NEW COLLEGE LANARKSHIRE

New College Lanarkshire

Guide to Information Published under the Model Publication Scheme

Updated: November 2026

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.

FOISA 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 March 2021 and information on the MPS and associated guidance can be found here:
https://www.itspublicknowledge.info/publication-schemes

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 the authority
- 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, please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080.

Availability and Format of Information

Online:

Most information listed in our Guide to Information is available to read or download from our website at 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 Lorna Miller, Information Governance Lead, foi@nclan.ac.uk, telephone 0300 555 8080.

By Inspection:

You can choose to visit one of our campus buildings to inspect any of the information in this Guide. To ensure that we were able to make the information available to you, we ask that you make an appointment in advance.

Please contact Freedom of Information Officer, foi@nclan.ac.uk, 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. 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 contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 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: Freedom of Information Officer, 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 made via foi@nclan.ac.uk by telephone 0300 555 8080 or by post as indicated above.

Copyright and 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 photocopying

Size of paper	Cost per sheet
A1	Not Applicable
A2	Not Applicable
A3	20 pence
A4	10 pence
A5	5 pence

Colour photocopying

Size of paper	Cost per sheet
A1	Not Applicable
A2	Not Applicable
A3	50 pence
A4	30 pence
A5	10 pence

Information provided on USB memory stick will be charged at the cost of the stick to the College. 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 to comment on any aspect of this Guide, or the Commissioner's MPS, please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post 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 Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

Any complaint will be acknowledged 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
Website: 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 contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post 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 as outlined on page 3 – section Charges.
- 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.

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.

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.

1.1 General Information about New College Lanarkshire

	Description	Where to find the information
1.1.1	The name of the College, address and contact details for headquarters and principal offices.	**Name:** New College Lanarkshire **Principal Office:** New College Lanarkshire, 1 Enterprise Way, Motherwell ML1 2TX. **Contact Us:** https://www.nclanarkshire.ac.uk/corporate/contact-us/
1.1.2	Information on the College's campuses.	**Locations and Facilities:** www.nclanarkshire.ac.uk/locations-and-facilities/
1.1.3	Organisational structure, roles and responsibilities of senior officers.	**Principal and Chief Executive:** Professor Christopher Moore **Deputy Principal for Professional Services:** Ronnie Gilmour **Deputy Principal for Students and the Curriculum:** Jennifer Lowe **Assistant Principal for Strategy and Impact:** Elliot Scott **Assistant Principal: Finance and Resources:** Lynn MacKenzie **College Registrar**: Elaine Turkington **Chair of the Board:** Ronnie Smith **Board Secretary:** Diane McGill Copies of organisational structure charts and senior officer roles and responsibilities are available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

1.1.4	Information on how to contact the College for customer care and complaints functions.	**General Enquiries**: contact College Campus Switchboards on 0300 555 8080 Email: info@nclan.ac.uk Information on how to contact key departments directly is available on our Contact Us section of the website: https://nclanarkshire.ac.uk/corporate/contact-us/ **Complaints, Feedback and Suggestions:** www.nclanarkshire.ac.uk/corporate/contact-us/complaints-feedbacks-and-suggestions/
1.1.5	Main business opening hours.	Our campus buildings are normally open Monday to Friday from 08.30 – 18.00. Our core business hours are Monday to Friday 08.30 – 16.30.
1.1.6	Information on the key dates of the College's academic year and College closures.	The College academic year starts in August each year and finishes in June the following year. **Key Dates and Events:** www.nclanarkshire.ac.uk/for-applicants/key-dates-and-events/
1.1.7	Arrangements for serving official documents on the College.	All official documents to be served to the college should be sent to: Principal and Chief Executive New College Lanarkshire Motherwell Campus 1 Enterprise Way Motherwell ML1 2TX
1.1.8	Customer codes or charters.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
1.1.9	Publication scheme and Guide to Information.	This document is the Guide to Information and Publication Scheme.
1.1.10	Charging schedule for published information.	See **Charges** section of this document.

1.1.11	Contact details and advice about how to request information from the authority.	**By email:** foi@nclan.ac.uk **In writing:** Freedom of Information Officer New College Lanarkshire Motherwell Campus 1 Enterprise Way Motherwell ML1 2TX. **Freedom of Information:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/freedom-of-information/
1.1.12	Contact details about how to make right of access request (request copies of your personal data) under the UK GDPR.	**By email:** data.protection@nclan.ac.uk **In writing:** Data Protection Officer New College Lanarkshire Motherwell Campus 1 Enterprise Way Motherwell ML1 2TX. **Telephone:** 0300 555 8080 **Data Protection:** www.nclanarkshire.ac.uk/data-protection/
1.1.13	Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information).	See **Charges** section of this document.

1.1.14	Legal framework for the authority, including constitution, articles of association or charter.	The College was constituted in accordance with the Further and Higher Education (Scotland) Act 1992 and the Post 16 Education (Scotland) Act 2013. https://www.legislation.gov.uk/ukpga/1992/37/contents https://www.legislation.gov.uk/asp/2013/12/contents

1.2 How the College is Run

	Description	Where to find the information
1.2.1	Description of governance structure, Board, committees and other decision-making structures.	**New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/
1.2.2	Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers.	**New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/ **Meet the New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-membership/
1.2.3	Governance policies, including standing orders, code of conduct and register of interests.	**New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/

1.3 Corporate Planning

	Description	Where to find the information
1.3.1	Mission Statement	**Our Purpose:** We advocate social justice, enable whole person education and partner to release potential within our communities. **Our Mission:** We Bring Education Closer **Corporate:** www.nclanarkshire.ac.uk/corporate/
1.3.2	Corporate Plan	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/

1.3.3	Corporate strategies e.g., for economic development, etc.	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ **Strategy 2030** - https://www.nclanarkshire.ac.uk/corporate/strategy-and-performance/strategy-2030/
1.3.4	Corporate policies, e.g., health and safety, equality, sustainability	**Policies, Procedures and Reports:** www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **Equality, Diversity and Inclusion:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/equality-diversity-and-inclusion/
1.3.4	Strategic planning processes	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ **Regional Outcome Agreement:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/lanarkshire-outcome-agreement/

1.4 External Relations

	Description	Where to find the information
1.4.1	Accountability relationships, including reports to regulators	The College is mainly funded by Scottish Government via the Scottish Funding Council, to whom we provide a range of financial and statistical information. This is published on the SFC website: **College Performance Indicators:** https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx **College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ The College was previously subject to review by Education Scotland the latest Education Scotland report can be found here: https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/details?id=5483 The College is now accountable to the Quality Assurance Agency (QAA). The first review date is scheduled for March 2028. As a registered Charity (SCO21206) the College also reports annually to the Office of the Scottish Charity Register (OSCR) - https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC021206

1.4.2	Internal and external audit arrangements	**Internal Auditors:** Wylie and Bisset **External Auditor:** The College external auditors are appointed by Audit Scotland (https://audit.scot/about-us/audit-scotland/audit-appointments)
1.4.3	Subsidiary companies (wholly and part owned) and other significant financial interests.	New College Lanarkshire Board of Management wholly owns Amcol Scotland Limited. The principal trading activity of the subsidiary is the Provision of Nursery Education. **College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ Further information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
1.4.4	Strategic agreements with other bodies	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

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.

2.1 Functions

	Description	Where to find the information
2.1.1	Description of functions, including statutory basis for them, where applicable	**Corporate:** www.nclanarkshire.ac.uk/corporate/
2.1.2	Statement of public task required by the Re-use of Public Sector Information Regulations 2015 (if applicable)	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
2.1.3	Strategies, policies and internal staff procedures for performing statutory functions	**Policies, Procedures and Reports:** www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ Internal staff procedures are available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
2.1.4	How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve it	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
2.1.5	How to report a concern to the authority	**Complaints, Feedback and Suggestions:** www.nclanarkshire.ac.uk/corporate/contact-us/complaints-feedbacks-and-suggestions/
2.1.6	Reports of the authority's exercise of its statutory functions	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/

2.1.7	Statutory registers (NB not if inspection-only)	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
2.1.8	Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.	**Funding and Finance:** www.nclanarkshire.ac.uk/for-applicants/support-and-resources/funding-and-finance/

2.2 Services

	Description	Where to find the information
2.2.1	List of services, including statutory basis for them, where applicable	**Courses offered by the College:** https://www.nclanarkshire.ac.uk/courses/ **Businesses and Employers:** www.nclanarkshire.ac.uk/for-businesses-and-employers/
2.2.2	Service policies and internal staff procedures, including allocation, quality and standards	**Policies, Procedures and Reports:** www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ Internal staff procedures are available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
2.2.3	Service schedules and delivery plans	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ **Policies, Procedures and Reports:** www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/

2.2.4	Information for service users, including how to access the services	**Supporting Students:** www.nclanarkshire.ac.uk/for-applicants/ **Educational Learning Support:** https://www.nclanarkshire.ac.uk/for-applicants/support-and-resources/educational-learning-support/ **Student Advisers:** https://www.nclanarkshire.ac.uk/for-applicants/support-and-resources/student-advisers/ **Library:** www.nclanarkshire.ac.uk/for-applicants/support-and-resources/libraries/ **Funding and Finance:** www.nclanarkshire.ac.uk/for-applicants/support-and-resources/funding-and-finance/ **Student Association:** https://www.nclanarkshire.ac.uk/for-applicants/support-and-resources/students-association/
2.2.5	Service fees and charges, including bursaries	**Funding and Finance:** www.nclanarkshire.ac.uk/for-applicants/support-and-resources/funding-and-finance/

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.

	Description	Where to find the information
3.1.1	Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	**New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/
3.1.2	Public consultation and engagement strategies	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
3.1.3	Reports of regulatory inspections, audits and investigations carried out by the authority	**Audit and Risk Committee:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-and-committee-papers/ **Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/
3.1.4	Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.

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)

	Description	Where to find the information
4.1.1	Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	**College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **Finance Committee:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-and-committee-papers/
4.1.2	Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	**College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/
4.1.3	Financial policies and procedures for budget allocation	**Policies, Procedures and Reports:** www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **New College Lanarkshire Board:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/ **Finance Committee:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-and-committee-papers/

4.1.4	Budget allocation to key policy / function / service areas	**Finance Committee:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-and-committee-papers/
4.1.5	Purchasing plans and capital funding plans	**Finance Committee:** https://www.nclanarkshire.ac.uk/corporate/new-college-lanarkshire-board/board-and-committee-papers/ **College Procurement:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/college-procurement/
4.1.6	Financial administration manual / internal financial regulations	**Finance Committee:** www.nclanarkshire.ac.uk/corporate/the-lanarkshire-board/board-and-committee-papers/
4.1.7	Expenses policies and procedures	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
4.1.8	Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
4.1.9	Board member remuneration other than expenses	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
4.1.10	Pay and grading structure (levels of pay rather than individual salaries)	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

4.1.11	Investments, summary information about endowments, investments and authority pension fund	**College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ Further information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
4.1.12	Funding awards available from the authority, how to apply for them and funding awards made by the authority	**Funding and Finance:** www.nclanarkshire.ac.uk/for-applicants/support-and-resources/funding-and-finance/

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

5.1 Human Resources

	Description	Where to find the information
5.1.1	Strategy and management of human resources	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.1.2	Staffing structure	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.1.3	Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading,	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

	promotion, pensions, discipline, grievance, staff development, staff records	
5.1.4	Employee relations structures and agreements reached with recognised trade unions and professional organisations	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: www.eis.org.uk UNISON: www.unison-scotland.org.uk UNITE: www.unitetheunion.org

5.2 Physical Resources

	Description	Where to find the information
5.2.1	Management of the authority's land and property assets, including environmental / sustainability reports	**College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ Further information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.2.2	Description of the authority's land and property holdings	**College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ Further information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.2.3	Estate development plans	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.2.4	Maintenance arrangements	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.

5.3 Information Resources

	Description	Where to find the information
5.3.1	Records management policy and records management plan, including records retention schedule	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.3.2	Information governance / asset management policies and procedures, information asset list	Information available on request. Please contact Freedom of Information Officer, foi@nclan.ac.uk, telephone 0300 555 8080 or by post New College Lanarkshire, Motherwell Campus, 1 Enterprise Way, Motherwell ML1 2TX.
5.3.3	Knowledge management policies and procedures	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
5.3.4	List of statistical information published by the authority	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/
5.3.5	Freedom of information policies and procedures	**Freedom of Information:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/freedom-of-information/
5.3.6	Data protection or privacy policy	**Data Protection:** www.nclanarkshire.ac.uk/data-protection/

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.

	Description	Where to find the information
6.1.1	Procurement policies and procedures	**College Procurement:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/college-procurement/
6.1.2	Invitations to tender	**College Procurement:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/college-procurement/ Invitations to tender are published on the Public Contracts Scotland website: Buyer View - Public Contracts Scotland
6.1.3	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	**College Procurement:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/college-procurement/
6.1.4	Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	**College Procurement:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/college-procurement/ **Modern Slavery Statement:** https://www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/modern-slavery/
6.1.5	Links to procurement information the authority publishes on the Public Contracts Scotland website	**Public Contracts Scotland:** https://www.publiccontractsscotland.gov.uk/Search/Search_AuthProfile.aspx?ID=AA00461

Class 7: How We Are Performing

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

	Description	Where to find the information
7.1.1	External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ **College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/ **College Financial Statements from 2025 onwards will be published on the college website:** https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **College Performance Indicators:** https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx
7.1.2	Performance indicators and performance against them.	**Strategy and Performance:** www.nclanarkshire.ac.uk/corporate/strategy-and-performance/ **Performance Indicators**: https://www.nclanarkshire.ac.uk/corporate/strategy-and-performance/performance-indicators/ **College Financial Statements are published by the SFC here:** https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/

		College Financial Statements from 2025 onwards will be published on the college website: https://www.nclanarkshire.ac.uk/corporate/policies-procedures-and-reports/ **College Performance Indicators:** https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx
7.1.3	Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	**Equality, Diversity and Inclusion:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/equality-diversity-and-inclusion/
7.1.4	Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	**Equality, Diversity and Inclusion:** www.nclanarkshire.ac.uk/corporate/corporate-social-responsibility/equality-diversity-and-inclusion/

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	Where to find the information
8.1.1	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.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.

Class 9: Our Open Data

Class description: Open data made available by the college as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

	Description	Where to find the information
9.1.1	The College's open data publication plan.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.
9.1.2	Open data sets and their metadata, or links to where they are accessible.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 New College Lanarkshire does not hold information of this type/classification.