INTRODUCTION

1. Legal requirement

1.1   Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2   'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

2.1   The HRUC publication scheme is a document which describes the information a public authority publishes or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

2.2   The HRUC publication scheme sets out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for Further Education

3.1   HRUC has adopted some amendments to reflect the structure of the organisation the model publication scheme developed for the Further Education sector. It is therefore committed to publishing the information it describes.

3.2   The HRUC model follows the design for Further Education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of each institution, a number of optional classes of information have been included. As a result, models within the sector will vary slightly. Any optional classes relevant to HRUC have been included in our publication scheme.

4.   ABOUT HRUC

4.1   HRUC brings together Harrow and Uxbridge Colleges to form a new merged group that serves a diverse community of learners and employers with campuses in Harrow, Hayes and Uxbridge and a new division bringing together employer services for apprenticeships, training for the unemployed and wider partnership engagement. It builds on the educational character, values and strengths of each college whilst providing further education, not only in the two boroughs but also beyond into London and more specifically in west London, to the benefit of students, employers and the wider community.

4.2   The College's mission is to value and promote learning as a key to success, to widen participation and increase student recruitment, to continue to deliver a curriculum portfolio that meets local and regional educations, training and skills needs.

4.3   HRUC College is a large Further Education College located in the South and West of London over five sites in Uxbridge, Hayes, Harrow Hill, Harrow Weald, and Richmond. The College offers academic and vocational provision in 12 of the Ofsted areas of learning. In 2023/24 Uxbridge College had over 16,000 students and over half were from black and minority ethnic groups. In May 2020 the College was graded as Good by Ofsted. The College has maintained high achievement rates and is joint 1st in London for 16-19 year old achievements.

4.4   The student population is largely drawn from the Richmond upon Thames Region of South London in addition West London boroughs of Hillingdon, Ealing, Harrow and Brent. Hillingdon and is an area of high employment with Heathrow, the largest international airport in the world in the south of the borough. There are areas of affluence in the north of the borough but there are also significant areas of deprivation to the south of the A40 main arterial road into London. The College attracts students from abroad and many new arrivals to the area, including refugees and asylum seekers.

5.   Accessing information covered by the publication scheme

5.1   The classes of information we publish are described in the second part of the scheme.

5.2   Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3   To request the information that is available through the HRUC publication scheme, please contact: HR Director – HRUC (Tel: 01895 853333, E-mail: hr@hruc.ac.uk)

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6.   What about information not covered by the publication scheme?

6.1   From 1 January 2005 there is a right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme.

6.2   Requests will have to be made in writing and, the College will have 20 working days to respond. The College will charge a fee if requests are for multiple documents. The fee will be £20 for each single request, which will have to be calculated according to the Fees Regulations.

6.3   The College will not be required to release information to which an exemption in the Act legitimately applies. However, the College may be required to explain to the applicant why it is not releasing information and the College may also have to justify this to the Information Commissioner.

7   Reproducing Information from the Publication

Information obtained from the HRUC College Publication Scheme may not be reproduced without the prior permission of the College.

8   Feedback

8.1   It is important that the publication scheme is understandable. If the scheme is difficult to understand, please let HRUC know.

8.2   HRUC welcomes suggestions as to how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

Assistant Director – People & Organisation Development
Park Road Uxbridge
Middlesex UB8 1NQ

Tel: 01895 853312
Fax: 01895 853316
E-mail: hr@hruc.ac.uk

8.3   If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF

9   Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at: **www.ico.org.uk**

Publication Scheme

9.   Freedom of Information Act 2000

Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland

Main categories

9.1   Eight main groups (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. **The types of information and documents listed within the classes are examples only and not mandatory**. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

9.2   Some classes are 'Optional', that is an institution need not include these classes in their Publication Scheme (PS) but may still sign up to the MPS. All other classes are 'Core' and are compulsory. For further details see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3.

9.3   The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, provided in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the model publication scheme are:

1.   GOVERNANCE
2.   FINANCIAL RESOURCES
3.   HUMAN RESOURCES
4.   PHYSICAL RESOURCES
5.   STUDENT ADMINISTRATION AND SUPPORT
6.   INFORMATION SERVICES
7.   TEACHING AND LEARNING
8.   EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information in this class	A brief description to aid the public in understanding the type of information	The format in which the information is to be provided, ie paper or electronically (via the Internet or email)	There will be no charge for information requested unless the number of documents are multiple, numerous and take up significant amounts of College time and resources. In these cases, the fee will be £10 for each document

10.   Governance

Introduction

This section covers information relating to the way the College is governed, how decisions are made and includes information on the legal status of the College. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or may threaten the health and safety of specific individuals.

	Class	Description	Manner
1.1	Legal framework	Instrument and Articles of Governance	E-mail/hard copy
1.2	How the institution is organised	Organisational structure charts	E-mail/hard copy
1.3	Information on the institutional context	College Mission Statement and Strategic Plan Statement of the College's quality assurance policies and procedures	E-mail/hard copy
1.4	Management structure	List of Governors and Members of the College Committees	E-mail/hard copy
1.5	Governance Policies	• Code of Conduct for Members of the Governing Body • Standing Orders of the Corporation • Instrument and Articles of Further Education Corporations • Public Interest Disclosure Procedure • Report on Attendance at Corporation and Corporation Sub- Committee meetings • Terms of Reference – Audit Committee • Terms of Reference – Resources Committee • Terms of Reference – Remuneration Committee • Terms of Reference – Search Committee • Terms of Reference – Quality, Curriculum & Students Committee • Terms of Reference – Stakeholder & Scrutiny Sub-Committees	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

11.   Financial   Resources

Introduction

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

	Class	Description	Manner
2.1	Finance	- Financial Statements - Contracting – included in the Financial Regulations - Goods and Services – included in the Financial Regulations - Insurance – included in the Financial Regulations - Pensions – detailed in the Financial Statement - Remuneration of Senior Post Holders - detailed in the End of Year Financial Accounts - Travel and subsistence – included in the Financial Regulations	All available in hard copy
2.2	Resource planning	- Financial Regulations, including Procurement Policy - Financial Statements - Financial year August to July. This document is available in December following year end. - Planning and Budgeting Procedures – included in the Financial Regulations - Corporate Plan/Mission statement - Annual Report - Student Financial Support Policy - Finance - HRUC Subcontracting Fees and Charges Policy	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy Hard copy only
2.3	Finance Policies	- Fees Policy - Financial Regulations - Staff Expenses Policy and Procedure Guide - Mobile Telephone Policy - Risk Management Policy - Policy on the Payment of Subscriptions on behalf of Staff to Professional Associations Membership - Credit Control Policy - HRUC Anti-Fraud Policy - HRUC Anti Bribery Policy - HRUC Driving for Work Policy - HRUC Gifts and Hospitality - Public Transport Season Ticket Loan Policy	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

12.   Human Resources

Introduction

This section covers information on the College's strategy and management of human resources. It does not include information relating to individual members of staff which is exempt from disclosure as it is personal information. The information available covers Human Resource policies and procedures (including terms and conditions of service of the different categories of staff.

	Class	Description	Manner
3.1	Employment and employee relations	• HRUC Recruitment and Selection Policy • HRUC Grievance Procedure • Disciplinary and Capability Procedure • HRUC Sickness Policy and Procedure for Dealing with Absence • Maternity, Paternity, Shared Parental Leave and Adoption Leave Policy • Management Guidelines for Teaching Loads for Academic Staff • HRUC Staff Code of Conduct • HRUC DBS Disclosure Barring Service Policy • HRUC Staff Handbook • Freedom of Information Policy • HRUC Flexible Working Policy & Procedure • HRUC Probationary Review Policy • HRUC Redundancy Policy • HRUC Bullying and Harassment • Sextual Harassment Policy • HRUC Stress Related Illness Policy • HRUC Smoking Policy • HRUC Protocol Close Personal Relationships • HRUC Overpayments of Salary and Allowances Policy and Procedure • HRUC Advice Note – Witnesses • HRUC Purchase of Additional Annual Leave • HRUC Menopause Policy • HRUC Mentoring Scheme Guidelines • Overpayments of Salary & Allowance Policy & Procedures • Flexible working Policy & Procedures • Training Development Policy • Staff Low Level Conduct Policy • Support Staff Studying for Teaching Qualification • Short Term Working from Home Policy & Procedures • Appraisal Policy & Procedures • Agency Staff Handbook	All available by e-mail/hard copy

3.2	Equal opportunities /Diversity	• HRUC Equal Opportunities Policy • HRUC Disability Statement • Race Equality Policy, Race Relations (Amendment) Act data. • HRUC Modern Slavery Act Statement	All available by E- mail/hard copy
3.3	Human Resources Strategy	• HR Goals and Objectives • HR Operational Plan • HR Policies and Procedures not included above	All available by E-mail/hard copy
3.4	Staff development	• HRUC Appraisal Policy and Procedure • Staff Induction Programme • HRUC Training and Development Policy • HRUC Policy on Support for Teaching Staff studying for a Teaching Qualification • HRUC Policy for Support staff studying for Teaching Qualifications • HRUC Mentoring Scheme Guidelines	All available by e-mail/hard copy

13. Physical Resources

Introduction

The College owns land and property in its own right. Classes in this section cover information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Manner
4.1	Estates	• Estates Strategy • Map of Sites and Locations • HRUC Security Policy • First Aid Policy • Emergency Evacuation Procedure • Minibus Code of Practice • HRUC Security Screening – Arch & Metal Detector Protocol • HRUC Health & Safety Policy • HRUC Sustainability Policy • HRUC Lettings Policy	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy
4.2	Health and Safety	• HRUC Fire Safety and Emergency Evacuation Procedures • HRUC First Aid Policy and Procedure • HRUC Health & Safety Policy • HRUC Lockdown Policy & Procedure • HRUC Group Emergency Evacuation Plan (GEEP) • HRUC Personal Emergency Evacuation Plan (PEEP) • HRUC Staff Handbook	

14. Student Administration and Support

Introduction

This section contains information on how the College manages the administration and progression of our students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, as it is personal information.

	Class	Description	Manner
5.1	Information on student admission, progression and completion	• Student Qualifications on Entry • The range of Student Entrants Classified by Age, Gender, Ethnicity, Socio-economic Background, Disability and Geographical Origin as Returned to LSC • Student Progression, Retention and Completion Data • Student Achievement/Success Rates • Student Progression, Retention and Completion Data • Data on Qualifications Awarded to Students	All available by e-mail/hard copy
5.2	Student accommodation	• Not Applicable	
5.3	Student administration	This class relates to the maintenance of individual student records, policies and procedures relating to the management of the student records system • Student Records Policies and Procedures documents – included in Data Protection Policy • Security and Data Protection – included in the Data Protection Policy	E-mail/hard copy E-mail/hard copy
5.4	Student admission and enrolment	• Prospectuses • Admissions Policies and Procedures including Fitness to Study and Fitness to Practise Policies	Hard copy
5.5	Student discipline	This class includes information relating to the conduct of disciplinary proceedings against students. Examples of the information in this class are: • HRUC Student Code of Conduct for Students • HRUC Student Disciplinary Policy and Procedure • HRUC Appeals Procedure • HRUC Academic Malpractice Policy	All available by e-mail/hard copy
5.6	Student learning support services	This class includes information in student support from an academic and learning perspective • Mental Health Strategy • Mental Capacity Act Procedure • Safeguarding & Child Protection Policy • SEND Strategy Policy	Hard copy E-mail/hard copy
5.7	Student liaison	This class includes information relating to the structure and functioning of staff / student consultative committees • Terms of Reference of Staff/Student Council Meeting(s) • Minutes of previous Staff/Student Council Meeting(s)	Hard copy

5.8	Student policies	This class includes a guide to all student policies issued by the College. • HRUC Admissions Policy • HRUC Student Anti Bullying Policy • HRUC Recognition of Prior Learning • HRUC Assessment Policy • HRUC Attendance & Punctuality Policy • Complaints Policy and Procedures • HRUC CEIAG Policy (Course Enquiries and Careers Guidance) • Disciplinary Procedure • Disability Statement	All available by e-mail/hard copy
		• Guidance for students on Equality and Diversity • HRUC Equality and Diversity Policy • HRUC Gender Identity Policy • HRUC Learner Involvement Strategy • Examinations Policy • Essential Skills Policy • HRUC Learning Resource Centre LRC Policy • Off Site Activities Policy • HRUC Residential Trips Policy • HRUC Academic Malpractice Policy • HRUC Preventing terrorism and Radicalisation Policy • HRUC Statement of Religious Diversity • HRUC Student Charter Policy • HRUC Student Submission of Work Policy • HRUC TEPR – formally Tutorial Policy • Work Placement Policy	
5.9	Student welfare	• Welfare/Advice Services • Health Services • Careers Services • Sports and Recreational Facilities • Housing • Finance The above are all available in the Student Handbook/diary	Hard copy
5.10	Student Associations and Activities	• HRUC Students' Union Constitution, List of Student Officers	Hard copy

15. Information Services

Introduction

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

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

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner
6.1	Availability and conditions of use of facilities	- Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems - Code of Practice – Staff and Student use of IT Facilities including E-mail, Software - Code of Practice – Access to Data - Code of Practice Protection Firewall - Communications Policy - HRUC BYOD (Bring your own device) Policy - HRUC E-Safety Policy - HRUC E-Strategy Policy - Terms of Reference – IT Strategy - HRUC IT Security Policy	All available by e-mail/hard copy
6.2	Mission statements and related documents	Mission statements and related documents are included in the Strategic Plan	E-mail/hard copy
6.3	Policies with regard to data and information (General Data Protection Regulations)	- HRUC Data Protection Policy - HRUC Freedom of Information Act Policy - Key Definitions - Staff Guide - Subject Access Request Policy & Form - Retention & Disposal of Data Policy & Schedule - Data Breach Notification: Policy / Procedure & Form	E-mail/hard copy E-mail/hard copy E-mail/hard copy
6.4	Procurement and disposal policies	Policies relating to the procurement and disposal of equipment – included in the Financial Regulations	E-mail/hard copy

16. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the College including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description	Manner
7.1	Academic year dates	College Planning Process	E-mail/hard copy
7.2	Further course information	• Student/Staff/Course handbooks • Prospectuses • Course profiles	Hard copy Hard copy E-mail/hard copy
7.3	Information on internal procedures for assuring academic quality and standards	• Academic Malpractice Policy • Assessment Policy • HRUC Controlled Assessment Policy • HRUC TEPR – formally Tutorial Policy • HRUC Essential Skills Policy • Capability Policy and Procedure • Complaints Procedure • Copyright Policy • Course Validation Process • Grade and Key Question Summary (Self Assessment Report) • HRUC Internal Verification Policy • HRUC Learning Support Policy • HRUC Management of Achievement Policy • HRUC Quality Management Policy • Staff Development Policy • HRUC Student Submission of Work Policy • HRUC Study Programmes Policy • Summary Information on Student Feedback • HRUC Teaching, Learning and Assessment Strategy • HRUC Terms of Reference - Academic Board • HRUC Terms of Reference – HE Academic Standards Committee • Employer Engagement Strategy • HRUC Procedure for the Management of Work Based Learning	All Available by E-mail/hard copy
7.4	Staffing structure of schools/ departments	• College Organisation Chart • School Responsibility Information • School contact details • Prospectus • Student Handbooks • Organisation Chart of each School	E-mail/hard copy Hard copy Hard copy
7.5	Student assessment strategy	• Academic Malpractice Policy • Assessment Policy • HRUC Controlled Assessment Policy • Examination Period Dates • Examination Regulations • Examination Policy • List of External Examination Bodies	Can be e-mailed/ hard copy

Publication Scheme

7.6	Tuition fees	• Fees Policy • Information for Home/EU students • Information for International Students • Information on Other Charges All information on fees is contained within the prospectuses	Hard copy Hard copy Hard

17.   External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions and how we manage our relationship with the local community.

	Class	Description	Manner
8.1	Fundraising	• Employer Services Information • Mailshots to Employers • Student Fundraising Activities	Hard copy
8.2	Government and Regulator relations	• Ofsted Reports • Relevant Section of OfS Reports • Performance Data	Ofsted web site E-mail/hard copy DfES web site
8.3	Marketing and recruitment	• Prospectuses • Open Days • Entry Requirements – Course Profiles • Widening Participation • Terms of Reference – Communication and Marketing Strategy Group	Hard copy E-mail/hard copy E-mail/hard copy
8.4	Public relations	• Press releases • Prospectus • Course Brochures • Current Information provided to an Enrolled Student – Student Diaries/Induction Pack • College Newsletters • Policy on Press Statements and Gathering / Reporting of Information • HRUC Business Community Engagement Strategy	Hard copy Hard copy Hard copy Hard copy