

# **GUIDE TO FREEDOM OF INFORMATION**

**Date Last Updated: 24th March 2020**

## INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by New College Lanarkshire. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires New College Lanarkshire to adopt and maintain a publication scheme, and to publish information in accordance with that scheme. A publication scheme is a document which describes the information the College publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about:

- its services, the cost of providing services, and the standards attained by those services
- the facts or analyses, or the basis on which it has made decisions of importance to the public
- the reasons for the decisions it has made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities. The Commissioner has developed a Model Publication Scheme ('MPS') which is suitable for adoption by all public authorities, including Scottish Colleges. The MPS was last updated in July 2017 and information on the MPS and associated guidance can be found here:

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

New College Lanarkshire has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS.

## OUR GUIDE TO INFORMATION

This document is the Guide to Information which New College Lanarkshire makes available under the classes described in the MPS. It:

- allows the public to see what information is available in relation to each class
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help with accessing the information
- explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. The MPS also covers environmental information.

## ABOUT THE MODEL PUBLICATION SCHEME

---

The MPS sets out eight broad classes of information, and by adopting it, New College Lanarkshire is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- Class 1: About New College Lanarkshire
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our Open Data

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS - while this Guide sets out the specific arrangements we have made at New College Lanarkshire.

## EXEMPT INFORMATION

---

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [Brian.Gilchrist@nclan.ac.uk](mailto:Brian.Gilchrist@nclan.ac.uk) or by telephone 0300 555 8080.

## DURATION OF INFORMATION

---

For all information published via the College's Guide to Information, the College will endeavour to make information available for at least the current year and previous two financial years. Where information has been updated or superseded, the College will publish the current version only although previous versions may be requested from the College under section 1(1) of the Freedom of Information (Scotland) Act 2002. Please note that the College's financial and reporting year is 1 August to 31 July and some information may be presented on this basis.

## TERMS USED

---

TERM USED	EXPLANATION
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification Form	The form an authority must submit to notify the Commissioner of its adoption of the MPS

## NOTIFYING THE COMMISSIONER

---

Authorities adopting the MPS for the first time must notify the Commissioner that they have done so. Thereafter no further notification is required unless either:

- i. The Commissioner has revoked approval (because the authority is not complying with the MPS); or
- ii. The authority's legal status has changed (e.g. through a merger with another authority or a legal change of name).

New College Lanarkshire submitted a notification form to the Commissioner at the point that the College was created through merger, due to our legal change of name and the merger of three public authorities to create New College Lanarkshire.

## AVAILABILITY AND FORMAT OF INFORMATION

### ONLINE:

---

Most information listed in our Guide to Information is available to download from our website at [www.nclanarkshire.ac.uk](http://www.nclanarkshire.ac.uk). Often a link within the classes will take you direct to the relevant page or document. Where there is no such link, use our website's Search facility. If you are still having trouble finding information, please contact Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080 for further assistance.

### BY INSPECTION:

---

You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080.

### BY E-MAIL:

---

If the information you are looking for is listed in our Guide but is not published on our website, you can request it by e-mailing us at [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk). We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However we offer alternative arrangements for people who do not want to, or cannot, access the information online (or by inspection at our premises). For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### BY PHONE:

---

You can also request information by phone. Please call Brian Gilchrist, Assistant Principal (Freedom of Information Officer) on 0300 555 8080 to request information available under this Guide.

### BY POST:

---

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

## **ALTERNATIVE FORMATS**

---

The College is fully committed to its responsibilities under the Equality Act 2010 and will consider making information available in alternative formats when replying to requests made under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Requests for information in alternative formats should be directed to Brian Gilchrist, Assistant Principal via [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) by telephone 0300 555 8080 or by post as indicated above.

## COPYRIGHT & REUSE OF INFORMATION

Where New College Lanarkshire holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where New College Lanarkshire does not hold the copyright in information we publish, we will make this clear.

## CHARGES

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

BLACK AND WHITE		COLOUR	
PAPER SIZE	COST PER SHEET	PAPER SIZE	COST PER SHEET
A1	n/a	A1	n/a
A2	n/a	A2	n/a
A3	20 pence	A3	50 pence
A4	10 pence	A4	30 pence
A5	5 pence	A5	10 pence

Information provided on CD-Rom will be charged at £1.50 per computer disc. Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of producing the information.

## FEEDBACK OR COMPLAINTS

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days. You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

### **Scottish Information Commissioner**

Kinburn Castle,  
Doubledykes Road,  
St Andrews,  
Fife  
KY16 9DS

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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

*\*verbal requests for environmental information are acceptable.*

## HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email: [foi@nclan.ac.uk](mailto:foi@nclan.ac.uk) or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

### CHARGES FOR INFORMATION NOT AVAILABLE UNDER THE MPS:

---

If you submit a request to us for information which is not available under the MPS the charges will be based on the following calculations:

### GENERAL INFORMATION REQUESTS:

---

There will be no charge for information requests which cost 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, 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 A4 sheet for colour copying.

- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- Publication Timescale

In some of the Classes covered by the MPS, information is not published until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

## GUIDE TO INFORMATION PUBLISHED BY NEW COLLEGE LANARKSHIRE

The next section includes the information we publish under the MPS classes. Several larger classes are broken down into a number of sub-classes for ease of use.

MPS CLASS	SUB-CLASSES
Class 1: About New College Lanarkshire	<ul style="list-style-type: none"> <li>• General information about New College Lanarkshire</li> <li>• Constitution</li> <li>• How the College is run</li> <li>• Corporate planning</li> <li>• External relations</li> </ul>
Class 2: How we deliver our functions and services	<ul style="list-style-type: none"> <li>• Student Services and Support</li> <li>• Teaching quality</li> <li>• Information services</li> </ul>
Class 3: How we take decisions and what we have decided	<ul style="list-style-type: none"> <li>• Committees, Teams and Policy Groups</li> <li>• Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017</li> </ul>
Class 4: What we spend and how we spend it	<ul style="list-style-type: none"> <li>• Procurement Policy and Budget holders</li> </ul>
Class 5: How we manage our human, physical and information resources	<ul style="list-style-type: none"> <li>• Human resources</li> <li>• Physical resources</li> <li>• Information resources</li> </ul>
Class 6: How we procure goods and services from external providers	<ul style="list-style-type: none"> <li>• Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015.</li> <li>• Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value.</li> <li>• Links to procurement information the College publishes on the Public Contracts Scotland website.</li> </ul>
Class 7: How we are performing	<ul style="list-style-type: none"> <li>• Inspections, Statistical information, trends etc</li> <li>• Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.</li> <li>• Employee and board equality monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) regulations 2012, as amended.</li> </ul>
Class 8: Our commercial publications	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Class 9: Our Open Data	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Please note that pursuant to Section 27 (1)(a) of the Freedom of Information (Scotland) Act 2002, New College Lanarkshire is currently drafting new policies and procedures following the merger of Coatbridge, Cumbernauld and Motherwell Colleges as at 1 April 2014. As an interim measure, New College Lanarkshire will invoke legacy policies/procedures from the Host College or partner Colleges as applicable until each new policy/procedure is ratified.

## GUIDE TO INFORMATION PUBLISHED BY NEW COLLEGE LANARKSHIRE

### CLASS 1: ABOUT NEW COLLEGE LANARKSHIRE

**Class description:** Information about New College Lanarkshire, who we are, where to find us, how to contact us, how we are managed and our external relations.

#### GENERAL INFORMATION

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The name, address and contact details for headquarters and principal offices.</p>	<p><b>Name:</b> New College Lanarkshire</p> <ul style="list-style-type: none"> <li>• Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</li> <li>• Coatbridge Campus, Kildonan Street, Coatbridge, North Lanarkshire ML5 3LS.</li> <li>• Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</li> </ul>
<p>Names of the principal officers of the College including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.</p>	<ul style="list-style-type: none"> <li>• Professor Christopher Moore (Principal and Chief Executive)</li> <li>• Ann Baxter (Acting Vice Principal)</li> <li>• Iain Clark (Vice Principal)</li> <li>• Carolyn Laird (Assistant Principal, Learning &amp; Teaching)</li> <li>• Shona Pettigrew (Assistant Principal, Student Experience and Quality)</li> <li>• Jason Quinn (Assistant Principal, Planning and Informatics)</li> <li>• Robert McMillan (Assistant Principal, Business, Enterprise and Skills)</li> <li>• Brian Gilchrist (Assistant Principal, Organisational Development)</li> <li>• Diane McGill (Board Secretary)</li> </ul>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>A description of the College's major organisational units:</p> <ul style="list-style-type: none"> <li>• Organisational structures</li> <li>• Description of responsibilities/ activities of major organisational units (including all academic and support teams and departments).</li> <li>• Information on relevant senior managerial staff in major organisational units.</li> <li>• Contact information for major organisational units.</li> </ul>	<p>Requests for information currently to be made via Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or telephone 0300 555 8080.</p>
<p>Information on how to contact the College - initial point of contact covering areas likely to be of interest to enquirers e.g. Student Services.</p>	<p>General Enquiries: contact College Campus Switchboards on 0300 555 8080 or website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p>
<p>Student Charter</p>	<p>Available at: Learner Services, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX on 0300 555 8080 also, Cumbernauld Campus, College Reception, Town Centre, Cumbernauld G67 1HU on 0300 555 8080.</p>
<p>Main business opening hours.</p>	<p>0830 hours - 1800 hours. The College is also involved in various events and activities that will involve opening hours as required beyond the above.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Procedures on how to complain about the College.	Available via: <a href="http://www.nclanarkshire.ac.uk/us/media-centre/policies-procedures-reports/policies-procedures">www.nclanarkshire.ac.uk/us/media-centre/policies-procedures-reports/policies-procedures</a>
Arrangements for serving official documents on the College	Contact: Professor Christopher Moore, Principal and Chief Executive by email: <a href="mailto:Christopher.Moore@nclan.ac.uk">Christopher.Moore@nclan.ac.uk</a> or by post to Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Information on the dates of the College's academic years including dates for the current academic year as well as future academic years, as far as known.	<p>The College academic year starts in August each year and finishes in June the following year. Please see our website <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> for detailed information on the structure of the College academic year.</p> <p>Closure dates of the College are included as part of the College calendar.</p>
Details of how to request information from the College - name, address and contact information of the College's main contact point for requests	Contact: Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Details of how to make subject access requests under the Data Protection Act - Name, address and contact information of the College's main contact point for requests	Contact: Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

## CONSTITUTION

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Information on how the College was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act 1992.</p>	<p>Constituted in accordance with the Further and Higher Education (Scotland) Act 1992. Further information on this available from <a href="http://www.legislation.gov.uk/ukpga/1992/37/contents">http://www.legislation.gov.uk/ukpga/1992/37/contents</a> or via Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

## HOW THE COLLEGE IS RUN

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The College's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (e.g. Board of Management).</li> <li>• Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest.</li> <li>• Standing orders (or similar) that describe operational procedures.</li> </ul>	<p>Information regarding the College's Board of Management is made available via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>Or via the Secretary to the Board of Management, Diane McGill by email <a href="mailto:Diane.McGill@nclan.ac.uk">Diane.McGill@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>The College's conflict of interests policies e.g.</p> <ul style="list-style-type: none"> <li>• Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest.</li> <li>• Codes of conduct governing conflict of interest issues.</li> </ul>	<p>Information regarding the College's Board of Management is made available via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>Or via the Secretary to the Board of Management, Diane McGill by email <a href="mailto:Diane.McGill@nclan.ac.uk">Diane.McGill@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the College's conflict of interest policies.</p>	<p>Register of Interests for Board of Management will be made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or can be accessed via the Secretary to the Board of Management, Diane McGill, by email <a href="mailto:Diane.McGill@nclan.ac.uk">Diane.McGill@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

## CORPORATE PLANNING

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>New College Lanarkshire Vision &amp; Mission statements</p>	<p>New College Lanarkshire has just recently come into being following merger, the Vision and Mission Statements are still under development.</p>
<p>New College Lanarkshire Corporate or Strategic Plans.</p>	<p>Regional Outcome Agreement made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or from Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Corporate strategies e.g. Estates Strategy, HR Strategy, etc.</p>	<p>Regional Outcome Agreement made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or from Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Corporate policies e.g. Sustainability, Environmental, etc.</p>	<p>Policy section on College website under development. Any requests currently to be made via Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Procedures for planning and resource allocation.	Policy section on College website under development. Any requests currently to be made via Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

## EQUALITY & DIVERSITY

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Policies, procedures and guidelines relating to support and equality for disabled people	All information available regarding equality and diversity can be accessed via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>
A description of the college's support structures for disability issues	All information available regarding equality and diversity can be accessed via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>
The levels of accessibility of each of the College's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	The college is fully accessible to all. For further information contact Mr Martin Loy, Head of Estates, email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU
The college's diversity and equality strategies.	All information available regarding equality and diversity can be accessed via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>
Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	All information available regarding equality and diversity can be accessed via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>

## HEALTH & SAFETY

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Policies, procedures and guidelines relating to health and safety</p>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p> <p>If you do not find what you are looking for, Specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Annual reports to governing body on health and safety issues</p>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p> <p>If you do not find what you are looking for, specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.</p>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p> <p>If you do not find what you are looking for, specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Summary statistics on accidents and incidents within the college.</p>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p> <p>If you do not find what you are looking for, specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Information on the college's support structures for health and safety e.g.</p> <ul style="list-style-type: none"> <li>• Management structure and duties within health and safety department.</li> <li>• Remit and membership of health and safety committee(s).</li> </ul>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p> <p>If you do not find what you are looking for, specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Contact details of how to get information about health and safety issues</p>	<p>All available information regarding health and safety is made available via the College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>If you do not find what you are looking for, specific requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

## EXTERNAL RELATIONS:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.</p>	<p>General Enquiries: contact College on 0300 555 8080 or website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p>
<p>Facilities and services available to the local community.</p>	<p>Via website on <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p>
<p>Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.</p>	<p>As above</p>
<p>Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.</p>	<p>As above</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Subsidiary companies (wholly and part owned) and other significant financial interests.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to: New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Strategic agreements with other bodies.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Funding body statistical reports and returns Information that the College is legally obliged to make available to its funding body e.g. Scottish Funding Council statistical returns.</p>	<p>Public information made available via the Scottish Funding Council website at <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a>.</p>
<p>Reports on College by Education Scotland (previously known as Her Majesty's Inspectorate of Education (HMIE)) College reviews and follow-up reports.</p> <ul style="list-style-type: none"> <li>• Subject reviews and follow-up reports.</li> </ul>	<p>Made available via the Education Scotland website at <a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a></p>
<p>Other statutory reports which the College is legally required to publish, including environmental regulatory reports.</p>	<p>Requests may be made via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 01698 232323 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Statistical information on student admission, progression and completion which the College is required by the Funding Council to publish e.g.</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry;</li> <li>• The range of student entrants classified by age, sex, ethnicity, disability and geographical origin;</li> <li>• Student progress and retention data for each year of each course/programme;</li> <li>• Data on student completion;</li> <li>• Data on qualifications awarded</li> </ul>	<p>Public information made available via the Scottish Funding Council website at <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a>.</p>

## CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

**Class description:** Information about our work, our strategy and policies for delivering functions and services and information for our service users.

### STUDENT SERVICES & SUPPORT:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Programmes offered by the College including structure and broad content of each programme and qualification gained if successful.</p>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>. For more specific information by telephone 0300 555 8080 by email <a href="mailto:info@nclan.ac.uk">info@nclan.ac.uk</a> or by post to:</p> <p>Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p> <p>Coatbridge Campus, Kildonan Street, Coatbridge ML5 3LS.</p> <p>Motherwell Campus 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>The college's admissions procedures and policies including:</p> <ul style="list-style-type: none"> <li>• Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission.</li> <li>• General/course-specific entry requirements.</li> <li>• Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.</li> <li>• The colleges widening participation policies</li> </ul>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>. For more specific information by telephone 0300 555 8080 by email <a href="mailto:info@nclan.ac.uk">info@nclan.ac.uk</a> or by post to</p> <p>Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p> <p>Coatbridge Campus, Kildonan Street, Coatbridge ML5 3LS.</p> <p>Motherwell Campus 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Tuition fees and other charges to students. Including information on</p> <ul style="list-style-type: none"> <li>• the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory),</li> <li>• when payment must be made, how payments can be made, and whether instalment options are available.</li> </ul> <p>The College's arrangements for registering students including policies and procedures covering student enrolment.</p>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>. For more specific information by telephone 0300 555 8080 by email <a href="mailto:info@nclan.ac.uk">info@nclan.ac.uk</a> or by post to</p> <p>Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p> <p>Coatbridge Campus, Kildonan Street, Coatbridge ML5 3LS.</p> <p>Motherwell Campus 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Arrangements for assessments and examinations</p> <p>Examination periods/timetables.</p> <p>Assessment and examination procedures, including oral examinations. Assessment and examination regulations, including policies and practices on breaches of regulations.</p> <p>Appeals procedures</p>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>Requests for more specific information to the Quality Team on 0300 555 8080.</p>
<p>Regulations governing student progression.</p> <p>Regulations governing access to courses.</p> <p>Regulations about availability of resit examinations.</p> <p>Regulations and practices governing changes of programme.</p>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>Requests for more specific information to the Quality Team on 0300 555 8080.</p>
<p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> <li>• Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff.</li> <li>• Arrangements for the provision of data to SQA4, SFC, and other bodies with statutory rights to data.</li> </ul>	<p>Information made available via College website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p> <p>Requests for more specific information to the Quality Team on 0300 555 8080.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The college's policies and procedures for disciplinary proceedings against students</p> <p>Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures.</p>	<p>Via the College's website on <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or via the Quality Team by telephone 0300 555 8080.</p>
<p>Information about awards ceremonies.</p> <p>Dates and details of ceremonies for the current academic year.</p> <ul style="list-style-type: none"> <li>• Attendance and ticketing information, Academic Dress information, costs.</li> <li>• Information on Photographic and Video facilities</li> </ul>	<p>Via the College's Marketing Department on 0300 555 8080.</p>
<p>Procedures for dealing with student complaints about the college Information on how to register a complaint.</p> <ul style="list-style-type: none"> <li>• Procedural information on how complaints will be dealt with.</li> <li>• Procedural information on any internal and external appeals mechanisms.</li> <li>• Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these.</li> </ul>	<p>Via the College's website on <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or via Learner Services by telephone 0300 555 8080.</p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> <li>• Agreements, protocols, etc governing the college's relationship with the Union.</li> <li>• Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees.</li> <li>• Funding provided to the Union</li> </ul>	<p>Information regarding the College's Student Association is available via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a> or via Learner Services (or Students Association) 0300 555 8080.</p>
<p>Information on the operation and activities of the Students Association and other student clubs including</p> <ul style="list-style-type: none"> <li>• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/ Association.</li> <li>• Information about student clubs</li> </ul>	<p>Information regarding the College's Student Association is available via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a>.</p>

## TEACHING QUALITY

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> <li>• Programme specifications.</li> <li>• Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review.</li> <li>• Key outcomes of programme approval, and annual monitoring and review processes.</li> <li>• Periodic reports of departmental major programme reviews.</li> </ul>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>
<p>Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic support and guidance.</li> <li>• Library services and IT5 support,</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of teaching and learning methods.</li> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>
<p>A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.</p>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>
<p>Quality assurance assessments of the college's provision e.g.</p> <ul style="list-style-type: none"> <li>• Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.</li> <li>• Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc</li> </ul>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>
<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> <li>• Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards</li> <li>• Range of teaching methods used.</li> <li>• Availability and use of specialist equipment, other resources and materials to support teaching and learning.</li> <li>• Staff access to professional development.</li> <li>• Peer observation and mentoring programmes.</li> <li>• Use of external benchmarking and other comparators, both home and overseas.</li> <li>• Involvement of external peers in the review method, their observations, and the action taken in response</li> </ul>	<p>Via the Quality Team on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>

**INFORMATION SERVICES:**

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of libraries.</li> <li>• General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services.)</li> </ul>	<p>Via our Library Team on 0300 555 8080 or email <a href="mailto:library@nclan.ac.uk">library@nclan.ac.uk</a></p>
<ul style="list-style-type: none"> <li>• Use of national/external services.</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use.</li> </ul>	<p>Via Carolyn Laird, Assistant Principal, Learning and Teaching on 0300 555 8080 or email <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a></p>
<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of computing facilities.</li> <li>• General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing)</li> <li>• Computing code of practice.</li> </ul>	<p>Via Jason Quinn, Assistant Principal, Planning and Informatics on 0300 555 8080 or email <a href="mailto:Jason.Quinn@nclan.ac.uk">Jason.Quinn@nclan.ac.uk</a></p>

## CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

**Class description:** Information about the decisions we take, how we make decisions and how we involve others.

### COMMITTEES, TEAMS AND POLICY GROUPS

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The activities of major committees with evolved decision-making powers</p> <p>Committee memberships and remits (e.g. Board of Management and Committees,</p> <ul style="list-style-type: none"> <li>• Academic Board, Health &amp; Safety Committee.)</li> <li>• Committee appointments procedures.</li> <li>• Standing orders, codes of conduct and other papers describing operations of major committees.</li> <li>• Agendas of meetings of Board of Management and other major committees.</li> <li>• Minutes and papers of meetings of Board of Management and other major committees.</li> <li>• Calendar of meeting dates for Board of Management and other major committees</li> <li>• Public consultation and engagement strategies</li> </ul>	<p>The College publishes all board papers, committee remits and agendas on our website at: <a href="https://www.nclanarkshire.ac.uk/us/board-of-management">https://www.nclanarkshire.ac.uk/us/board-of-management</a></p>
<p>Public consultation and engagement strategies.</p>	<p>Via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 01698 232323 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Reports of regulatory inspections, audits and investigations carried out at New College Lanarkshire.</p>	<p>If you require more specific information please refer to <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 01698 232323 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Environmental impact studies and risk assessments which underpin decisions that New College Lanarkshire takes, including the facts and analysis (including any Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017).</p>	<p>Via <a href="mailto:foi@nclan.ac.uk">foi@nclan.ac.uk</a> or by telephone 01698 232323 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell, ML1 2TX.</p>

## CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

**Class description:** Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent)

### PROCUREMENT POLICY AND BUDGET HOLDERS

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Financial statements approved by the governing body e.g. the New College Lanarkshire annual accounts.</p>	<p>Public information made available via the Scottish Funding Council website at <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a></p>
<ul style="list-style-type: none"> <li>• Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015.</li> <li>• Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value.</li> <li>• Links to procurement information the College publishes on the Public Contracts Scotland website.</li> </ul>	<p>Details of the procurement information published in line with Scottish procurement legislation, including register of contracts and main procurement contacts is available on the College website at the link below:</p> <p><a href="http://www.nclanarkshire.ac.uk/us/media-centre/college-procurement#procurement-3168">www.nclanarkshire.ac.uk/us/media-centre/college-procurement#procurement-3168</a></p>
<p>Policies and procedures for making budgetary allocations to major budgetary units.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Summary of budgetary allocations to major budgetary units.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Summary information on the College's major insurance policies - names and addresses of the College's insurers and broad information on the range of risks covered.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Summary information on institutional endowments and investments.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Expenses policies and procedures.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation.</p>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Board member remuneration, other than expenses</p>	<p>None</p>
<p>Pay and grading structures (levels of pay, rather than individual salaries)</p>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

## CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

**Class description:** Information about how we manage the human, physical and information resources of the College

### HUMAN RESOURCES

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Statistical information on staff - at institutional level by grade, sex, etc.	If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX
Staffing structure	If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX
Policies, statements, procedures and guidelines relating to recruitment.	If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements.	If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes.</p>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Policies and guidelines on pension arrangements for staff e.g.</p> <ul style="list-style-type: none"> <li>• Contribution rates (institutional and employee).</li> <li>• Benefits and benefit accrual rates.</li> <li>• Funding valuations of pension schemes</li> <li>• Disciplinary procedures and policies e.g.</li> <li>• Harassment and bullying policy.</li> <li>• Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.</li> </ul>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Grievance procedures and policies</p>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Race equality policies as required under the Equality Act (2010).</p>	<p>All information available regarding equality and diversity can be accessed via the College's website at <a href="http://www.nclanarkshire.ac.uk">www.nclanarkshire.ac.uk</a></p>
<p>Information required for compliance with the Public Interest Disclosure Act</p>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Description of the facilities and services available to members of staff.</p>	<p>If you require more specific information please refer to Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Employee relations structures and agreement reached with recognised trade unions and professional organisations.</p>	<p>The College recognises EIS/FELA in respect of its teaching staff and UNISON/ UNITE for support staff. Details for these institutions can be obtained directly from their respective websites as follows:  EIS/FELA: <a href="http://www.eis.org.uk">www.eis.org.uk</a>  UNISON: <a href="http://www.unison-scotland.org.uk">www.unison-scotland.org.uk</a>  UNITE: <a href="http://www.unitetheunion.org">www.unitetheunion.org</a></p>

## PHYSICAL RESOURCES:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Overview of the College's estate e.g.</p> <ul style="list-style-type: none"> <li>• Location, size, usage, and condition of major buildings.</li> <li>• Details of listed buildings</li> </ul>	<p>For further information contact Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>
<p>Plans for major changes to the estate e.g. additions to/disposals of major components of estate.</p>	<p>For further information contact Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>
<p>Summary information about buildings under construction.</p>	<p>For further information contact Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>
<p>Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.</p>	<p>For further information contact Mr Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Performance indicators on major estates functions.</p>	<p>For further information contact Mr Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>
<p>The College's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> <li>• Energy consumption.</li> <li>• Recycling policies and arrangements.</li> <li>• Transport policies and arrangements.</li> <li>• Information which is required to be published under environmental legislation</li> </ul>	<p>For further information contact Mr Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>

## INFORMATION RESOURCES:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>The College's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> <li>• Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff.</li> <li>• Arrangements for making subject access requests.</li> </ul>	<p>For further information contact Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p> <p>Details of the College's data protection arrangements and a copy of our Data Protection and Data Security Policy and associated Privacy Notices are available on the College website <a href="https://www.nclanarkshire.ac.uk/us/data-protection">https://www.nclanarkshire.ac.uk/us/data-protection</a></p>
<p>Records management policy, including records retention schedule.</p>	<p>If you require more specific information please refer to Mr Jason Quinn, Assistant Principal, Planning and Informatics email <a href="mailto:Jason.Quinn@nclan.ac.uk">Jason.Quinn@nclan.ac.uk</a> by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Information governance/asset management policies and procedures.	If you require more specific information please refer to Ms Diane McGill, Board Secretary, email <a href="mailto:Diane.McGill@nclan.ac.uk">Diane.McGill@nclan.ac.uk</a> or by telephone 0300 555 8080 by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Knowledge management policies and procedures.	Via Shona Pettigrew, Assistant Principal: Student Experience and Quality (Acting) on 0300 555 8080 or email <a href="mailto:Shona.Pettigrew@nclan.ac.uk">Shona.Pettigrew@nclan.ac.uk</a> by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
List of statistical information published by New College Lanarkshire.	For further information contact Mr Brian Gilchrist, Assistant Principal (Freedom of Information Officer) by email, <a href="mailto:Brian.Gilchrist@nclan.ac.uk">Brian.Gilchrist@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

## CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

**Class description:** Information about how we procure goods and services, and our contracts with external providers.

### PROCUREMENT TEAM, BUDGET HOLDERS:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
College's policies on major procurement exercises	For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Procurement procedures: <ul style="list-style-type: none"> <li>• College's procurement and purchasing manuals.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> <li>• Contact information for potential suppliers.</li> </ul>	For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Procurement contacts: Contact information for procurement and purchasing information. <ul style="list-style-type: none"> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Planned procurements: Summary information about the college's significant planned procurements (i.e. those subject to formal EU7 procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.	For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
Tender documentation: EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Supplier contracts: EU-prescribed award notices of major contracts over EU thresholds</p> <ul style="list-style-type: none"> <li>• Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract</li> </ul>	<p>For further information contact Mr Iain Clark, Vice Principal by email: <a href="mailto:Iain.Clark@nclan.ac.uk">Iain.Clark@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>

## CLASS 7: HOW WE ARE PERFORMING

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

### INSPECTIONS, STATISTICAL INFORMATION, TRENDS, ETC:

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
<p>Indicators used by the governing body and senior management to measure overall institutional performance.</p>	<p>Via Ann Baxter, Assistant Principal, Learner Services and Quality on 0300 555 8080 or email <a href="mailto:Ann.Baxter@nclan.ac.uk">Ann.Baxter@nclan.ac.uk</a> by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Actual performance against performance indicators.</p>	<p>Via Ann Baxter, Assistant Principal, Learner Services and Quality on 0300 555 8080 or email <a href="mailto:Ann.Baxter@nclan.ac.uk">Ann.Baxter@nclan.ac.uk</a> by post to New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.</p>
<p>Environmental reports e.g. 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</p> <ul style="list-style-type: none"> <li>Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment</li> </ul>	<p>For further information contact Mr Martin Loy, Head of Estates, by email: <a href="mailto:Martin.Loy@nclan.ac.uk">Martin.Loy@nclan.ac.uk</a> or by telephone 0300 555 8080 or by post to New College Lanarkshire, Cumbernauld Campus, Town Centre, Cumbernauld G67 1HU.</p>
<ul style="list-style-type: none"> <li>Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.</li> <li>Employee and board equality monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) regulations 2012, as amended.</li> </ul>	<p>The College's Mainstreaming Equality Reports which contain a range monitoring information are available on the College website at the link below:</p> <p><a href="http://www.nclanarkshire.ac.uk/us/media-centre/downloads/equality-diversity-downloads">www.nclanarkshire.ac.uk/us/media-centre/downloads/equality-diversity-downloads</a></p>

## CLASS 8: OUR COMMERCIAL PUBLICATIONS

**Class description:** Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

DESCRIPTION	LINKS/WHERE TO FIND THE INFORMATION
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.	The College does not currently have any commercial publications.