

## Guide to Information available under the MPS classes

### Class 1: About West College Scotland

Information about West College Scotland; who we are; where to find us; how to contact us; how we are managed and our external relations.

#### 1.1 General information about West College Scotland

	Description	Links/where to find the information		Notes
1.1.1	The name of the college, and the address of its principal office.	West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR College's General Telephone Number: 0300 600 6060		
1.1.2	Names of the principal officers of the college including Principal, Vice Principal(s), Assistant Principal(s), Director(s) and Secretary to the Board	Principal / Chief Executive Officer Vice Principal Educational Leadership Vice Principal Corporate Development Vice Principal Operations Assistant Principal Care & Life Sciences Assistant Principal Creative Industries & Essential Skills Assistant Principal Business & Technologies Director Quality, Learning & Teaching Director Finance & Estates Director IT Director Organisational Development & HR Director Student Services & Communities Director Technology & Innovation Director Business & Enterprise Director Communications, Policy and Planning Secretary to the Board	Audrey Cumberford Stephanie Graham Liz Connolly David Alexander Anne Campbell Angela Pignatelli  Peter Pringle Cathy MacNab Alan Ritchie David Black David Gunn Rose Brown George Johnson Sara Rae Diarmid O'Hara  Gwen McArthur	

1.1.3	<p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> <li>• Organisational structure charts.</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>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a></p>	
1.1.4	<p>Information on how to contact the college – initial point of contact covering areas likely to be of interest to enquirers e.g. admissions</p>	<p>College's General Telephone Number: 0300 600 6060 By email: <a href="mailto:info@wcs.ac.uk">info@wcs.ac.uk</a></p>	
1.1.5	<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Clydebank Campus, Queens Quay, Clydebank G81 1BF Greenock Campus, Finnart St, Greenock PA16 8HF Paisley Campus, Renfrew Road, Paisley PA3 4DR Please see website for campus maps.</p>	
1.1.6	<p>Opening hours of the college's principal office</p>	<p>The core operating times for the College can be found at: <a href="http://www.westcollegescotland.ac.uk/useful-information/">http://www.westcollegescotland.ac.uk/useful-information/</a></p>	
1.1.7	<p>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>	<p>Please see link below or contact <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>  <a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications_and_policies</a></p>	

1.1.8	Dates of closure of the college, college calendar.	Please see link below or contact <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>  <a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications_and_policies</a>	
1.1.9	Procedures on how to complain about the college.	Please see links below.  <a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications_and_policies</a>  Scottish Public Services Ombudsman (SPSO)  <a href="http://www.spsso.org.uk/">http://www.spsso.org.uk/</a>	
1.1.10	Arrangements for serving official documents on the college.	These should be delivered to Principal / Chief Executive Officer West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR	
1.1.11	Customer codes or charters	Please see link below for the Student Charter  <a href="http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf">http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf</a>	

## 1.2 Access to information

	Description	Links/where to find information	Notes
1.2.1	Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.2.2	Details of how to request environmental information from the College - Name, address and contact information of the College's main contact point for environmental requests	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.2.3	Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

1.2.4	Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.2.5	Single Model Publication Scheme 2013 and West College Scotland Guide to Information	This document	
1.2.6	Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf">http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf</a>	
1.2.7	Charging schedule for environmental information provided in response to requests under the EIRs	Fee charges will be as laid down by FoISA and guidance information issued by Office of the Information Commissioner - Scotland.	
1.2.8	Details of how to make subject access requests under the DPA - Name, address and contact information of the College's main contact point for requests	Submit requests in writing (so that a copy can be retained) to Data Protection HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

### 1.3 Our Constitution

	Description	Links/Where to find the information	Notes
1.3.1	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.	West College Scotland is a Regional College under the Post-16 Education (Scotland) Act 2013. The College is a registered charity (SCO201185). Please see link below.  <a href="http://www.westcollegescotland.ac.uk/about/board_of_management/policies">http://www.westcollegescotland.ac.uk/about/board_of_management/policies</a>	

### 1.4 Corporate Planning

	Description	Links/Where to find the information	Notes
1.4.1	West College Scotland corporate plan (including) Mission statement.	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf">http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf</a>	Note 1
1.4.2	West College Scotland's corporate or Strategic Plan	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf">http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf</a>	Note 1
1.4.3	Corporate strategies e.g. Estate Strategy, Human Resources strategy	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

1.4.4	Corporate policies e.g. sustainability, environmental policies	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.4.5	Internal procedures for planning and resource allocation	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

### 1.5 How West College Scotland is run

	Description	Links/where to find the information	Notes
1.5.1	The college's governance structures and operational procedures, e.g. <ul style="list-style-type: none"> <li>• Board of Management</li> <li>• Constitution</li> <li>• Standing Orders</li> <li>• Board Members</li> <li>• Board Calendar</li> <li>• Board Minutes</li> <li>• Board structure/ Committee structure</li> <li>• Code of Conduct</li> </ul>	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/about-us/board-of-management/">http://www.westcollegescotland.ac.uk/about-us/board-of-management/</a>	

1.5.2	The college's conflict of interest's policies e.g. <ul style="list-style-type: none"> <li>• Information on the circumstances in which members of the governing body are expected to declare potential conflicts of interest.</li> <li>• 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>	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/about-us/board-of-management/">http://www.westcollegescotland.ac.uk/about-us/board-of-management/</a>	
1.5.3	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.	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/media/64779/board-and-committee-members-interests-summary-201516-as-at-jan-2016.docx">http://www.westcollegescotland.ac.uk/media/64779/board-and-committee-members-interests-summary-201516-as-at-jan-2016.docx</a>	
1.5.4	West College Scotland outcome agreement	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf">http://www.westcollegescotland.ac.uk/media/13780/wcs_outcome_agreement_2014-17_final.pdf</a>	

## 1.6 Diversity

	<b>Class Description</b>	<b>Examples/Comments</b>	<b>Notes</b>
1.6.1	Policies, procedures and guidelines relating to support and equality for disabled people.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	



1.6.2	A description of the college's support structure for disability issues.	Information regarding this support structure is published in the College's website in the Interim Equality Report. Please see the link below.  <a href="http://www.westcollegescotland.ac.uk/media/38647/equality-report-april-2015.pdf">http://www.westcollegescotland.ac.uk/media/38647/equality-report-april-2015.pdf</a>	
1.6.3	The levels of accessibility of each of the college's main buildings and services.	The College operates out of a number of premises with differing entry points. In the main all campuses have either ground level access with elevator and/or ramp access to all levels. Accessible bathrooms are located on all floors and designated disability parking spaces are available.	
1.6.4	The college's diversity and equality strategies.	Information regarding this support structure is published in the College's website in the Interim Equality Report. Please see the link below.  <a href="http://www.westcollegescotland.ac.uk/media/38647/equality-report-april-2015.pdf">http://www.westcollegescotland.ac.uk/media/38647/equality-report-april-2015.pdf</a>	

### 1.7 Health and Safety

	Description	Links/where to find the information	Note
1.7.1	Policies, procedures and guidelines relating to health and safety	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.7.2	Annual reports to governing body on health and safety issues	Regular reports are presented to the Organisational Development and HR Committee of the College Board of Management on Health and Safety.  Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

1.7.3	Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.7.4	Summary statistics on accidents and incidents within the college	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.7.5	<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>Staff health and safety duties are allocated in line with the organisational structure and outlined in the Arrangements section of the Health &amp; Safety Policy.</p> <p>The remit and membership of the Health &amp; Safety Committee is detailed in the Health &amp; Safety Policy. Membership ensures representation across all areas and campuses. Each campus has its own Health &amp; Safety Sub-group which feeds in to the main Health &amp; Safety Committee which reports to the Organisational Development and HR Committee of the College Board of Management.</p>	
1.7.6	Contact details of how to get information about health and safety issues	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

## 1.8 External and community relations

	Description	Links/where to find the information	Notes
1.8.1	Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	
1.8.2	Facilities and services available to the local community.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.8.3	Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	
1.8.4	Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/news">http://www.westcollegescotland.ac.uk/news</a>	
1.8.5	Subsidiary companies (wholly and part owned) and other significant financial interests.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not have any subsidiaries.	
1.8.6	Strategic agreements with other bodies.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

## 1.9 Government and Regulator Relations

	Description	Links/where to find the information	Notes
1.9.1	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>Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained.</p> <p><a href="http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx">http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx</a></p> <p><a href="http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreements.aspx?search">http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreements.aspx?search</a></p> <p><a href="http://www.sfc.ac.uk/guidance/outcomeagreements/CollegeOAGuidance.aspx">http://www.sfc.ac.uk/guidance/outcomeagreements/CollegeOAGuidance.aspx</a></p> <p>Guidance on the credit funding model for 2015-16 is available on:  <a href="http://www.sfc.ac.uk/web/FILES/GUI_SFCGD032015_CreditGuidance201516studentactivitydat/SFCGD032015_Credit_Guidance_2015-16.pdf">http://www.sfc.ac.uk/web/FILES/GUI_SFCGD032015_CreditGuidance201516studentactivitydat/SFCGD032015_Credit_Guidance_2015-16.pdf</a></p>	
1.9.2	Reports on College by Education Scotland. College reviews and follow-up reports. Subject reviews and follow-up reports	<p>Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained.</p> <p><a href="http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx">http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx</a></p> <p><a href="http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreements.aspx?search">http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreements.aspx?search</a></p> <p><a href="http://www.sfc.ac.uk/guidance/outcomeagreements/CollegeOAGuidance.aspx">http://www.sfc.ac.uk/guidance/outcomeagreements/CollegeOAGuidance.aspx</a></p> <p><a href="http://www.educationscotland.gov.uk/inspectionandreview/reports/index.asp">http://www.educationscotland.gov.uk/inspectionandreview/reports/index.asp</a></p>	

1.9.3	Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
1.9.4	Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. <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> <li>• Data on employment/training outcomes for students.</li> </ul>	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained  The Performance Indicators for WCS for 2013/14 and 2014/15 are available on the college website  <a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications_and_policies</a>  The SFC college sector benchmark report for 2014/15  <a href="http://www.sfc.ac.uk/communications/Statisticalpublications/2016/SFCST012016.aspx">http://www.sfc.ac.uk/communications/Statisticalpublications/2016/SFCST012016.aspx</a>	

## Class 2: How we deliver our functions and services

Information about our work our strategy and policies for delivering functions and services and information for our service users.

### 2.1 Student Administration & Support

This section contains information on how the college manages the administration and progression of their students from admission course completion, including student support services.

	Description	Links/where to find the information	Notes
2.1.1	Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	Please see link below.  <a href="http://www.westcollegescotland.ac.uk/">http://www.westcollegescotland.ac.uk/</a>	
2.1.2	The college's admissions procedures and policies including: <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>	How to obtain a prospectus – Message can be left on the contact page of the website stating what information they would like to be sent to them: <a href="http://www.westcollegescotland.ac.uk/contact">http://www.westcollegescotland.ac.uk/contact</a> or prospectus can be downloaded: <a href="http://www.westcollegescotland.ac.uk/search_and_apply">http://www.westcollegescotland.ac.uk/search_and_apply</a>  Apply for Admission: info on Page 6 of prospectus or on the website: <a href="http://www.westcollegescotland.ac.uk/search_and_apply">http://www.westcollegescotland.ac.uk/search_and_apply</a>  General course-specific entry requirements: When you select the course you are interested in the course content & entry requirements will appear  Distance learning, student support: <a href="http://www.westcollegescotland.ac.uk/">http://www.westcollegescotland.ac.uk/</a>  <a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/">http://www.westcollegescotland.ac.uk/money-advice-support-services/</a>	Note 1

2.1.3	<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>Information can be found at:  <a href="http://www.westcollegescotland.ac.uk/student-funding/fees/">http://www.westcollegescotland.ac.uk/student-funding/fees/</a>  Further details in regard to payment of fees can be obtained from the Finance Office located at each of the College main campuses.</p>	
2.1.4	<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>These are under development and will be published when available.</p>	<p>Note 1</p>
2.1.5	<p>Arrangements for assessments and examinations  Examination periods/timetables.</p> <ul style="list-style-type: none"> <li>Assessment and examination procedures, including oral examinations.</li> <li>Assessment and examination regulations, including policies and practices on breaches of regulations.</li> </ul> <p>Appeals procedures</p> <ul style="list-style-type: none"> <li>Regulations governing student progression</li> <li>Regulations governing access to courses.</li> <li>Regulations about availability of resit examinations.</li> <li>Regulations and practices governing changes of programme</li> </ul>	<p>Examinations timetables can be accessed directly from awarding body websites eg Scottish Qualifications Authority (SQA) for national examinations at <a href="http://www.sqa.org.uk">www.sqa.org.uk</a></p> <p>Awarding body appeals process can be accessed directly from websites.</p> <p>Copies of current college policies and procedures in relation to academic appeals, assessment and recognition of prior learning can be provided on request by emailing <a href="mailto:quality@wcs.ac.uk">quality@wcs.ac.uk</a></p>	

2.1.6	Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.	Please see link below. <a href="http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf">http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf</a>	
2.1.7	Student liaison including <ul style="list-style-type: none"> <li>• The structure and functioning meetings of staff/student consultative committees or other liaison groups.</li> <li>• Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings</li> </ul>	Student Association: <a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/">http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/</a>  All Minutes from these meetings are stored digitally and will be available through the students internet when new system is live. Available from Student President.  The terms of Reference for these meetings is the SA Constitution which is available on the students intranet.	Note 2
2.1.8	A description of the availability and range of the college's welfare and advice services.	<a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/">http://www.westcollegescotland.ac.uk/money-advice-support-services/</a>	
2.1.9	A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	<a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/chaplaincy/">http://www.westcollegescotland.ac.uk/money-advice-support-services/chaplaincy/</a>	
2.1.10	A description of the medical support services provided by the college for students.		Note 2
2.1.11	Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	Please see links below. <a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/">http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/</a>  <a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/">http://www.westcollegescotland.ac.uk/money-advice-support-services/</a>	



2.1.12	Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
2.1.13	The college's policies on the collection, maintenance and use of personal information about students. <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 SQA<sup>1</sup>, SFC, and other bodies with statutory rights to data.</li> </ul>	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
2.1.14	The college's policies and procedures for disciplinary proceedings against students  Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures	Please see links below.  <a href="http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf">http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf</a>  <a href="https://intranet.westcollegescotland.ac.uk/reference/policiesprocedures/WCS/Student%20Conduct%20Policy%20-Sept%2014.pdf">https://intranet.westcollegescotland.ac.uk/reference/policiesprocedures/WCS/Student%20Conduct%20Policy%20-Sept%2014.pdf</a>	

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<sup>1</sup> Scottish Qualifications Authority

2.1.15	<p>Availability, conditions of use and range of accommodation services offered by the college</p> <ul style="list-style-type: none"> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	This is under development and will be published when available.	Note 2
2.1.16	<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> <li>• Dates and details of ceremonies for the current academic year.</li> <li>• Attendance and ticketing information, Academic Dress information, costs.</li> <li>• Information on Photographic and Video facilities</li> </ul>	<p>Wednesday 2 November 2016 - Clydebank  Wednesday 9 November 2016 - Greenock  Thursday 17 November 2016 - Paisley  All dates are still subject to change.</p>	
2.1.17	<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> <li>• Information on how to register a complaint.</li> <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>Please see link below.</p> <p><a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications and policies</a></p>	

2.1.18	<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>Please see links below.</p> <p><a href="http://www.westcollegescotland.ac.uk/about/publications_and_policies">http://www.westcollegescotland.ac.uk/about/publications and policies</a></p> <p><a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/">http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/</a></p>	
2.1.19	<p>Information on the operation and activities of the Students Union 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>Please see link below.</p> <p><a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/">http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/</a></p>	

## 2.2 Teaching Quality

	Description	Links/where to find the information	Notes
2.2.1	<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>Individual programme specifications are available via the relevant awarding body website. For example:</p> <p><a href="http://www.sqa.org.uk">http://www.sqa.org.uk</a>  <a href="http://www.cityandguilds.com/">http://www.cityandguilds.com/</a>  <a href="http://www.eal.org.uk/">http://www.eal.org.uk/</a>  <a href="http://www.citb.co.uk/local-information/scotland/">http://www.citb.co.uk/local-information/scotland/</a>  <a href="https://www.i-l-m.com/">https://www.i-l-m.com/</a>  <a href="https://www.nebosh.org.uk/Default.asp">https://www.nebosh.org.uk/Default.asp</a>  <a href="http://www.managers.org.uk/practical-support/management-community/professional-networks/cmi-scotland-network">http://www.managers.org.uk/practical-support/management-community/professional-networks/cmi-scotland-network</a>  <a href="http://www.ecitb.org.uk/Regions/Scotland/">http://www.ecitb.org.uk/Regions/Scotland/</a>  <a href="http://www.bii.org/home">http://www.bii.org/home</a>  <a href="http://www.britishcouncil.org/">http://www.britishcouncil.org/</a>  <a href="http://www.british-sign.co.uk/bsl-british-sign-language/">http://www.british-sign.co.uk/bsl-british-sign-language/</a>  <a href="http://www.theimi.org.uk/">http://www.theimi.org.uk/</a>  <a href="http://bpec.org.uk/">http://bpec.org.uk/</a>  <a href="http://www.vtc.edu.hk/html/en/">http://www.vtc.edu.hk/html/en/</a></p>	
2.2.2	<p>Anonymous summary results of surveys of student satisfaction with West College Scotland e.g. Student perceptions of:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic support and guidance.</li> <li>• Library services and IT<sup>2</sup> support,</li> <li>• suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of</li> </ul>	<p>Any enquiries in this regard should be directed to the College's Quality Directorate: <a href="mailto:quality@wcs.ac.uk">quality@wcs.ac.uk</a></p>	Note 2

<sup>2</sup> Information Technology

	<p>teaching and learning methods.</p> <ul style="list-style-type: none"> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>		
2.2.3	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Any enquiries in this regard should be directed to the College's Quality Directorate: <a href="mailto:quality@wcs.ac.uk">quality@wcs.ac.uk</a>	Note2
2.2.4	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.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	
2.2.5	<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> <li>• Education Scotland reports on teaching quality.</li> </ul>	<p>Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained.</p> <p><a href="http://www.sqa.org.uk">http://www.sqa.org.uk</a></p> <p><a href="https://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp?iPage=3&amp;strSubmit=True&amp;strSearchText=&amp;bSortCD=0">https://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp?iPage=3&amp;strSubmit=True&amp;strSearchText=&amp;bSortCD=0</a></p>	
2.2.6	<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> </ul>	<p>Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained.</p> <p><a href="https://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp?iPage=3&amp;strSubmit=True&amp;strSearchText=&amp;bSortCD=0">https://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp?iPage=3&amp;strSubmit=True&amp;strSearchText=&amp;bSortCD=0</a></p>	Note 2

	<ul style="list-style-type: none"> <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>	<a href="http://www.sqa.org.uk">http://www.sqa.org.uk</a>	
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### 2.3 Information Services

	Description	Links/where to find the information	Notes
2.3.1	<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> <li>• List of charges and fines</li> </ul>	<p><a href="http://www.westcollegescotland.ac.uk/money-advice-support-services/library/">http://www.westcollegescotland.ac.uk/money-advice-support-services/library/</a></p> <p>Student Intranet:</p> <p><a href="https://livetestclydebankac.sharepoint.com/library/SitePages/Home.aspx">https://livetestclydebankac.sharepoint.com/library/SitePages/Home.aspx</a>  <a href="http://rrc-heri-01.wcs.ac.uk/Heritage/">http://rrc-heri-01.wcs.ac.uk/Heritage/</a>  <a href="https://auth.athensams.net/?ath_returl=/my/&amp;ath_dspid=ATHENS.MY">https://auth.athensams.net/?ath_returl=/my/&amp;ath_dspid=ATHENS.MY</a></p>	

2.3.2	<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> <li>• Use of national/external services.</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA<sup>3</sup>).</li> </ul>		Note 2
2.3.4	High-level aims and strategies of information services units and definition of the service provided.		Note 1
2.3.5	<p>Information services policies and procedures. Including:</p> <ul style="list-style-type: none"> <li>• Use of social media</li> <li>• Notice and take-down procedures</li> </ul>	These are under development and will be published when available	Note 2

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<sup>3</sup> Regulation of Investigatory Powers Act

### Class 3: How we take decisions and what we have decided

Information about the decisions we take how we make decisions and how we involve others.

	Description	Links/where to find the information	Notes
3.1.1	<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> <li>• Committee memberships and remits (e.g. Board of Management and Committees, 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> </ul>	<p>Please see links below.</p> <p><a href="http://www.westcollegescotland.ac.uk/about/board_of_management">http://www.westcollegescotland.ac.uk/about/board_of_management</a></p> <p><a href="http://www.westcollegescotland.ac.uk/about/board_of_management/policies">http://www.westcollegescotland.ac.uk/about/board_of_management/policies</a></p>	
3.1.2	Public consultation and engagement strategies	Currently under development.	Note 1
3.1.3	Reports of regulatory inspections, audits and investigations carried out by West College Scotland		Note 2
3.1.4	Environmental impact studies and risk assessments which underpin decisions that West College Scotland takes, including the facts and analysis.	Please refer to section 5.2.6 of this guide	



#### Class 4: What we spend and how we spend it

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).

	Class Description	Links/where to find the information	Notes
4.1.1	Financial statements approved by the governing body e.g. West College Scotland annual accounts	The College Financial Statements are published annually after being presented to the Scottish Government for approval (normally in Feb / Mar following the previous period end – currently July). The latest set of published Financial Statements can be found at: <a href="http://www.westcollegescotland.ac.uk/about-us/publication-policies/">http://www.westcollegescotland.ac.uk/about-us/publication-policies/</a>	
4.1.2	Policies and procedures for making budgetary allocations to major budgetary units	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.3	Summary of budgetary allocations to major budgetary units	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.4	Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus	

		Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.5	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>Insurance provider: Zurich Municipal  Address of provider: Zurich House, 2 Gladiator Way, Farnborough, Hampshire, GU14 6GB  Policy number: NHE-06CB10-0013  Policy expiry date: 31 July annually</p> <p>The College has a number of policies in force with Zurich incorporating the following features Public, Products, Pollution and Employers liability (limit of indemnity £20M). In addition to these policies the College also holds insurance to cover Motor and Travel insurance.</p> <p>Enquiries in regard to the policies held by the College can be directed in the first instance to  Director of Finance and Estates  Clydebank Campus  Queen's Quay  Clydebank  G81 1BF</p>	
4.1.6	Summary information on institutional endowments and investments	The College does not hold any institutional endowments or investments other than bank deposit accounts.	
4.1.7	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	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

4.1.8	Expenses policies and procedures	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.9	Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.10	Board member remuneration, other than expenses	The Chair of the Board is remunerated at a level determined by the Scottish Government. Other Board members are not remunerated but do receive travel and subsistence payments in line with College Policy.	
4.1.11	Pay and grading structures (levels of pay, rather than individual salaries)	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
4.1.12	Salary awards, bonuses and staff benefits	Salary information can be found in the published Financial Statements. The latest set of accounts can be found at <a href="http://www.westcollegescotland.ac.uk/about-us/publication-policies/">http://www.westcollegescotland.ac.uk/about-us/publication-policies/</a>	

4.1.13	Senior staff salaries e.g. Principal and senior management team	Salary information can be found in the published Financial Statements. The latest set of accounts can be found at <a href="http://www.westcollegescotland.ac.uk/about-us/publication-policies/">http://www.westcollegescotland.ac.uk/about-us/publication-policies/</a>	
4.1.14	Funding awards made by West College Scotland , how to apply for them and funding awards made by West College Scotland	West College Scotland administers Student Support Funding and awards Bursaries from funds made available by SFC. Applications by students can be made to Student Funding at the relevant College Campus. Further information can be found at: <a href="http://www.westcollegescotland.ac.uk/student-funding/student-funding/">http://www.westcollegescotland.ac.uk/student-funding/student-funding/</a>	

### **Class 5: How we manage our human, physical and information resources.**

Information about how we manage the human, physical and information resources of the authority.

#### **5.1 Human Resources**

	<b>Description</b>	<b>Links/where to find the information</b>	<b>Notes</b>
5.1.1	Statistical information on staff - at institutional level by grade, sex, etc.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.1.2	Staffing structure	Following restructuring, this information will be available for Academic session 2015/2016.	Note 1
5.1.3	Policies, statements, procedures and guidelines relating to recruitment	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

5.1.4	Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements		Note 2
5.1.5	Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.1.6	Policies and guidelines on pension arrangements for staff e.g. <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> </ul>	Please see links below.  <a href="http://www.spfo.org.uk/">http://www.spfo.org.uk/</a> (support staff) <a href="http://www.sppa.gov.uk/">http://www.sppa.gov.uk/</a> (teaching staff)	
5.1.7	Disciplinary procedures and policies e.g. <ul style="list-style-type: none"> <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>	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.1.8	Grievance procedures and policies	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	

5.1.9	Equality and diversity policies, statements, procedures, and guidelines.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.1.10	Information required for compliance with the Public Interest Disclosure Act	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	Note 1
5.1.11	Policies and procedures relating to the on-going development of staff  <ul style="list-style-type: none"> <li>• Induction arrangements.</li> <li>• Access to internal and external training opportunities</li> </ul>	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.1.12	Description of the facilities and services available to members of staff.		Note 2
5.1.13	Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland	

		Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
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## 5.2 Physical Resources

	Description	Links/where to find the information	Notes
5.2.1	Overview of the college's estate e.g. <ul style="list-style-type: none"> <li>• Location, size, usage, and condition of major buildings.</li> <li>• Details of listed buildings</li> </ul>	Submit requests in writing (so that a copy can be retained) to Peter Thorne Head of Estates Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:peter.thorne@wcs.ac.uk">peter.thorne@wcs.ac.uk</a>	
5.2.2	Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	These will become available once the Colleges Estate Strategy has been ratified. The updated College Estate Strategy is due to be published in July 2016.	Note1
5.2.3	Summary information about buildings under construction	There are no buildings under construction.	
5.2.4	Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
5.2.5	Performance indicators on major estates functions	These will become available once the Colleges Estate Strategy has been ratified. The updated College Estate Strategy is due to be published in July 2016.	Note 1

5.2.6	<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>The College is currently in conjunction with the Carbon Trust updating its Carbon Management Plan. This updated plan will be published in June 2016 and will be available on the College internet.</p>	Note 1
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### 5.3 Information Resources

	Class Description	Links/where to find the information	Notes
5.3.1	<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>Please see link below.</p> <p><a href="http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf">http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf</a></p>	
5.3.2	<p>Records management policy, including records retention schedule.</p>	<p>Please see link below.</p> <p><a href="http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf">http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf</a></p>	
5.3.3	<p>Information governance/asset management policies and procedures.</p>	<p>Currently under development and will be available once approved.</p>	
5.3.4	<p>Knowledge management policies and procedures.</p>	<p>Currently under development and will be available once approved.</p>	
5.3.5	<p>List of statistical information published by West College Scotland.</p>	<p>Currently under development and will be available once approved.</p>	



## Class 6: How we procure goods and services from external providers

Information about how we procure goods and services and our contacts with external providers.

	Description	Links/where to find the information	Notes
6.1.1	College's policies on major procurement exercises	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a>	
6.1.2	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>	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a>	
6.1.3	Procurement contacts: <ul style="list-style-type: none"> <li>• Contact information for procurement and purchasing information.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a> Information on planned and in process procurement activities can also be found at: <a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>	
6.1.4	Planned procurements: <ul style="list-style-type: none"> <li>• Summary information about the college's significant planned procurements (i.e. those subject to formal EU<sup>4</sup> procurement processes) required by EU legislation Prior</li> </ul>	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a> Information on planned and in process procurement activities can also be found at: <a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>	

<sup>4</sup> European Union

	Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.		
6.1.5	Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a> Information on planned and in process procurement activities can also be found at: <a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>	
6.1.6	Supplier contracts: <ul style="list-style-type: none"> <li>• EU-prescribed award notices of major contracts over EU thresholds</li> <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>	Information in regard to the College policy / practices in regard to procurement can be found at: <a href="http://www.westcollegescotland.ac.uk/legal/procurement/">http://www.westcollegescotland.ac.uk/legal/procurement/</a> Information on planned and in process procurement activities can also be found at: <a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>	

## Class 7: How we are performing

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

	Description	Links/where to find the information	Notes
7.1.1	Indicators used by the governing body and senior management to measure overall institutional performance	Available under Regional Outcome Agreement on Scottish Funding Council website <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a>	
7.1.2	Actual performance against performance indicators.	Available on Financial Statements at Scottish Funding Council website. Please see link below. <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a>	
7.1.3	Environmental reports e.g.	These reports will be available in due course. Please submit requests in writing (so that a copy can be retained) to	

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment</li> </ul>	Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email <a href="mailto:FOI@wcs.ac.uk">FOI@wcs.ac.uk</a>	
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### Class 8: Our commercial publications

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	Notes
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 please note that West College Scotland does not hold information of this type/classification	

**Note 1** Pursuant to Section 27 (1) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication within the next three months.

#### Note 2

Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. West College Scotland is currently drafting new regional policies and procedures following the merger of Clydebank College, Reid Kerr College and James Watt Inverclyde Campuses as at 1 August 2013. As an interim measure West College Scotland will invoke legacy policies/procedures from the Host College or partner colleges as applicable until each new policy/procedure is ratified.