major organisational units and how these relate to each other	College organisation charts

Class Name	Class Definition	Examples/Comments
Major committees	The activities of major committees with devolved decision-making powers	Board of Management and Board Committees membership and terms of reference are available Board Committees – Audit & Risk Management Committee Finance Committee, Estates & Facilities Committee, HR Committee, Learning, Teaching & Research Committee Board of Management Meetings from April 1993 A calendar of dates of meetings of the Board of Management and its Committees is available.
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	The College does not hold any majority shareholdings in any company

5. Financial Resources

This section covers information on the institution's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

Class Name	Class Definition	Examples/Comments
Financial statements	The institution's annual accounts	Annual Accounts (Financial Statements) are available for each financial year from 1993 – 94 onwards
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	Budgeting Policy
Budgets overview	Summary of budgetary allocations to major budgetary units	Budget details as approved by the Board of Management
Financial regulations	Institution's financial administration manual	Financial Manual Travel and Expenses Policy
Insurance	Summary information on the institution's major insurance policies	The College's insurance is provided through Zurich Municipal, Zurich House, Stanhope Road, Portsmouth, PO1 1DU. www.zurich.co.uk . Risks covered – Public Liability; Employer's Liability; Material Damage/Business Interruption; Combined Liabilities; Third Party Liability; Motor Fleet;
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFC ¹ Financial Memorandum	This information is available in the College's Annual Accounts (Financial Statements)
Investments	Summary information on institutional endowments and investments	The College does not hold any endowments or investments currently. As per financial accounts

¹ Scottish Further & Higher Education Funding Council

6. Corporate Planning

This section provides information on the institution's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments
Mission	Institution's Mission statement	The North Highland College serves the communities of the North Highland area by providing inclusive and accessible Lifelong Learning opportunities
Corporate plan	Institution's corporate or Strategic Plan	College Strategic Plans , which are three year plans, are available from 1999 onwards
Strategies	Major institutional strategy documents	Estate Strategy ICT Strategy
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	SFC Performance Indicator statistics from 2002 03 Retention and Programme Achievements by Course from 2002- 03 Staff Development and Qualifications summary
Planning procedures	Internal procedures for planning and resource allocation	Planning Cycle Financial Forecast Return (FFR) to the SFC

7. Procurement

This section provides information about the institution's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Procurement policies	Institution's policies on major procurement exercises	College Financial Regulations Contact: The Director of Finance (Details below)
Procurement procedures	Institution's procurement and purchasing manuals	College Financial Regulations Contact: The Director of Finance (Details below)
Procurement contacts	Contact information for procurement and purchasing information	Roderick Ferrier Director of Finance The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE Tel : +44 (0) 1847 889000 Fax +44 (0) 1847 889002 rodgy.ferrier@thurso.uhi.ac.uk
Planned procurements	Summary information about the institution's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	No current procurement projects. For any awarded contracts, the following will be available : Contract name, Name of supplier, Period of contract, Approximate value of contract, Expected date for re-tendering of the contract
Tender documentation	EU prescribed documentation for significant procurements	No procurement projects planned at this time
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	No current procurement projects

8. Human Resources

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff (which is exempt from disclosure as personal information). The information available covers Personnel policies and procedures. In some instances information will be exempt from disclosure where it contains personal information, or information that, if released, may endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Staff profile	Statistical information on staff	Board Minutes Staff absence reports SFC Web
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	SQMS Quality Manual Recruitment and Selection Policy Standard Application Pack
Employment terms	Generic terms and conditions of employment	SQMS Quality Manual Job Description Generic Contracts Salary grades
Performance management	Policies and procedures relating to performance management	SQMS Quality Manual Staff Development Review Scheme
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Job Descriptions SPPA Website HRC Website
Pensions	Policies and guidelines on pension arrangements for staff	arrangements for staff College staff can access either of two pension schemes, depending upon the nature of their employment. Staff on lecturing terms and conditions are eligible to join the Scottish Teachers Superannuation Scheme (STS). Staff on support staff terms and conditions can join the Local Government Pension Scheme (LGPS). Details of their schemes can be found on their websites
Discipline	Disciplinary procedures and policies	SQMS Quality Manual Disciplinary Policy Harassment Policy and Procedure
Grievance	Grievance procedures and policies	Grievance and Dispute Policy

Class Name	Class Definition	Examples/Comments
Race relations	Race equality policies	Equality, Diversity & Inclusiveness Policy Race Equality Scheme Race Equality Action Plan
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Equality, Diversity and Inclusiveness Policy Disability Equality Scheme Gender Equality Scheme Religious Belief, Age Discrimination, Sexual Orientation Policies
Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Recognition and Procedure Agreements with – EIS/FELA Unison
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	Whistleblowing Policy
Staff development	Policies and procedures relating to the ongoing development of staff	SQMS Quality Manual Staff Development and Training Policy
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	SQMS Quality Manual Data Protection Policy
Staff facilities	Description of the facilities and services available to members of staff.	Employee Counselling Service More information available from The Human Resources Section

9. Physical Resources

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests. In some instances information will be exempt from disclosure where it is information that, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Description of estate	Overview of the institution's estate	Estate Strategy
Estate development plans	Plans for major changes to the estate	Estate Strategy
External funding	Plans for use of major external capital and other sources of external funding	BHH CfEE Engineering Skills Centre
Buildings under refurbishment/ construction	Summary information about buildings under refurbishment or construction	Engineering Skills Centre NHC Thurso campus
Tender documentation	Documentation for invitations to tender as required by EU regulations	None currently
Maintenance	Maintenance arrangements and policies for buildings and grounds	Estate Strategy Maintenance Policy & procedure
Estates indicators	Performance indicators on major estates functions	The College does not currently hold any information under this class of information.
Environmental policies	The institution's environmental policies, practices and overview of their impact	Health, Safety & The Working Environment Policy

10. Health and Safety

This section covers information about the institution's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Policies	Policies, procedures and guidelines relating to health and safety	Health, Safety & The Working Environment Policy SQMS Health & Safety Manual
Annual Reports	Reports to governing body on health and safety issues	Quarterly Report to the Board of Management Estates & Facilities and HR Committees
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	Minutes of Meetings of the Health and Safety Committee
Statistics	Summary statistics on accidents and incidents within the institution	Accident, Incident, Near Miss & Hazard Report Statistics
Support structures	Information on the institution's support structures for health and safety	Health, Safety & The Working Environment Policy Membership and terms of reference of the Health and Safety Committee
Contact information	Details of how to get information about health and safety issues	Ms M Rose, Secretary to the Board, The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE

11. Support and Equality for Disabled People

This section provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services. In some instances, information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Disability policies	Policies, procedures and guidelines relating to support and equality for disabled people	Disability Statement for Students and Staff Equality and Inclusiveness Policy
Support structures	A description of the institution's support structures for disability issues	Disability Statement for Students and Staff Guide for Students with Disabilities Prospectus Student Guide Guidelines for Staff on Procedures for Promoting Equality and Dealing with Unfair Treatment. Persons wishing to make enquiries are encouraged to speak to staff confidentially about their individual needs. Further information and advice is available from – The Curriculum Support Unit The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE
Contacts	Details of how to get information about support for disabled people	The Curriculum Support Unit The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE Tel:01847 889340 karen.riddell@thurso.uhi.ac.uk
Accessibility of buildings and services	The levels of accessibility of each of the institution's main buildings and services.	Disability Statement and Guide Guide for Students with Disabilities Prospectus Student Guide Persons wishing to make enquiries are encouraged to speak to staff confidentially about their individual needs. Further information and advice from The Curriculum Support Unit (details above)

Strategies	The institution's strategies for improving support for disabled people	Equality and Inclusiveness Policy Programme Review Reports Log of Complaints – nature and number Further information and advice from – The Assistant Director, Quality & Audit ,The North Highland College, Ormlie Road, Thurso, Caithness,KW14 7EE
Statistics	Summary statistics on support for disability within the institution.	Statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).

12. Student Administration & Support

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments/Comments
Course information	Programmes offered by the institution	The College has a variety of publications detailing the range of programmes it offers e.g. Prospectus Course leaflets Contact – Student Admissions The North Highland College, Ormlie Road, Thurso, Caithness KW14 7EE Tel: 01847 info@thurso.uhi.ac.uk Information is also available on the College's website – www.nhscotland.com
Admissions	The institution's admissions procedures and policies	Prospectus Admission Policy Admission and Guidance of Students under the Statutory School Leaving Age Equality, Diversity and Inclusiveness Policy
Fees and charges	Tuition fees and other charges to students	Contact – The Student Admissions (details above)
Registration	The institution's arrangements for registering students	Prospectus Admission Policy
Assessments	Arrangements for assessments and examinations	Dates of the SQA Diet are available. Dates of diets of other Examination Bodies are not yet available for this year but will be published when available. Assessment Policy Procedures for SQA NQ courses (including examinations) Appeals Procedure Internal Moderation Procedures Procedures for Internal Verification of VQs

Progression	Regulations governing student progression	Prospectus Assessment Policy
Learning support services	Description and availability of the academic and non-academic learning support services offered by the institution.	If you want to know more about these services, you are encouraged to contact the Curriculum Support Services and discuss your individual needs in confidence – Student Support Services (details above)
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	The College has a Student Association, with its own Constitution, which represents the students of the College. The Constitution is available.
Student welfare	A description of the availability and range of the institution's welfare and advice services.	Advice is available to students from their lecturing staff, their personal tutor and from – The Student Advisor (details above)
Chaplaincy services	A description of the institution's chaplaincy services.	The College does not currently offer chaplaincy services. A room is available, however, to all students and staff who would like a quiet place to pray or meditate
Health services	A description of the medical support services provided by the institution for students.	The College has a number of trained first aid attendants. Students are encouraged to register with a GP.
Careers services	Availability, conditions of use and range of services offered by the institution's careers service	A Careers Adviser from Careers Scotland visits the College regularly. An appointment to see them can be made by contacting Careers Scotland
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the institution	The college has no sports or recreational facilities on any of its campuses
Student records	The institution's policies on the collection, maintenance and use of personal information about students.	Data Protection Policy Subject access requests should be made in writing to The Assistant Principal (details above)
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures
Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	The College has no halls of residence. Staff in the Student Advice Centre can help students find a place to live during their course. Contact The Student Advisor anna.swanson@thurso.uhi.ac.uk

Graduation arrangements	Information about awards ceremonies	The College holds an Academic Awards for Higher National award students in September each year.
Student complaints	Procedures for dealing with student complaints about the institution	Complaints Procedure Log of number and nature of complaints received
Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	The College has a Student – Staff Association, which represents the students of the College. The Constitution is available.
Students Union/ Association and clubs ²	Information on the operation and activities of the Students Association and other student clubs	Student Association Constitution

² Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.

13. Teaching Quality

This section contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class name	Class definition	Examples/Comments
Programme approval	Programme approval and monitoring arrangements	Programme Review and Evaluation Policy Approval Policy Academic Council Minutes
Student satisfaction	Summary results of surveys of student satisfaction with the Institution	Student Survey Reports Programme Review Reports
Institutional internal reviews	Summary of the findings and evidence presented to teams undertaking the institution's own internal reviews of quality and standards	Programme Review and Evaluation Policy Course Team Review Reports Programme Approval Reports Academic Council Minutes
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Course Approval Reports For UHI courses, please contact UHI directly
Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	The College does not have authority for validation. For UHI courses, please contact UHI directly
Quality assurance assessments of the institution's provision	Reports submitted to (and received from) external accreditation bodies relating to assessment of the institution's provision.	SQA External Quality Audit Reports SQMS External Quality Audit Reports HMIE Reports

14. Information Services

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the public and it is this type of information that is included here.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
Library facilities	Availability and conditions of use of library facilities	Library Guide for Students Student Guide Data Protection Policy Library opening hours – Term Time Wed & Thurs 08:30 -7:00 Mon, Tues & Fri 08:30 - 4:30 Holiday periods Mon – Fri 08:30 - 4:30 rhona.mason@thurso.uhi.ac.uk
Computing facilities	Availability and conditions of use of computing facilities	Library Guides for Students, Staff and External users Computer Learning Suite guide for Students
Other information facilities	Availability and conditions of use of facilities	The College does not currently hold information under this class of information.
Major strategy documents	High-level aims and strategies of information services units	Annual Strategic Plan ICT Strategy Estates Strategy

15. External and Community Relations

This section covers information relating to the institution's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public by some means. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the interests of any person or organisation.

Class Name	Description	Examples/Comments
Alumni	Arrangements for keeping in touch with former staff and students	The College does not hold information currently under this class of information
Community Relations	Description of the facilities and services available to the local community	Prospectus Course leaflets Community page on the College website – www.nhccotland.uhi.ac.uk
Development activities	Promotional material relating to institutional fundraising objectives	The College does not hold information currently under this class of information.
Public Relations	Information created specifically to publicise facilities and activities.	Prospectus Course leaflets Course information on College website www.nhscotland.uhi.ac.uk

16. Government and Regulator Relations

This section covers information the institution provides to government and external regulators. By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the institution has links with.

Class Name	Description	Examples/Comments
Funding body statistical reports and returns	Information that the institution is legally obliged to make available to its funding body	The College is required to submit a range of statistical returns to the Scottish Further & Higher Education Funding Council (SFC). A copy of these is available.
HMIE reports	Reports on Institution by Her Majesty's Inspectorate of Education (HMIE)	Copies of these reports are available at www.hmie.gov.uk or free of charge directly from HMIE at – HMIE, Directorate 4 Further Education, Victoria Quay Edinburgh EH6 6QQ
Other statutory reports	Information which the College is legally required to publish	Annual Accounts (Financial Statements) are available from each financial year from 1993-94 onwards Race Relations Scheme Race Relations Annual Publication
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	The College is required to publish a range of statistical information on its student population. A copy of these is available.

17. Environmental Information

This section covers information the College holds relating to environmental issues.

Class Name	Description	Examples/Comments
Legislation	Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it	
Policy Relating to the Environment	Policies, plans and programs held by the College and relating to the environment	
Progress Reports	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	
Reports on the Status of the Environment	Reports held by the College on the state of the environment	
Monitoring of activities effecting the Environment	Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	
Authorisations	Authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found	
Environmental Impact Studies	Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, costal and marine areas, biological diversity and its components, genetically modified	

	organisms and the interaction among those elements effecting the college.	
Information of Facts Used in Framing Environmental Policies	Facts and analysis of facts which the college considers relevant and important in framing major environmental policy proposals	