



Freedom of Information Act Publication Scheme

1. Governance

This section contains information relating to the way TRC is governed and how decisions are made. It includes information on the legal status of TRC, which individual member of staff or group is responsible for specific functions and where they fit in the overall structure of the College. In some instances information from Committee minutes will be exempt from disclosure where it contains personal information; information which may damage the commercial interests of the college or that may threaten the Health and Safety of specific individuals.

| Category | Name of document/Description | Format | Location | Fee |
|--|--|--------|----------|-----|
| 1.1 Legal framework | <ul style="list-style-type: none"> Instruments & Articles of Government | Web | | N |
| 1.2 How the institution is organised | <ul style="list-style-type: none"> Organisational Structure Chart SMT roles and responsibilities | Paper | | Y |
| 1.3 Information on the institutional context | <ul style="list-style-type: none"> Corporation's Mission Statement | Paper | | Y |
| | <ul style="list-style-type: none"> Corporation Standing Orders | Paper | | Y |
| | <ul style="list-style-type: none"> Strategic Plan | Paper | | Y |
| 1.4 Management structure | <ul style="list-style-type: none"> Structure & Membership of Corporation | Paper | | Y |
| | <ul style="list-style-type: none"> Committee Structure (Audit, Search committee) | Paper | | Y |
| | <ul style="list-style-type: none"> Committee Terms of Reference | | | |
| | <ul style="list-style-type: none"> Code of Conduct | Paper | | Y |
| | <ul style="list-style-type: none"> Declaration of Interests | | | |
| | <ul style="list-style-type: none"> Minutes and papers of Corporation meetings | Paper | | Y |
| | | | Paper | |

2. Financial Resources

This section covers information on TRC's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make the best use of commercial resources, and fulfilling statutory responsibilities. Information which may damage TRC's commercial interests will be excluded from publication.

| Category | Name of document/Description | Format | Location | Fee |
|-------------|--|--------|----------|-----|
| 2.1 Finance | <ul style="list-style-type: none"> Budgets and accounts | Paper | | Y |
| | <ul style="list-style-type: none"> Contracting - Included in the Financial Regulations | Paper | | Y |
| | <ul style="list-style-type: none"> Insurance- Included in the Financial Regulations | Paper | | Y |
| | <ul style="list-style-type: none"> Pensions - Included in the Financial Regulations and | Paper | | Y |

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|------------------------------|---|-------|--|---|
| | <ul style="list-style-type: none"> detailed in the annual accounts • Remuneration of Senior Staff - detailed in the annual accounts • Expenses and Travel Policy. • Value for Money Policy • Risk Management Policy | Paper | | Y |
| | | Paper | | Y |
| | | Paper | | Y |
| | | Paper | | Y |
| 2.2 Resource planning | <ul style="list-style-type: none"> • Financial Regulations and Purchasing policy • Annual accounts - financial year August to July. Document available in the February following year end. • Annual budget - available in the three year financial forecast • Planning and budgeting procedures - Included in the Financial Regulations and Financial Procedures • Corporate Plan /Missions Statement - included within the Strategic Plan | Paper | | Y |
| | | Paper | | Y |
| | | Paper | | Y |
| | | Paper | | Y |
| | | Paper | | Y |

3. Human Resources

This section covers information on TRC's strategy and management of Human Resources, rather than information relation to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures [including terms and conditions of service including all current versions of the information specified in each class]

| Category | Name of document/Description | Format | Location | Fee |
|---|---|--------|------------------------|-----|
| 3.1 Employment and employee relations | • Recruitment Policy | Paper | | Y |
| | • Terms and Conditions of employment | | | |
| | • Salary Grades | Paper | | Y |
| | • Collective bargaining procedures and consultation with recognised Trade Unions and Professional Organisations, and agreements reached | Paper | JCC minutes and Papers | Y |
| | • Grievance Procedure and policy | Paper | | Y |
| | • Staff Disciplinary Procedure and policy | Paper | | Y |
| | • Harassment and Bullying Policy | Paper | | Y |
| | • Code of Ethics | | | |
| | • Leave of Absence Policy | Paper | | Y |
| | • Redundancy Policy | | | |
| | • Trade Union Recognition and Information Disclosure Policy | Paper | | Y |
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| | <ul style="list-style-type: none"> • Data Protection Policy • ICLT Usage Agreement • Quality Assurance Policy Statement • Health and Safety Policy and procedures • Sick Leave Policy • Capability Procedure • Stress Policy • Critical Incident Plan • Staff Code of Conduct • Whistle Blowing Policy • Staff vacancies | <ul style="list-style-type: none"> Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Electronic | <ul style="list-style-type: none"> http://www.thomrot.h.ac.uk/ | <ul style="list-style-type: none"> Y Y Y Y Y Y Y Y Y Y N |
| 3.2 Equal opportunities/ Diversity | <ul style="list-style-type: none"> • Equality and Diversity Policy and Statements | Paper | | Y |
| 3.3 Human Resources Strategy | <ul style="list-style-type: none"> • Human Resources Policy • | Paper | | Y Y |
| 3.4 Staff development | <ul style="list-style-type: none"> • Induction procedures and plan • Appraisal policy and procedure • Staff development policy • Regrading Policy and Procedure • Pay Policy | <ul style="list-style-type: none"> Paper Paper Paper Paper Paper | | Y Y Y Y Y |

4. Physical Resources

The classes in this section cover information at a strategic level relating to TRC's management of its physical resources. Information that provides specific details of the college's future plans to alter its estate may be exempt from disclosure where such disclosure would damage the college's commercial interests.

| Category | Name of document/Description | Format | Location | Fee |
|--------------------|-----------------------------------|------------|---|--------|
| 4.1 Estates | • Tendering Procedures | Paper | | Y |
| | • Building maintenance and upkeep | Paper | Financial Regs Estates Plan | Y Y |
| | • Disposal Policy | Paper | | Y |
| | • Map of Main Site | Electronic | | N |
| | • Addresses of other locations | Paper | http://www.thomrot.h.ac.uk/ | Y |
| | • Depreciation Policy | Paper | Financial Regs | Y |

5. Student Administration and Support

This section includes information on how TRC manages the administration and progression of its students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of it being personal information.

| Category | Name of document/Description | Format | Location | Fee |
|---|--|----------------|---|-----|
| 5.1 Information on student admission, progressions and completion | <ul style="list-style-type: none"> • Student level of previous qualifications | Electronic | http://idp.lrsimservices.org.uk | N |
| | <ul style="list-style-type: none"> • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC | Electronic | http://www.lsc.gov.uk/ | N |
| | <ul style="list-style-type: none"> • Recruitment Policy • Student progression, retention and completion data | Paper Paper | | |
| | <ul style="list-style-type: none"> • Student destinations • | Paper | | |
| 5.2 Student accommodation | <ul style="list-style-type: none"> • N/A | | | |
| 5.3 Student administration | <ul style="list-style-type: none"> • Student records policies and procedures | Paper | | Y |
| | <ul style="list-style-type: none"> • Data Protection Policy | Paper | | Y |
| | <ul style="list-style-type: none"> • ICLT Usage Agreement | Paper | | Y |
| | <ul style="list-style-type: none"> • Consent to Process Agreement | Paper | | Y |
| 5.4 Student admission and enrolment | <ul style="list-style-type: none"> • TRC Entry Policy | Paper | | Y |
| | <ul style="list-style-type: none"> • Bus pass procedure | | | Y |
| | <ul style="list-style-type: none"> • Enrolment dates - included in the Prospectus | Paper Paper | | Y |
| 5.5 Student discipline | <ul style="list-style-type: none"> • Disciplinary Procedures | Paper | | |
| | <ul style="list-style-type: none"> • Complaints Procedures | Paper | | |
| 5.6 Student learning support services | <ul style="list-style-type: none"> • Child Protection Policy | Paper | | Y |
| 5.7 Student policies | <ul style="list-style-type: none"> • Drugs, Alcohol and Substance Mis-use Policy | Paper | | Y |
| | <ul style="list-style-type: none"> • Student Code of Conduct | Paper | | Y |
| | <ul style="list-style-type: none"> • Attendance monitoring procedures | Paper | | Y |
| | <ul style="list-style-type: none"> • Religious Observance Policy | Paper | | Y |
| | <ul style="list-style-type: none"> • Careers Policy Statement | | | Y |
| | <ul style="list-style-type: none"> • Harassment and Bullying Policy | Paper | | Y |
| | <ul style="list-style-type: none"> • External Exams Policy | Paper Paper | | Y |
| 5.9 Student welfare | <ul style="list-style-type: none"> • Counselling services | Paper | | Y |

6 Information Services

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

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| | | Paper | | |
| 7.2 Further course information | <ul style="list-style-type: none"> College calendar Enrolment pack Prospectus Subject / course change documentation Starter Packs Work experience Policy | Electronic Paper Paper Paper Paper Paper | http://www.thomroth.ac.uk/ | N Y Y Y N Y Y |
| 7.3 Information on internal procedures for assuring academic quality and standards | <ul style="list-style-type: none"> New course proposal form Satisfactions survey (student view of their teaching and wider aspects of college life) Quality Assurance Policy Appraisal / observation / self assessment cycle Schemes of Work Self-Assessment Report Quality Assurance Policy and Procedures | Paper Paper Paper Paper Paper | | Y Y Y Y Y Y Y |
| 7.4 Staffing structure of schools/ departments | <ul style="list-style-type: none"> Job titles of academic and support staff | Paper | | Y |
| 7.5 Student assessment strategy | <ul style="list-style-type: none"> Examination periods Examination regulations Appeal procedures Policy on plagiarism External examination bodies External Exams Policy Appeals Procedure and Policy for Assessment and Internal Verification | Electronic Electronic Electronic Electronic Electronic Paper Paper | https://qualifications.pearson.com http://www.aqa.org.uk/ http://www.ocr.org.uk | N N N N N Y Y |
| 7.6 Tuition fees | <ul style="list-style-type: none"> Fees Policy | Paper | | Y Y |

8. External Relations

This section covers information relating to the TRC's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions and how it manages its relationship with the local community. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

| Category | Name of document/Description | Format | Location | Fee |
|--|---|---|---|----------------------|
| 8.1 Government and Regulator relations | <ul style="list-style-type: none"> Inspection report Self-Assessment Report ILR ISR | Paper Paper Paper Electronic Electronic | https://hub.fasst.org.uk | Y Y Y Y |

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| 8.2 Marketing and recruitment | • Prospectus | Paper | | Y |
| | • Letter regarding open day | Paper | | Y |
| | • Website | Electronic | | Y |
| | • Marketing strategy | Paper | http://www.thomroth.ac.uk/ | N |
| | • Student Recruitment Policy and Procedure | Paper | | Y |
| | • | | | Y |
| 8.3 Public relations | • Press releases | Paper | | Y |
| | • | | | |

9. Requests and Fees

All requests for information must be in writing and state the name and address of the applicant.

The following fees will be charged in advance for all requests, as listed above, cheques must be cleared before the information request is processed:

- A flat hourly rate, as per the current rate prescribed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 or updates to these regulations 23102015 V2.1, to cover the cost of compiling the information. The rate from June 2016 is £25 per hour.
- Plus 10p per photocopy.

10. Exemptions

The following exemptions will apply:

- Requests for data which generate costs (based on the above fees) above £450 will not be processed, as permitted within the Freedom of Information and data Protection (Appropriate Limit and Fees) Regulations 2004, SI 3244, para 3(3). Education records attract a maximum fee of £50.
- Information which is otherwise reasonably accessible to the applicant.
- Disclosure of the information would be prejudicial to the commercial interests of any person (including the public authority holding it).
- Information is personal data (staff addresses, ages or salaries, students' fee remission status, etc). (Paragraph 40 - Personal Information).
- Information which will be published at a future date (even if undetermined) and it is reasonable to be withheld.
- Information which has already been published.
- Information which is likely to prejudice prevention of crime, administration of justice, operation of immigration controls.
- Information which would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs (paragraph 31 - Law Enforcement).
- Information that would endanger the physical or mental health of an individual or the safety of an individual.
- Disclosure of information would breach the Data Protection Act.
- Disclosure of information obtained from third parties would cause a breach of confidence.
- The information is owned by a third party and they object to its disclosure.
- The information is not non-official i.e. it is not related to the official duties of any of the employees, for example, personal emails or related to unofficial or private correspondence with trade unions.

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| Revised by: CWALL | Date: Feb 2017 | Revision No. 3 |
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