PLYMOUTH COLLEGE OF ART – GUIDE TO INFORMATION

Introduction

This guide to information is produced in accordance with College commitments under the Freedom of Information Act. This is not an exhaustive list but is indicative of the types of documentation or the types of information that are available from the College. Items marked with an * in the following pages indicate where information is available on the College website.

Who we are and what we do

Legal framework

Instrument and Articles of Government*	http://www.plymouthart.ac.uk/misc/governance-charitable-status/our-governance/
	http://www.plymouthart.ac.uk/misc/governance-charitable-status/instrument-articles-2012/
Legal status*	Conferred by the Further and Higher education Act 1992 http://www.legislation.gov.uk/ukpga/1992/13/contents
Charitable Status*	The College is an exempt charity http://www.charity-commission.gov.uk/About_us/Ogs/g057c003.aspx

How the institution is organised

General information*	http://www.plymouthart.ac.uk/
Management structure	Academic Board and Senior Leadership Team structure charts Corporation structure chart
Key personnel	Names and responsibilities of Senior Leadership Team (SLT)
College Committees	List of Committees with outline description for each and links to their TORs and membership lists
Term dates*	http://www.plymouthart.ac.uk/studying/key-dates/

Locations and contact details

Location maps, etc*	http://www.plymouthart.ac.uk/visiting/getting-here/
Contacts*	http://www.plymouthart.ac.uk/ (Contact details for telephone and email enquiries)

Information relating to organisations with which the College is linked (partnerships, sponsored organisations)

Partnerships*	Information relating to our partners and partnerships

http://www.plymouthart.ac.uk/about/projects-partnerships/

Organisations sponsored by PCA*	http://plymouthschoolofcreativearts.co.uk/aboutus/about-plymouth-college-of-art/
Student activities*	http://www.plymouthart.ac.uk/studying/students-union/

What we spend and how we spend it

Annual Financial Statements	Covering: Financial Report Corporate Governance statement Formal statement of the Board of Governors' responsibilities Auditors' report to the Board of Governors Statement of principal accounting policies Consolidated income and expenditure account Consolidated statement of historical cost surpluses and deficits Statement of total recognized gains and losses Balance sheet Consolidated cash flow statement Notes to the accounts (more detailed financial information for the year in question)
Annual Internal Audit Report	
Capital programme	
Financial regulations and procedures	These include procurement, contract and tender procedures, and information related to staff allowances and expenses
Staff pay and grading structure	
Staff benefits and pension scheme	
Register of suppliers	

What our priorities are and how we are doing

College Strategic Plan*	http://www.plymouthart.ac.uk/misc/legal-information/strategic-plan-2015-2020/
Learning and teaching strategy	
Academic quality and standards	Procedures for assuring academic quality and standards and recent qualitative data on quality and standards of learning and teaching
External and internal review	QAA reports, Osted reports, information on annual monitoring and review process with statement of roles, responsibilities and authority of different

information	bodies in the College involved in programme approval and review
Corporate relations	College links with employers and sponsors, public and private, and the development of learning programmes
Government and regulatory reports	Accreditation and monitoring reports by professional, statutory or regulatory bodies
Equality Act	Details of College compliance with duties under the Equality Act

Class 4: How we make decisions

Board of Governors and sub committees - Nominations and governance - Finance and estates - Remuneration and employment - Audit - Capital Build Working Group	Terms of reference, non-confidential agenda and Minutes
Academic Board and sub committees – - Learning, Teaching and Curriculum - Student Engagement and Experience - Research and Scholarship - Academic Standards and Quality - Business Development	Terms of reference, non-confidential agenda and Minutes
Senior Leadership Team	Terms of reference, non-confidential agenda and Minutes

Class 5: Our policies and procedures

This information provides details of current written protocols, policies and procedures for conducting our business and delivering College services and responsibilities.

Students	Admissions, assessment, appeals, careers, code of conduct, complaints, data protection, deferral/interruption/transfer/withdrawal, dignity whilst studying, disciplinary, educational visits, examinations, equipment loan, extenuating circumstances, fees and funding, fitness to study, generic and programme specific handbooks, graduation, induction, information advice and guidance, undergraduate and postgraduate academic regulations, learning and disability support, plagiarism, pre-enrolment, accreditation of prior learning, student records, registration, safeguarding, student engagement strategy, student support services, timetabling, widening participation, work placement

Staff	Absence, appraisal, bullying and harassment, capability, complaints, conduct, disciplinary, equality (employment), equipment loan, induction, facilities use, flexible working, flexitime and toil, grievance, leave (incl adoption, maternity, parental and paternity), maternity, pension and benefits scheme, probation, progress, recruitment and selection, redundancy, safeguarding, suspension, staff development, teaching observations, terms and conditions, travel to work, whistleblowing
Process for handling requests for Information*	Freedom of Information and Data Protection procedures
Code of conduct for Governors*	http://www.plymouthart.ac.uk/misc/governance-charitable-status/1e.-code-of-conduct/
Equality & Diversity*	Equality and diversity policy, single equality scheme
Health and Safety*, Environment & Compliance	Policies and procedures covering H&S, estate management, contractor guidelines, environmental management, risk management, disaster recovery/business continuity
Data Protection*	Data Protection Policy
Research strategy	
Ethics statement	
Research outputs	Details of publicly funded research outputs and data
Charging regimes*	Charges for providing response to FOI request

Lists and registers

Asset register

Register of gifts/hospitality provided to senior staff

Register of interests

The services we offer

Prospectus*

Services for outside bodies*	Information for Visitors, Open Days Research Studio and resource hire Short courses – information and fees
Course Content*	Programme specifications and module descriptions for Undergraduate and Postgraduate programmes
Course fees*	Student fees/funding webpage
Student funding*	Student funding webpage

Alumni services	List of services and relevant fees
Welfare and counselling	Description of services
Health and wellbeing	Description of services
Careers	Information about the careers service and embedding of employability, entrepreneurship and enterprise into the curriculum
Library information	
Advice and guidance	Student services including finance and funding, accommodation, international students, learning support, welfare, counselling, careers
Media releases*	http://www.plymouthart.ac.uk/ http://www.plymouthart.ac.uk/latest/news/

Charges for providing information on request

If a charge is to be made, confirmation of the payment required will be given before the information is provided. Charges are set out below.

Requests made by individuals for personal data held by the College fall under the Data Protection Act until replacement by the General Data Protection Regulation in May 2018.

In the majority of cases when responding to a request for information under the Freedom of Information Act, the College will not charge for reproducing documents, postage or for providing the information in the requested format. Where the information is provided in paper copy, for larger requests or in other rare circumstances where the College incurs substantial costs in providing the information in the requested format, the College may decide to charge the applicant. The charge will be no higher than that incurred by the College itself and generally cover costs of photocopying and postage. Staff time under the level associated with the "appropriate limit" (see below) will be not be charged.

For requests under the Freedom of Information Act, the College is not obliged to respond to requests for information where the cost of determining whether the information is held, and then locating, retrieving and extracting the information is estimated to exceed an appropriate limit, which for the College is £450. The cost of the time taken is estimated at £25 per hour pro rata, so essentially this is where the time taken would exceed 18 hours by one person. In these cases the College will discuss with the applicant ways of altering the request to reduce the cost, and where this is not possible the College will decide whether to respond. If the College decides to respond to the request we will charge the full cost of determining whether the information is held, then locating, retrieving and extracting the information. This will also apply in cases where the College receives two or more similar requests from the same person, or from different people acting together as part of a campaign within a period of sixty working days, and the aggregated costs calculated as above exceeds £450.

Where a fee is being charged, the College will notify the applicant and from the day of issue of the fee notice until receipt of payment the 20 working day deadline for responding to a request is paused. If payment is not received within 3 months the request will be cancelled. No information will be released until full payment is received.