

## **Freedom of Information (Scotland) Act 2002**

### **Guide to information published by North East Scotland College (formerly Aberdeen College and Banff & Buchan College) under the Model Publication Scheme 2017**

**Updated – 09/08/2019**

#### **Introduction**

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

FOISA requires North East Scotland College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme<sup>1</sup>. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about<sup>2</sup>:

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

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities<sup>3</sup>. The Commissioner has developed the Model Publication Scheme 2017 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here [Model Publication Scheme](#).

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

#### **Our Guide to Information**

This document is the **Guide to Information** which North East Scotland College makes available under the classes described in the MPS. It:

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

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

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<sup>1</sup> See section 23 of FOISA.

<sup>2</sup> See section 23(3) of FOISA.

<sup>3</sup> See section 24 of FOISA.

## **About the Model Publication Scheme**

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

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

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

## **Exempt information**

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact Kim Rattray, Administration and Examinations Manager; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk), telephone 01224 612347 Aberdeen City Campus.

## **Availability and format of information**

### **Online:**

Most information listed in our Guide to Information is available to download from our website at [www.nescol.ac.uk](http://www.nescol.ac.uk). Often a link within the classes will take you directly to the relevant page or document. Where there is no such link, use our website's "Search" facility at [www.nescol.ac.uk](http://www.nescol.ac.uk). If you are still having trouble finding information, please contact Kim Rattray, Administration and Examinations Manager; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk), telephone 01224 612374 at Aberdeen City Campus or 01346 586104 at Fraserburgh Campus.

### **By inspection:**

You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact Kim Rattray, Administration and Examinations Manager; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk), telephone 01224 612374 at Aberdeen City Campus.

### **By e-mail:**

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

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

### **By phone:**

While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call Kim Rattray, College Administration and Examinations Manager, telephone 01224 612374 at Aberdeen City Campus to request information available under this Guide.

### **By post:**

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: Kim Rattray, Administration and Examinations Manager at North East Scotland College, Aberdeen City Campus, Gallowgate Centre, Gallowgate, Aberdeen, AB25 1BN.

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

### **Copyright**

North East Scotland College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not North East Scotland College. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

### **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is 10p per A4 side of paper (black & white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc. Postage costs will be recharged at the rate we pay to send the information to you.

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

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

### **Feedback or Complaints**

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact Kim Rattray, Administration and Examinations Manager; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk), telephone 01224 612374 at Aberdeen City Campus.

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact Kim Rattray, Administration and Examinations Manager; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk), telephone 01224 612374 at Aberdeen City Campus.

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

### **Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information are acceptable.

### **How to access information which is not available under this MPS**

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to Kim Rattray, Administration and Examinations Manager, North East Scotland College, Gallowgate, Aberdeen, AB25 1BN; e-mail [k.rattray@nescol.ac.uk](mailto:k.rattray@nescol.ac.uk); telephone 01224 612374 at Aberdeen City Campus.

## **Charges for information not available under the MPS:**

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

### *General information requests:*

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### *Charges for environmental information:*

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

### *Requests for your own personal data:*

The maximum fee for dealing with subject access requests is £10.

## **Publication Timescale**

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

## **Guide to Information published by North East Scotland College**

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

<b>MPS class</b>	<b>Sub-classes</b>
Class 1: About North East Scotland College	General information about North East Scotland College Access to information Our constitution Corporate planning How North East Scotland College is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	Human resources Physical resources Information resources
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	

## Guide to Information available under the MPS classes

### Class 1: About North East Scotland College

Information about North East Scotland College, who we are, where to find us, how to contact us, how we are managed and our external relations.

#### General information about North East Scotland College

Description	Links/where to find the information North East Scotland College
The name of the college, and the address of its principal office.	North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN Telephone : 0300 330 5550 Website: <a href="http://www.nescol.ac.uk">www.nescol.ac.uk</a>
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	Ms Liz McIntyre, Principal Peter Smith, Vice Principal Finance and Resources Mr Neil Cowie, Vice Principal Curriculum and Learning Ms Pauline May, Board Secretary

Description	Links/where to find the information North East Scotland College
A description of the college's major organisational units and how these relate to each other e.g. <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>	A description of the college's major organisational units and contact information for major organisational units are available <a href="#">here</a> on the website. An organisational chart is available from our Human Resources team.
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	Information & Booking Centre, Gallowgate Centre, Aberdeen, AB25 1BN. Reception, Henderson Road, Fraserburgh, Aberdeenshire, AB43 9GA. Telephone: 0300 330 5550 Email: <a href="mailto:enquiry@nescol.ac.uk">enquiry@nescol.ac.uk</a>

<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN.</p> <p>Fraserburgh Campus, Henderson Road, Fraserburgh AB43 9GA</p> <p>Altens Centre, Hareness Road, Altens Industrial Estate, Aberdeen, AB12 3LE.</p> <p>The Learning Centre, Crichtie Cottage, West Church Lane, Inverurie, AB51 3SW</p> <p>Scottish Maritime Academy, South Road, Peterhead, Aberdeenshire, AB42 2UP</p> <p>Ellon Learning Centre, Ellon Academy Community Academy, Kellie Pearl Way, Cromleybank, Ellon AB41 8LF</p> <p>Maps of College locations are available on the College website at <a href="#">Contact Details</a></p>
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Opening hours of the college's principal office

Aberdeen City Centre:

Reception

Monday – Thursday: 0815-2100

Friday: 0815-1700

Saturday: 0900-1300

Sunday: Closed

Business Office

Monday – Thursday: 0830-1700

Friday: 0830-1615

Saturday & Sunday: Closed

Student Advice Centre

Monday – Wednesday: 0830-1700

Thursday – 0830-1900

Friday: 0830-1545

Saturday: 0900-1200

Sunday: Closed

IT Centre (term time only)

Monday – Thursday: 0830-1800

Friday: 0800-1615

Saturday & Sunday: Closed

(Please contact the IT Centre for details of opening hours outwith term time.)

Fraserburgh Campus:

Reception, Admissions, Student Support Services & Student Administration

Monday – Thursday: 0830-1700

Friday: 0830-1545

Saturday and Sunday: Closed

Library

Monday & Wednesday: 0830-1700

Tuesday & Thursday: 0830-2000

Friday: 0830-1545

Saturday and Sunday: Closed

<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>The <a href="#">College Calendar</a> can be viewed on our website.</p>
<p>Dates of closure of the college, college calendar.</p>	<p>College closure from Friday 20<sup>th</sup> December 2019 to Sunday 5<sup>th</sup> January 2020 (inclusive)</p>
<p>Procedures on how to complain about the college</p>	<p>Complaints are dealt with according to the College Complaints Policy. Complaints forms are readily available in reception areas in all the College centres. The College <a href="#">Complaints Policy</a> and <a href="#">Complaints Form</a> are also available electronically on the College website. Complaints can also be made to the Scottish Public Services Ombudsman. Details can be found on their <a href="#">website</a>.</p>

<b>Description</b>	,
Arrangements for serving official documents on the college	All official documents to be served on the College should be addressed to Mr P Smith, Vice Principal Finance and Resources, North East Scotland College, Aberdeen City Centre, Gallowgate, Aberdeen, AB25 1BN.
Customer codes or charters	The College's Clients' Charter and Customer Care Code of Practice are both available on request.

## Access to Information

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Ms K Rattray, Administration and Examinations Manager, North East Scotland College, Gallowgate, Aberdeen AB25 1BN Email: <a href="mailto:k.rattray@nescol.ac.uk">k.rattray@nescol.ac.uk</a> Telephone: 01224 612374
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	Ms K Rattray, Administration and Examinations Manager, North East Scotland College, Gallowgate, Aberdeen AB25 1BN Email: <a href="mailto:k.rattray@nescol.ac.uk">k.rattray@nescol.ac.uk</a> Telephone: 01224 612374
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	In any case where the College declines to respond (or fails to respond fully) to an information request the applicant has the right to appeal, firstly to the College and secondly to the Scottish Information Commissioner.  Complaints and Requests for Review will be considered at the College by the Principal. If the applicant is unhappy with the response to his/her request for review, the Scottish Information Commissioner can be contacted (contact details are noted on page 10 of this Publication Scheme).

Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	Please see information included above for Freedom of Information Policies.
Single Model Publication Scheme 2013 and North East Scotland College Guide to Information.	North East Scotland College has adopted the Single Model Publication Scheme 2013 as developed by the office of the Scottish Information Commissioner. The Guide to Information is available on the website <a href="http://www.nescol.ac.uk">www.nescol.ac.uk</a>
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	All subject access requests will be dealt with promptly and in any event within forty days from the date the request is received in writing, and the payment of £10.00 if requested. Any such request must come with confirmation of identity (i.e. any request should be signed. Further identification may be required.) The forty day period for responding will only begin from the date all requirements for the request are met.
Charging schedule for environmental information provided in response to requests under the EIRs	<p>We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.</p> <p>In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.</p> <p>Charges are calculated on the basis of the actual cost to us of providing the information.</p> <ul style="list-style-type: none"> <li>• Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.</li> <li>• Postage is charged at actual rate for first class mail.</li> <li>• Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.</li> </ul>
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	Ms K Rattray, Administration and Examinations Manager, North East Scotland College, Gallowgate, Aberdeen, AB25 1BN. Email: <a href="mailto:k.rattray@nescol.ac.uk">k.rattray@nescol.ac.uk</a> Telephone: 01224 612374

## Our constitution

Description	Links/where to find the information North East Scotland College
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.	Institutional status under the Further and Higher Education (Scotland) Act 1992. The Act can be accessed on the <b>Office of Public Sector Information</b> website.

## Corporate Planning

Description	Links/Where to find the information North East Scotland College
<b>North East Scotland College</b> Mission statement	To deliver in partnership with other providers, a high quality education and training service that transforms lives and supports regional development.
<b>North East Scotland College</b> corporate or Strategic Plan	The <b>Strategic Plan</b> is available on the website.
Corporate strategies e.g. Estate Strategy, Human Resources strategy	Existing Corporate strategies are featured in the College's <b>Strategic Plan</b> (see above)
Corporate policies e.g. sustainability, environmental policies	The College's Environmental Policy is available on request and will shortly be available on the policies section of the website
Internal procedures for planning and resource allocation	Strategic Planning Policy Annual Reporting and Planning Cycle

## How North East Scotland College is run

Description	Links/where to find the information <b>North East Scotland College</b>
<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (e.g. Board of Management).</li> <li>• Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest.</li> <li>• Standing orders (or similar) that describe operational procedures.</li> <li>• Make reference to Outcome agreement Strand 1 (Efficient Regional Structures)</li> </ul>	<p>Membership of the <b>Regional Board</b></p> <p>Mr K Milroy, Regional Chair  Ms A Bell – Vice Chair  Mr J Henderson – Vice Chair  Ms L McIntyre, Principal and Chief Executive  Mr D Anderson  Mr M Dear, Teaching Staff Representative  Mr A Elghedafi  Ms S Elston  Mr I Gossip  Ms A Maheshwari  Ms A Calderon, Regional President. Students' Association  Mr R McGregor, Support Staff Representative  Mr N McLennan  Mr A Russell  Ms A Simpson  Mr A Smith</p> <p><b>Regional Board Member Profiles</b> be accessed on the College's website.</p>
	<p>The Regional Board has formally constituted several committees with terms of reference. These committees act with delegated authority.</p> <p>The Board's Committees include:</p> <ul style="list-style-type: none"> <li>• Audit and Risk Committee</li> <li>• Curriculum and Quality Committee</li> <li>• Finance and Resources Committee</li> <li>• Human Resources Committee</li> </ul> <p>The Regional Board has adopted and regularly reviews standing orders that govern the operation of the Board of Management and set out the terms of reference for its committees and ad hoc groups.</p>

Description	Links/where to find the information North East Scotland College
<p>The college's conflict of interests policies e.g.</p> <ul style="list-style-type: none"> <li>Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest.</li> <li>Codes of conduct governing conflict of interest issues.</li> </ul>	<p>The Regional Board has adopted a <a href="#">Code of Conduct</a> established with the Standards Commission in accordance with the Ethical Standards in Public Life (Scotland) Act 2000.</p>
<p>Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies.</p>	<p>Members of the Regional Board must register interests in accordance with the code of conduct established under the Ethical Standards in Public Life (Scotland) Act 2000.</p> <p>A <a href="#">register of members' interests</a> for senior managers and college budget holders is maintained to allow staff to record information on potential conflicts of interest.</p>

## Diversity

Description	Examples/ Comments North East Scotland College
<p>Details of how to get information about support for disabled people and people with protected characteristics (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided.)</p>	<p>Information about support for people with disabilities may be obtained from the Director of Learning Enhancement: Mr Robin McGregor, Telephone: 01224 612081.</p>

Class Description	Examples/ Comments North East Scotland College
<p>Policies, procedures and guidelines relating to support and equality for disabled people and people with protected characteristics</p>	<p>The College has an Inclusiveness Policy which includes arrangements for managing provision for students with additional learning requirements, a disability statement, personal care guidelines, and access statement.</p> <p>The College publishes an annual <a href="#">Equality and Diversity Outcomes Report</a> which sets out the framework within which the College will promote equality for, and prevent discrimination against, disabled staff, students and visitors.</p>
<p>A description of the college's support structures for disability issues and people with protected characteristics</p>	<p>The College has a dedicated <a href="#">Learning Development Centre</a></p>

<p>The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)</p>	<p>The College has undertaken considerable work to ensure that its premises are accessible to people with disabilities. These are detailed in the Report on Accessibility 2002.</p> <p>The <b>Learning and Development Centre</b> provides information and support in relation to accessibility.</p> <p>'Link' staff are available to provide ad hoc interpretation and support services to College staff, students and prospective students who are British Sign Language (BSL) users.</p>
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<p>The college's diversity and equality strategies.</p>	<p>North East Scotland College is committed to ensuring that <b>Equality and Diversity</b> policies and strategies assist the College in complying with its general duty across all protected characteristics</p>
<p>Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).</p>	<p>Statistics on the number of students with disabilities supported to study College courses are available from the Director of Learning Enhancement: Mr Robin McGregor, Telephone: 01224 612081. Further statistics on disability related to staff and students are also contained in the annual <b>Equality and Diversity Report</b></p>

## Health and Safety

Description	Links/where to find the information North East Scotland College
Policies, procedures and guidelines relating to health and safety	The College has a comprehensive Health and Safety Policy which outlines the means by which it will ensure its statutory duties are met.
Annual reports to governing body on health and safety issues	Regular reports are submitted to the Board of Management and to the Health and Safety Committee.
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	The College has a dedicated team of Health and Safety professionals, a College Health and Safety Committee, which meets twice per year, and site safety groups.
Summary statistics on accidents and incidents within the college	Quarterly statistical reports are provided to the Health and Safety Committee.
<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>The Health and Safety Team comprises:</p> <ul style="list-style-type: none"> <li>• Head of Health, Safety and Security</li> <li>• Health and Safety Officer</li> <li>• Health and Safety Officer (Electrical)</li> <li>• Health and Safety Administrator</li> </ul> <p>The Health and Safety Committee has a written constitution. It is chaired by Vice Principal Human Resources, and includes Heads of Department, Head of Health, Safety and Security, Occupational Health Nurse, trade union representatives, other staff representatives, and a student representative.</p>
Contact details of how to get information about health and safety issues (NOTE – FOI requests should be sent to the FOI officer, see page 5 for contact details).	Details on health and safety issues may be obtained by contacting the College's Head of Health, Safety and Security - Mr C Beattie, Telephone: 01224 612241.

## External and community relations

Description	Links/where to find the information <b>North East Scotland College</b>
<p>Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.</p>	<p>The College contacts full time students within six months of their leaving, to establish progression. A small cohort is contacted for a period thereafter to establish career progression.</p> <p>The College does not routinely maintain contact with other ex-students or with ex-staff, and does not provide any specific services to them. Former members of staff are welcomed back on an ad-hoc basis to view new facilities.</p>
<p>Facilities and services available to the local community.</p>	<p>The College's facilities can be accessed by members of the local community who enrol as students.</p> <p>Community groups can use College facilities by arrangement for an appropriate fee (or at the discretion of the Principal at no fee).</p> <p>The College provides services in many community locations as part of the Community and Lifelong Learning Programme.</p>

Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Information on Staff Association activities is available from Staff Association Secretary: Ms M Reid 01224 612147  The College has a Sponsorship Policy.
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Press releases, newsletters and magazines.  <a href="#">North East Scotland College website</a> – News and events, and Publications sections
Subsidiary companies (wholly and part owned) and other significant financial interests.	In 1993 the College established its wholly-owned subsidiary company – <a href="#">Aberdeen Skills and Enterprise Training Limited</a> (ASET). The role of ASET is to foster knowledge transfer to individual firms in a number of specialised niche markets.  The College also owns Clinterty Estates Limited (CEL), however this is a dormant company that has not traded since 1998.
Strategic agreements with other bodies.	Skills Development Scotland Articulation Agreements with the following universities: <ul style="list-style-type: none"> <li>• University of Aberdeen</li> <li>• Robert Gordon University</li> <li>• Edinburgh Napier University</li> <li>• Abertay University</li> <li>• Glasgow Caledonian University</li> <li>• University of Highlands and Islands</li> <li>• Open University</li> </ul>

## Government and Regulator Relations

Description	Links/where to find the information North East Scotland College
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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.	SFC Statistical Returns
Reports on College by Education Scotland <ul style="list-style-type: none"> <li>• College reviews and follow-up reports.</li> <li>• Subject reviews and follow-up reports.</li> </ul>	College reviews and follow-up reports, and Subject reviews and follow-up reports are available on the <a href="#">Education Scotland</a> website.

<b>Description</b>	<b>Links/where to find the information</b> <b>North East Scotland College</b>
Other statutory reports which the College is legally required to publish, including environmental regulatory reports, Education Scotland Reports and Outcome Agreements.	Annual Equality Reports (Equal Opportunities, Gender, Race, Disability), and Financial Statements. <a href="#">North East Scotland College Regional Outcome Agreement</a>

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>	Information on student qualifications on entry is not kept on a summary basis.  General summary information is provided in various College publications i.e. the range of student entrants classified by age, sex, ethnicity, disability and geographical origin.  Specific data on sex and ethnicity is collated for the Equal Opportunities Committee.  Retention and achievement, and “First Destination” data is collated as required by the SFC.
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## 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.

### Student Administration & Support

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

Description	Links/where to find the information North East Scotland College
<p>Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.</p>	<p>Information on the structure and broad content of each programme and the qualification gained if successful can be found on the College's <a href="#">website</a> in both the courses and publications sections.</p> <p>Information is also available from the Information &amp; Booking Centre, Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN or Admissions, Fraserburgh Campus, Henderson Road, Fraserburgh, AB43 9GA. Telephone: 0300 330 0550 Email: <a href="mailto:enquiry@nescol.ac.uk">enquiry@nescol.ac.uk</a></p>
<p>The college's admissions procedures and policies including widening participation etc:</p> <ul style="list-style-type: none"><li>• Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission.</li><li>• General/course-specific entry requirements.</li><li>• Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.</li><li>• The colleges widening participation policies</li></ul>	<p>The College Catalogue can be accessed on the College's <a href="#">website</a> or may be obtained by contacting the Information Centre, Aberdeen City Campus or Admissions, Fraserburgh Campus on 0300 330 0550 or by email: <a href="mailto:enquiry@nescol.ac.uk">enquiry@nescol.ac.uk</a> Applications can be made both online or by paper application form. Information on College Open Days is posted on the College website.</p> <p>Specific entry requirements to courses are provided within the College Catalogue and further information can be obtained by contacting the College's Guidance Team on 01224 612284 or 01346 586129 by e-mail: <a href="mailto:studentadvice@nescol.ac.uk">studentadvice@nescol.ac.uk</a></p> <p>Information on applying to College Courses can be found in the <a href="#">College's Course Guides</a></p> <p>The College has an Application Procedure and Inclusiveness Policy in place.</p>

<p>Tuition fees and other charges to students. Including information on</p> <ul style="list-style-type: none"> <li>the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory),</li> <li>when payment must be made, how payments can be made, and whether instalment options are available.</li> </ul>	<p>Full-time home/EU students are invoiced for tuition fees, unless Fee Waiver is applied for and approved. Payment can be made by cash/credit card/cheque or BACS transfer. Payment by instalments may be possible by special arrangement with the Business Office.</p> <p>Overseas students are requested to contact the College's Student Advice Centre for further details on 01224 612284 or 01346 586129.</p> <p>The College has in place:</p> <ul style="list-style-type: none"> <li>Course Fees Policy</li> </ul>
<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>The College has an Admissions Policy in place.</p>
<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> <li>Appeals procedures</li> </ul>	<p>The College has approval from various examination bodies. The rules and procedures for each body are applied to examination, assessment and appeals.</p> <p>Students are advised of these arrangements prior to examination by lecturers/instructors and at the commencement of the examination by the independently appointed invigilators.</p> <p>Further information can be obtained by contacting Ms K Rattray, Administration and Examinations Manager on 01224 612374.</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>Regulations governing access courses are contained in the <a href="#">Course Catalogue</a>.</p> <p>Resit examinations are governed by the examination bodies.</p> <p>Students who wish to change programme are provided with support from the College's Guidance Team. Students are encouraged to follow a programme that best suits their needs and desires.</p>

<p>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.</p>	<p><b>The Student Advice Centre</b> provide the following support for all students:</p> <ul style="list-style-type: none"> <li>• Academic guidance</li> <li>• Welfare – general, financial, careers, personal</li> <li>• Accommodation</li> </ul> <p>The <b>Learning Development Centre</b> offers all students extra learning support and help with studies.</p>
<p>Student liaison including</p> <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>	<p>Meetings include student focus group facilitated by the College’s Quality Team, Faculty and Support Team Managers.</p> <p>Individual courses have a course committee, which includes student representation.</p> <p>Representatives of the Students’ Association sits on the College Board of Management and other committees including the Health &amp; Safety Committee and the Academic Board.</p>
<p>A description of the availability and range of the college’s welfare and advice services.</p>	<p><b>Student Advice Centre</b> staff can provide information, advice, guidance and support in relation to student welfare including funding, course fees and benefits.</p> <p>Childcare funds are available to assist students with the cost of childcare while they attend College. Bursary and hardship funds are available to support students in financial difficulty.</p>
<p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>n/a</p>
<p>A description of the medical support services provided by the college for students.</p>	<p>The College contracts with specialist occupational health providers for a nurse-based service at all College locations. There are also trained First Aiders at all campuses.</p>
<p>Availability, conditions of use and range of services offered by the college’s careers service, including opening hours and location.</p>	<p>A careers service is available to all students to assist with career choices, university and job applications.</p> <p>Appointments can be made through The Student Advice Centre at the Gallowgate Centre on 01224 612284</p>

<p>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.</p>	<p>North East Scotland College provides free <b>fitness facilities</b> at each of its main campuses. There is a regular programme of activities and fitness assessments, open to both staff and students.</p>
<p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> <li>• Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff.</li> <li>• Arrangements for the provision of data to SQA<sup>4</sup>, SFC, and other bodies with statutory rights to data.</li> </ul>	<p>Student records are held in secure offices and all electronic records are password protected.</p> <p>The central Student Administration system retains hard copy student details for five years, after which time a secure disposal system is used.</p> <p>The provision of data to SQA<sup>4</sup> and SFC is under the responsibility of the Vice Principal, Curriculum and Learners. The data is passed to these bodies by secure electronic means.</p> <p>Students are required to complete an enrolment process. The process advises students that they may apply for a copy of their details at any time for a small fee. All such applications are processed by the Administration and Examinations Manager.</p>
<p>The college's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures</li> </ul>	<p>The College has an established Code of Commitment along with a Student Disciplinary Code which is distributed to all students with induction materials.</p>
<ul style="list-style-type: none"> <li>• Availability, conditions of use and range of accommodation services offered by the college</li> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	<p>Appointments can be made through the Student Advice Centre, Aberdeen City Campus on 01224 612284 or Fraserburgh Campus on 01346 586129 or by emailing <a href="mailto:studentadvice@nescol.ac.uk">studentadvice@nescol.ac.uk</a></p>
<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>The Awards Ceremonies normally take place in October or November.</p> <p>Details of attendance and ticketing information, academic dress information and costs are posted to individual students from the examinations office. This also covers information on photographic and video facilities. The above information can also be obtained by contacting Ms K Rattray, Administration and Examinations Manager on 01224 612374.</p>

<sup>4</sup> Scottish Qualifications Authority

<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>The Complaints Policy is outlined on the reverse of the Complaints Form which is available from the Reception desks of all campuses. Complaints will also be accepted by telephone, fax, email, letter and in person. The College website has a <a href="#">feedback</a> link which facilitates the submission of complaints.</p> <p>Complaints can also be made to the Scottish Public Services Ombudsman. Details can be found on their <a href="#">website</a>.</p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association (signposting only)</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>The role of the Students' Association is defined in the Further and Higher Education (Scotland) Act 1992. Further information is available from the <a href="#">Office of Public Sector Information</a>.</p> <p>Representatives of the Students' Association sit on the College Board of Management and other committees including the Health &amp; Safety Committee, the Inclusiveness and Guidance Committee, the Equal Opportunities Committee and the Academic Board.</p>
<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>The <a href="#">Students' Association</a> provides a range of support and recreational services. However while the College has a responsibility to ensure in general terms financial propriety in the Association's activities, it has no ongoing responsibility for the detail of its services, and the College is therefore not in a position to provide this information.</p> <p>For further information contact the Students' Association Regional Presidents 01224 612313 or 01346 586100.</p>

## Teaching Quality

Description	Links/where to find the information <b>North East Scotland College</b>
<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> <li>• Reference to Outcome Agreements Strands 2,3, and 4</li> </ul>	<p>The process is managed by the Director of Quality Enhancement and Transitions.</p> <p>The Curriculum Advisory Panel is responsible for considering and approving all new course proposals.</p> <p>The Quality Assurance Sub Committee is responsible for the annual review of College provision.</p> <p>Arrangements for programme approval are set out in College procedures:</p> <ul style="list-style-type: none"> <li>• Approval SVQ/NVQ</li> <li>• Establish Full Time Course Directory</li> <li>• Procedure for Adding SQA Module (or standalone unit) to the College's Portfolio</li> <li>• Internal Validation and Approval of College Provision.</li> </ul> <p>Aberdeen and Aberdeenshire Outcome Agreement available at <a href="#">North East Scotland College Regional Outcome Agreement</a></p>
<p>Anonymous summary results of surveys of student satisfaction with North East Scotland College 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>5</sup> support,</li> <li>• suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of teaching and learning methods.</li> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>	<p>North East Scotland College conducts annual student satisfaction surveys and publishes the results in its Annual Review.</p> <p>The following surveys are also conducted:</p> <ul style="list-style-type: none"> <li>• Annual student first impressions survey</li> <li>• CBD – end of course and clients' needs questionnaires</li> <li>• Reception feedback questionnaires.</li> </ul>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>Details of the duration and accreditation of programmes by awarding bodies are maintained on a central database.</p>

<sup>5</sup> Information Technology

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
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.	The College's Director of Quality Enhancement and Transitions maintains a list of all validated programmes and units.
<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>	The College receives reports from external bodies such as SQA and Investors in People following audits/reviews/assessments and these are submitted to the College's Board of Management.

<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> <li>• Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards</li> <li>• Range of teaching methods used.</li> <li>• Availability and use of specialist equipment, other resources and materials to support teaching and learning.</li> <li>• Staff access to professional development.</li> <li>• Peer observation and mentoring programmes.</li> <li>• Use of external benchmarking and other comparators, both home and overseas.</li> <li>• Information and links to local partnerships</li> <li>• Involvement of external peers in the review method, their observations, and the action taken in response</li> </ul>	<p>North East Scotland College carries out lesson observation of lecturers and publishes monthly statistics on the results in the College Update Newsletter. Annual statistics are published in the Annual Review.</p> <p>Internal quality audits are conducted as are external audits by a range of awarding bodies.</p> <p>The College provides a wide range of staff development opportunities and regular reports and statistics are provided to the Board of Management and details are included in annual reviews.</p> <p>The College is subject to external review by Education Scotland and is obliged to publish a report annually on its quality related outcomes for the previous academic year.</p> <p>External benchmarking exercises are regularly undertaken to identify areas for improvement.</p>
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## Information Services

Description	Links/where to find the information North East Scotland College
<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>The College <b>library service</b> is available to all students and staff. Members of the public can access study <b>facilities</b> and use materials for reference purposes only.</p> <p>The main library is situated at the Aberdeen City Campus and there is also a branch library at the Fraserburgh Campus and Aberdeen Altens Campus. All books and resources in the Altens library are specialised to cater for its courses. Study spaces are provided at all libraries.</p> <p>The Library maintains an online catalogue that can be used to quickly locate materials/resources from dedicated computers in the libraries or from any PC in the College.</p> <p><b>Opening hours of libraries</b></p> <ul style="list-style-type: none"> <li>• Library+ at Aberdeen City Campus Monday – Thursday: 0830-2100 Friday: 0830-1615 Saturday: 1000-1300 Sunday: Closed</li> <li>• Library+ at Fraserburgh CAmpus Monday &amp; Wednesday:0830-1700 Tuesday &amp; Thursday: 0830-2000 Friday 0835-1545</li> <li>• Library+ at Altens Monday - Thursday: 0830-1700 Friday: 0830-1615 Saturday &amp; Sunday: Closed</li> </ul> <p>(Please contact Library + for details of opening hours outwith term time)</p>

Description	Links/where to find the information North East Scotland College
	<ul style="list-style-type: none"> <li>General rules and conditions of use are displayed onsite and can also be found on the College website under <a href="#">Facilities</a>.</li> </ul>
<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>6</sup>).</li> </ul>	<p>Opening hours of <a href="#">computing facilities</a>, 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) and the Acceptable Use Policy is available at each centre. No fee is charged to students for use of facilities/ resources. A standard charge is applied to the general public.</p> <p>The College's standard policy on data protection applies. Students are allowed free access to the Internet where appropriate and therefore have free access to free external services on it.</p> <p>Monitoring is undertaken by ITC staff and the College's IT Support team. Breaches of the conditions are dealt with under the Student Disciplinary Code.</p>
<p>High-level aims and strategies of information services units and definition of the service provided.</p>	<p>The College has an ICT Strategy which provides the framework for ICT development.</p>
<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>	<p>North East Scotland College is committed to the use of new technologies in the curriculum, including social media. Social media is used widely by our learners and staff, however its use for educational purposes requires careful consideration.</p> <p>For this reason, the College has a procedure on the use of social media technologies, supported by detailed guidelines, and also a procedure on the removal of identified unacceptable material from social media and other websites.</p>

<sup>6</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 North East Scotland College
<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>Information on the College's committees are available on the website in the Governance Section <a href="#">Regional Board</a></p>

Description	Links/where to find the information North East Scotland College
Public consultation and engagement strategies	
Reports of regulatory inspections, audits and investigations carried out by North East Scotland College	External audit reports

Description	Links/where to find the information North East Scotland College
<p>Environmental impact studies and risk assessments which underpin decisions that North East Scotland College take, including the facts and analysis.</p>	<p>The College has produced a Register of Environmental Aspects and Impacts. The Register is reviewed on a regular basis and any additions, changes or deletions are discussed on a monthly basis.</p> <p>The College has an Environmental Management System Procedure 4.3.1 Environmental Aspects and Impacts which identifies which of its activities have or can have a significant impact on the environment.</p> <p>The College has developed a schedule for carrying out Environmental Assessments in line with ISO14001 accreditation.</p>

#### 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).

<b>Class Description</b>	<b>Links/where to find the information North East Scotland College</b>
Financial statements approved by the governing body e.g. North East Scotland College annual accounts	The College's financial statements are available from the College website. They have been presented to the Scottish Parliament in accordance with the Provisions of Public Finance and Accountability (Scotland) Act 2000.
Policies and procedures for making budgetary allocations to major budgetary units	The strategy is set out in the <a href="#">Strategic Plan</a> and procedures for budget determination have been established.
Summary of budgetary allocations to major budgetary units	Financial forecasts are given in the College's <a href="#">Strategic Plan</a>

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	The College's financial regulations and related policies and procedures are well established and are subject to regular review.
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.	Insurance for the College and its subsidiary companies is provided by UMAL. The range of risks covered include: <ul style="list-style-type: none"> <li>• material damage</li> <li>• business interruptions</li> <li>• IT equipment</li> <li>• money</li> <li>• public and employers liability</li> <li>• governors liability</li> <li>• fidelity guarantee</li> <li>• motor and personal accident</li> <li>• travel</li> <li>• works in progress</li> </ul>

<b>Class Description</b>	<b>Links/where to find the information North East Scotland College</b>
Summary information on institutional endowments and investments	The College holds as restricted reserves endowments to the value of £22,000. In addition the College owns the whole issued share capital of its subsidiary companies
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding	Information of this nature is included in the College's <a href="#">Strategic Plan</a>

received by the college, e.g. European Social Fund, European Regional Development Fund	
Expenses policies and procedures	The College does not publish a policy but Guidelines for claiming expenses are held by the College's Payroll Manager

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	This information is available on request from the Secretary to the Board
Board member remuneration, other than expenses	Outwith expenses, there is no remuneration for Board Members

<b>Class Description</b>	<b>Links/where to find the information North East Scotland College</b>
Pay and grading structures (levels of pay, rather than individual salaries)	This information is available on request
Salary awards, bonuses and staff benefits	The College does not operate a bonus scheme but details of salary awards are available on request from the Vice Principal Human Resources
Senior staff salaries e.g. Principal and senior management team	The College's financial statements contain information on salaries of higher paid members of staff – these are available from the College
Funding awards made by North East Scotland College how to apply for them	Information on student funding, including bursary awards and details of how to contact a Student Funding Adviser can be found on the College website at <a href="#">Funding Support</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.

### Human Resources

Description	Links/where to find the information North East Scotland College
Statistical information on staff - at institutional level by grade, sex, etc.	Details of staffing statistics are contained in the College's annual staffing statistical return to the Scottish Funding Council (SFC).
Staffing structure	An organogram of College staff is available from the College
Policies, statements, procedures and guidelines relating to recruitment	The College has a Recruitment and Selection Policy.

Description	Links/where to find the information North East Scotland College
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Guidance notes showing how the College's Performance Management process is implemented have been produced
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Job evaluation scheme used, monitoring statistics on appointments and promotions.
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>	College staff may join either the Scottish Teachers' Superannuation Scheme or the Local Government Superannuation Scheme. Information is available on both of these schemes.
Grievance procedures and policies	The College has a Grievance Policy which has been agreed with recognised trade unions.

Description	Links/where to find the information North East Scotland College	
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>	The College has a Disciplinary Policy which has been agreed with recognised trade unions.  Other Human Resources policies where disciplinary action may follow if breached include: <ul style="list-style-type: none"> <li>• Acceptable Use – Electronic Communication Systems</li> <li>• Capability</li> <li>• Dignity at Work</li> </ul> Drug and Alcohol	
Race equality policies as required under the Race Relations Amendment Act 2000.	The College has developed Equality Outcomes.	
Equality and diversity policies, statements, procedures, and guidelines.	The College is committed to promoting equality of opportunity for all its students and staff in all aspects of College life to ensure that no-one is discriminated against on the grounds of race, colour, religion, sex, marital status, disability, age, social position or sexual orientation. The College's Equal Opportunities Policy has been in place since 1991. The College also publishes an annual <b>Equality and Diversity Report</b> The College has the following policies in place: <ul style="list-style-type: none"> <li>• <b>Equality and Diversity Policy</b></li> <li>• <b>Equal Opportunities (for Students) Policy</b></li> <li>• <b>Inclusiveness Policy</b></li> <li>• <b>Equal Pay Policy</b></li> </ul>	

Description	Links/where to find the information North East Scotland College	
Information required for compliance with the Public Interest Disclosure Act	The College is committed to providing the means by which an employee may raise serious concerns which he/she may have about malpractice or corruption in the workplace (whether by employees or contractors). To this end the College has a Whistle Blowing Policy in place.	
Description of the facilities and services available to members of staff.	There is a range of facilities available to staff including; occupational health services; canteens and staff rooms; exercise facilities	

Description	Links/where to find the information North East Scotland College
Policies and procedures relating to the ongoing development of staff <ul style="list-style-type: none"> <li>• Induction arrangements.</li> <li>• Access to internal and external training opportunities</li> </ul>	The College's Staff Development Policy outlines the framework within which the College's commitment to continuing professional development for all staff will be managed and supported. Staff Development Programmes are issued twice a year and all staff undertake CPD activities. The College has in place a Staff Induction and Review Policy and Induction Programmes for both teaching and support staff
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	North East Scotland College recognises 4 trade unions – EIS-FELA, UNISON, GMB and Unite for the purposes of negotiating terms and conditions of service and consulting on employment policies, health, safety and welfare of staff and equality and diversity. The College also gives negotiating rights to elected representatives of staff who have chosen not to join a trade union. Salaries and terms and conditions of employment are negotiated in two Local Joint Negotiating Committees – one for lecturers and one for support staff.

## Physical Resources

Description	Links/where to find the information North East Scotland College
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>	The College maintains records of the size, usage and condition of its major teaching centres.
Summary information about buildings under construction	There are currently no buildings under construction.

Description	Links/where to find the information <b>North East Scotland College</b>
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	The College has in place an Estates Development Strategy which is subject to regular review.
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	The College addresses back log maintenance issues in the programme of works proposed in its Estates Development Strategy and by setting and reviewing planned maintenance programmes taking into account the results of building condition surveys.
Performance indicators on major estates functions	The College participates in the Emandate Estates Benchmarking System that is maintained by the <a href="#">Scottish Funding Council</a> (SFC).
<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</li> <li>• environmental legislation</li> </ul>	<p>The College's Environmental Policy Statement sets out how the College will comply with environmental legislation and promote sound environmental management practice.</p> <p>The College also has in place an Environmental Sustainability Strategy.</p> <p>In January 2009 the College became a signatory of the Universities and Colleges Climate Commitment for Scotland (UCCCfS). As part of this commitment, the College has implemented an <a href="#">Environmental Management System and Climate Change Action Plan</a> which contains targets for reductions in waste and energy consumption.</p> <p>In June 2009 the College received accreditation to the ISO 14001:2004 Standard for Environmental Management Systems. In 2012 and 2015, the College was reaccredited for this standard. The Standard provides a framework for an organisation to control the environmental impacts of its activities, products and services, and to continually improve its environmental performance.</p> <p>The College is also committed to ensuring new buildings and renovations consider a number of sustainability factors and are constructed using the Building Research Establishments Environmental Assessment Methodology (BREEAM).</p>

## Information Resources

Class Description	Links/where to find the information North East Scotland College
<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>The College has a Data Protection Policy which outlines how personal information about staff will be collected, maintained, stored and used.</p> <p>Subject access requests should be made to Ms K Rattray, North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN. Email: <a href="mailto:k.rattray@nescol.ac.uk">k.rattray@nescol.ac.uk</a> Telephone: 01224 612374</p>
<p>Records management policy, including records retention schedule.</p>	<p>North East Scotland College has a Records Management Policy and retention schedules for all its documentation</p>
<p>Information governance/asset management policies and procedures.</p>	<p>Not applicable</p>
<p>Knowledge management policies and procedures.</p>	<p>Not applicable</p>
<p>List of statistical information published by North East Scotland College</p>	<p>The College's website provides access to <a href="#">a range of statistical information</a></p>

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

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

Description	Links/where to find the information North East Scotland College
<p>College's policies on major procurement exercises</p>	<p>The College has a policy on procurement which is subject to annual review.</p>
<p>Procurement procedures:</p> <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>	<p>The College has well established <a href="#">procurement</a> procedures subject to regular review.</p> <p>Mr C Brodie, Purchasing Officer Telephone: 01224 612242</p>

Description	Links/where to find the information North East Scotland College
<p>Planned procurements:</p> <p>Summary information about the college's significant planned procurements (i.e. those subject to formal EU<sup>7</sup> procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.</p>	<p>The College undertook a number of procurement exercises in the year to 31<sup>st</sup> July 2016.</p> <p>Information on current and recently concluded procurements is available from the College.</p> <p>Notices seeking expressions of interest in providing these services are expected to appear in the official EU journal 6 months prior to the commencement of contracts.</p>
<p>Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal</p>	<p>Information which the institution is required to publish in the EU Journal.</p>
<p>Supplier contracts:</p> <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>	<p>All current contract awards from April 2016 (and many prior to that) can be found on the <a href="#">the College's contracts register</a>.</p> <p>Summary of major contracts:</p> <ul style="list-style-type: none"> <li>• Facilities Management provided by Mitie Technical Facilities Management. Under 3 year contract ending 31 July 2018. Approximate value £4.7 million. 2 year extension possible.</li> <li>• Security guarding, janitorial and portorage services provided by ISS Facilities Services Ltd. Under 3 year contract ending 31<sup>st</sup> July 2019. Approximate value £2.3 million. 2 year extension possible.</li> <li>• Provision of agency staff by Protocol National Ltd. Under 3 year contract ending 31 July 2017. Approximate value £7.5 million.</li> <li>• IT support services provided by RM Education plc. Under 5 year contract ending 31 August 2014 and is re-negotiable for a further period of up to 5 years. Currently in period of re-negotiation. Approximate value £1.5 million per annum.</li> <li>• Reprographics services provided by Capital Solutions. Under 5 year contract ending 31 July 2020. Approximate value £450,000.</li> </ul>

<sup>7</sup> European Union

## 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 North East Scotland College
Indicators used by the governing body and senior management to measure overall institutional performance	<a href="#">North East Scotland College Regional Outcome Agreement</a> Board of Management Committee papers are available at <a href="#">Board of Management</a>
<i>Actual performance against performance indicators.</i>	<a href="#">North East Scotland College Regional Outcome Agreement</a> Review Report on North East Scotland College available on the <a href="#">Education Scotland</a> website

Description	Links/where to find the information North East Scotland College
Environmental reports e.g. <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>	The College maintains a Register of Environmental Legislation and other compliance, and also a Register of Environmental Aspects for activities which are likely to impact on the environment

### **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.

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
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.	No such information is produced

### **Class 9: Our Open Data**

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

<b>Description</b>	<b>Links/where to find the information North East Scotland College</b>
The College's open data publication plan.	The college does not currently have an open data publication plan
Open data sets and their metadata, or links to where they are accessible.	The college does not currently have an open data publication plan