Freedom of Information (Scotland) Act 2002

Guide to information published by Moray College UHI under the Model Publication Scheme 2013

Introduction

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

FOISA requires Moray College UHI to adopt and maintain a publication scheme, and to publish information in accordance with that scheme[1]. 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[2]:

- 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[3]. The Commissioner has developed the Model Publication Scheme 2013 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS at:

http://www.moray.uhi.ac.uk/about-us/foi/FOIpublicationscheme.pdf

Moray College UHI 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 Moray College UHI 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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[1] See section 23 of FOISA.
[2] See section 23(3) of FOISA.
[3] See section 24 of FOISA.

About the Model Publication Scheme

The MPS set out eight broad classes of information, and by adopting it, Moray College UHI is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

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

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 Moray College UHI.

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:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

Or email: MCFOI@uhi.ac.uk

Availability and format of information

Online:
Most information listed in our Guide to Information is available to download from our website at http://www.moray.uhi.ac.uk/**.**

Often a link within the classes will take you direct to the relevant page or document. Where there is no such link, use our website's "Search" facility at http://www.moray.uhi.ac.uk/

If you are still having trouble finding information, please contact for further assistance:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

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:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

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 MCFOI@uhi.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 01343 576401to request information available under this Guide.

By post:
To obtain information listed under the scheme as a printed document or other format by post, please send your request to:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

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

Where Moray College UHI holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Moray College UHI does not hold the copyright in information we publish, we will make this clear.

Charges

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

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

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	£0.17
A2	£0.14
A3	£0.11
A4	£0.08
A5	£0.05

Colour photocopying

Size of paper	Pence per sheet of paper
A1	£0.45
A2	£0.40
A3	£0.35
A4	£0.30
A5	£0.25

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 to comment on any aspect of this Guide, or the Commissioner's MPS, please contact:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

Or email: MCFOI@uhi.ac.uk

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

Or email: MCFOI@uhi.ac.uk

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
Website: www.itspublicknowledge.info

*verbal requests for environmental information are acceptable.

How to access information which is not available under this MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to:

Freedom of Information Office
Moray College
Moray Street
Elgin
Morayshire
Scotland
IV30 1JJ

Or email: MCFOI@uhi.ac.uk

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:

Normally this will be provided free of charge, however this will be determined by the cost to be incurred in producing the required information. You will be advised of any charge to be made prior to us proceeding in accordance with your request.

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 Moray College UHI

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.

MPS class	Sub-classes
Class 1: About Moray College UHI	General information about Moray College UHI Access to information Our constitution Corporate planning How Moray College UHI 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 resource
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 Moray College UHI

Information about Moray College UHI, who we are, where to find us, how to contact us, how we are managed and our external relations.

General information about Moray College UHI

Description	Links/where to find the information
The name of the college, and the address of its principal office.	Moray College Moray Street Elgin Morayshire Scotland IV30 1JJ
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	**Principal**: Mr Frank Hughes **Assistant Principal (Services) and Clerk to the Board of Management:** Mrs Anne Lindsay **Assistant Principal (Learning and Teaching):** Mr Tom McGarry **Director of Finance:** Mr Fraser Hutcheon **Directors of Quality and Curriculum:** Mrs Chris Newlands and Mr Derek Duncan **Head of Human Resources:** Mrs Carolyn Thomson
A description of the college's major organisational units and how these	Organisational structure charts.

relate to each other e.g.	Description of responsibilities/ activities of major organisational units (including all academic and support teams and departments). Information on relevant senior managerial staff in major organisational units. Contact information for major organisational units.
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	**Switchboard:** 01343 576000 **Fax:** 01343 576001 **Freedom of Information Enquiries:** 01343 576306
Information on the college's principal and other main locations, including campus maps	The main College site and the Victoria Art School building are at Moray Street in Elgin. The Technology Centre is at Linkwood Road in Elgin. Outside Elgin the College has small learning centres in Buckie, Forres, Keith and Nairn.
Opening hours of the college's principal office	Office hours are 0845 – 1645, Monday to Thursday and 0845 – 1630 on Friday
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.	http://www.moray.uhi.ac.uk/students/college-calendar Student Diary and Guide
Dates of closure of the college, college calendar.	http://www.moray.uhi.ac.uk/students/college-calendar Student Diary and Guide
Procedures on how to complain about the college	http://www.moray.uhi.ac.uk/about-us/publications/complaintsprocedure09.pdf Student Diary and Guide
Arrangements for serving official documents on the college	Mrs Anne Lindsay

	Assistant Principal (Services) and Clerk to the Board of Management Moray College Moray Street Elgin Moray Scotland IV30 1JJ
Customer codes or charters	No information

Access to Information

Description	Links/where to find the information
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Freedom of Information Office Moray College Moray Street Elgin Moray Scotland IV30 1JJ Or email: MCFOI@uhi.ac.uk
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	Freedom of Information Office Moray College Moray Street Elgin Moray Scotland IV30 1JJ Or email: MCFOI@uhi.ac.uk
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	http://www.moray.uhi.ac.uk/about-us/foi/foipolicy20102013.pdf

Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	Climate Change Action Plan: http://www.moray.uhi.ac.uk/about-us/publications/ccapversiondec10.pdf Environmental Policy and Energy Management Plan: http://www.moray.uhi.ac.uk/about-us/publications/enviropolicyenergyplan.pdf Travel Plan: http://www.moray.uhi.ac.uk/about-us/publications/travelplan.pdf
Single Model Publication Scheme 2013 and Moray College Guide to Information.	http://www.moray.uhi.ac.uk/about-us/foi/FOIpublicationscheme.pdf
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	Student Confidentiality Policy: http://www.moray.uhi.ac.uk/about-us/publications/StuConfPol.pdf Student Diary and Guide
Charging schedule for environmental information provided in response to requests under the EIRs	Page 7 of this document
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	Freedom of Information Office Moray College Moray Street Elgin Morayshire Scotland IV30 1JJ Or email: MCFOI@uhi.ac.uk

Our constitution

Description	Links/where to find the information
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.

Corporate Planning

Description	Links/Where to find the information
Moray College Mission statement	http://www.moray.uhi.ac.uk/about-us/publications/strategicplan201115.pdf
Moray College Strategic Plan	http://www.moray.uhi.ac.uk/about-us/publications/strategicplan201115.pdf
Corporate strategies and policies	http://www.moray.uhi.ac.uk/about-us/publications
Internal procedures for planning and resource allocation	Strategic Plan Operational Plan Internal Audit - Annual Report External Audit - Management Letter Annual Report and Financial Statements Monthly Management Accounts Budgetary Control Reports Education Scotland College Review

How Moray College is run

Description	Links/where to find the information

Description	Links/where to find the information
The college's governance structures and operational procedures, e.g. • Description of Statutory Bodies (e.g. Board of Management). • 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. • Standing orders (or similar) that describe operational procedures.	http://www.moray.uhi.ac.uk/about-us/management
The college's conflict of interests policies e.g. • 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. • Codes of conduct governing conflict of interest issues.	http://www.moray.uhi.ac.uk/about-us/management/CODEOFCONDUCT.pdf
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.	http://www.moray.uhi.ac.uk/about-us/management/meet-the-board

Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	http://www.moray.uhi.ac.uk/about-us/publications#tab3
A description of the college's support structures for disability issues	http://www.moray.uhi.ac.uk/students/study-support Student Diary and Guide
Details of how to get information about support for disabled people (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided.)	learner.support@moray.uhi.ac.uk Anne Taylor Learning Support Co-ordinator Tel: 01343 576489
The levels of accessibility of each of the college's main buildings and	**Moray Access Panel Report**

services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	
The college's diversity and equality strategies.	http://www.moray.uhi.ac.uk/about-us/publications#tab3
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).	Staff statistics - http://www.moray.uhi.ac.uk/about-us/publications/annualemploymentdata2013.pdf Staff and student statistics - http://www.moray.uhi.ac.uk/about-us/publications/mainstreamingreportapril112.pdf

Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	Policies: Health and Safety Policy statement Staff Induction Policy Work Placement Policy Cultural Trips Policy Smoke Free Policy Driving at Work Policy Prevention of Alcohol and Drugs Abuse Policy PVG Scheme Policy The Management of Sickness Absence Stress in the Workplace Compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) policy

	Procedures: Emergency evacuation - All staff; Conference/LETS/Meetings; Organisations Emergency procedures for Switchboard Operators/Reception staff and Switchboard Operators/Reception staff on evening duty for: Fire; Ambulance; Police; Bomb alert; Suspicious packages Lone worker procedures for: Site assistants; Reception staff; LRC staff; Learning Centre staff College security for: Students; Staff; Contractors working within College; Visitors Children on College premises procedures Procedures for staff when dealing with: Accidents; Illness; Emotional disturbance General procedures for: Use of the Medical Room; First Aiders; Informing patients next of kin; Medication Aids infection precautions procedures for: Dealing with accidents involving external bleeding; Procedure of cleaning following an accident; Clinical waste disposal Risk Assessments including COSHH, Manual Handling etc.: Fire Alarm, Fire door and Emergency light testing Maintenance Plan
Annual reports to governing body on health and safety issues	Annual Reports
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Health and Safety Committee (minutes available) Annual Health and Safety Audit programme Random Hazard Spotting exercise
Summary statistics on accidents and incidents within the college	Summary of accident statistics (available)
Information on the college's support structures for health and safety e.g.	

• Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s).	College Board of Management; Principal; Head of Estates; Health and Safety Committee; Health and Safety Officer; Health and Safety Committee remit and membership Staff and students
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).	Health and Safety Officer Ron Gavin Ron.Gavin.moray@uhi.ac.uk Tel: 01343 57676302

External and community relations

Description	Links/where to find the information
Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	No information available
Facilities and services available to the local community.	http://www.moray.uhi.ac.uk/business-and-community Beechtree Restaurant Hair, Beauty Therapy and Complementary Therapy Salons Art Exhibitions Accommodation Lets Games Hall Lets
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	College Prospectus Press Releases Promotional College Caravan at Community Events Accommodation Hire Brochure Leaflets/posters

Description	Links/where to find the information
Subsidiary companies (wholly and part owned) and other significant financial interests.	No information available
Strategic agreements with other bodies.	UHI Academic Partner Agreement UHI Articles of Association Moray Community Planning Partnership Agreement NHS Grampian Memorandum of Agreement

Government and Regulator Relations

Description	Links/where to find the information
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.	Annual Report and Financial Statements Internal Audit - Annual Report External Audit - Management Letter Annual WSUMs Report Annual Staffing Return Strategic Plan Operational Plan SFC Annual Financial Forecast Return (FFR) Annual Audited FE Bursary Return Annual Audited FE Hardship and Childcare Fund Return Annual Audited HE Hardship Fund (UHI Submission)
Reports on College by Education Scotland • College reviews and follow-up reports. • Subject reviews and follow-up reports.	Reports on Annual Engagement Report on College Reviews
Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	http://www.moray.uhi.ac.uk/about-us/publications#tab2
Statistical information on student admission, progression and completion which the college is required by the Funding Council to	Annual Course Reports Recruitment and Selection Policy

Description	Links/where to find the information
publish e.g.	Course Assessment and Progression Board and Graduation Ceremony Procedures The following data is available for both student applications and student enrolments: Information on - Student qualifications on entry; - The range of student entrants classified by age, sex, ethnicity, disability and geographical origin; - Student progress and retention data for each year of each course/programme; - Student progress and retention data for each year of each course/programme; - Data on student completion; - Data on qualifications awarded; - Data on employment/training outcomes for students

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
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	http://www.moray.uhi.ac.uk/courses Course handbooks College Prospectus UHI Prospectus School Prospectus Short Course Programme Evening/part-time Day Class Programme UHI Prospectus
The college's admissions procedures and policies including: • Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission. • General/course-specific entry requirements. • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. • The colleges widening participation policies	http://www.moray.uhi.ac.uk/studying-at-mc http://www.moray.uhi.ac.uk/courses Recruitment, Selection and Admissions Policy College Prospectus UHI Prospectus

Tuition fees and other charges to students. Including information on • the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), • when payment must be made, how payments can be made, and whether instalment options are available.	http://www.moray.uhi.ac.uk/studying-at-mc/students/student-support/fees-and-money-support http://www.moray.uhi.ac.uk/about-us/publications/coursefeespolicy.pdf
The college's arrangements for registering students including policies and procedures covering student enrolment	Recruitment and Selection Policy Student Induction Policy available on website Student Diary and Guide
Arrangements for assessments and examinations Examination periods/timetables. • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures	Arrangements for assessments and examinations as per relevant Governing Body UHI Academic Standards and Quality Regulations Academic Quality Policy
• Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme	UHI Academic Standards and Quality Regulations Academic Quality Policy Recruitment and Selection Policy

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.	Arrangements for Extended Learning Support (ELS) Anne Taylor ELS Co-ordinator learner.support.moray@uhi.ac.uk Heather Henderson Student Advice Manager heather.henderson.moray@.uhi.ac.uk http://www.moray.uhi.ac.uk/students/student-support http://www.moray.uhi.ac.uk/about-us/publications/StudentAdvicePDPandGuidancePolicy.pdf http://www.moray.uhi.ac.uk/about-us/publications/Studentinductionpolicy2012.pdf Student Diary and Guide
Student liaison including • The structure and functioning meetings of staff/student consultative committees or other liaison groups. • Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings	http://www.moray.uhi.ac.uk/about-us/publications/StudentAdvicePDPandGuidancePolicy.pdf Student Diary and Guide

A description of the availability and range of the college's welfare and advice services.	Heather Henderson Student Advice Manager heather.henderson.moray@.uhi.ac.uk http://www.moray.uhi.ac.uk/students/student-support http://www.moray.uhi.ac.uk/about-us/publications/StudentAdvicePDPandGuidancePolicy.pdf http://www.moray.uhi.ac.uk/about-us/publications/Studentinductionpolicy2012.pdf
A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	No information available
A description of the medical support services provided by the college for students.	Health and Safety Policy Student Diary and Guide
Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	http://www.moray.uhi.ac.uk/students/student-support#tab3 Student Diary and Guide
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.	http://www.moray.uhi.ac.uk/studying-at-mc/college-facilities Fitness Suite Procedures and Conditions Fitness Suite User Regulations Fitness Suite Opening Times and Costs Sports Hall Hire Rates General Regulations Conditions of Let Rules and Regulations for the Use of the Sports Hall

The college's policies on the collection, maintenance and use of personal information about students. • 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. • Arrangements for the provision of data to SQA[4], SFC, and other bodies with statutory rights to data.	http://www.moray.uhi.ac.uk/about-us/publications/StuConfPol.pdf Records Management Policy and Procedures Records Management Schedule Student data is sent to SQA and other Exam Bodies for Certification purposes. Student data is sent to SFC, HESA, SQA and other exam bodies if appropriate. Student data is sent to SDS by agreement Student Diary and Guide
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	Student Disciplinary Procedure Course Assessment, Progression Board and Graduation Ceremony Procedures UHI Academic Standards and Quality Regulations Academic Quality Policy Arrangements for assessments and examinations as per relevant Governing Body Student Diary and Guide
• Availability, conditions of use and range of accommodation services offered by the college • Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations	http://www.moray.uhi.ac.uk/business-and-community/facilities/accommodation-for-hire No College-owned student accommodation Local accommodation list Student Diary and Guide

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[4] *Scottish Qualifications Authority*

Information about awards ceremonies • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities	Graduation and award ceremony is held in October each year. Course Assessment Progression Board and Graduation Ceremony Procedures. Details of the Graduation, photographer and Robe Hirer are sent to all students who have qualified to graduate.
Procedures for dealing with student complaints about the college • Information on how to register a complaint. • Procedural information on how complaints will be dealt with. • Procedural information on any internal and external appeals mechanisms. • Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these.	http://www.moray.uhi.ac.uk/about-us/publications/complaintsprocedure09.pdf Course Assessment, Progression Board and Graduation Ceremony Procedures UHI Academic Standards and Quality Regulations Academic Quality Policy Arrangements for assessments and examinations as per relevant Governing Body Student Diary and Guide
The legal and structural basis of the college's relationships with the Students Union/Association • Agreements, protocols, etc governing the college's relationship with the Union. • Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees. • Funding provided to the Union	http://www.moray.uhi.ac.uk/students/student-life/class-representation For Higher Education students: http://www.uhi.ac.uk/en/students/student-life/students-associations Student Diary and Guide

| Information on the operation and activities of the Students Union and other student clubs including

• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.
• Information about student clubs | http://www.moray.uhi.ac.uk/students/student-life/class-representation

For Higher Education students:

http://www.uhi.ac.uk/en/students/student-life/students-associations

Student Diary and Guide |

Teaching Quality

Description	Links/where to find the information

Description	Links/where to find the information
Programme approval and monitoring arrangements: - Programme specifications. - Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. - Key outcomes of programme approval, and annual monitoring and review processes. - Periodic reports of departmental major programme reviews.	Directorate Academic Committee UHI Academic Standards and Quality Policy Academic Quality Assurance Policy Course Validation Documentation Course Review Documentation Course Handbook SQA Unit Specifications Course outlines SQA Course Frameworks Subject Area Self Evaluation Reviews Directorate Academic Committee Minutes The British Computer Society IT User Qualification - BCS Qualifications - Approved Centre Operations Manual Education Scotland Quality Framework Annual Course Report
Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of: - Arrangements for academic support and guidance. - Library services and IT[5] support, - suitability of accommodation, equipment and facilities for teaching and learning. - Quality of teaching and the range of teaching and learning methods. - Assessment arrangements. - Quality of pastoral support.	Anonymous summary results of surveys of student satisfaction with the College

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[5] *Information Technology*

Description	Links/where to find the information
The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	SQA City and Guilds British Computer Society Education Scotland Annual Engagement Report Education Scotland College Review Investors in People
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.	No information available
Quality assurance assessments of the college's provision e.g. • Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision. • Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc. • Education Scotland reports on teaching quality.	SQA City and Guilds British Computer Society Education Scotland Annual Engagement Report Education Scotland College Review Investors in People
Institutional internal reviews e.g. • Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards • Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response	Self Evaluation Reports Course Committee Meetings Directorate Academic Committee meetings Annual Course Reports Staff Development Policy Staff Review Policy

Information Services

Description	Links/where to find the information
Availability and conditions of use of library facilities. Library catalogue if publicly available. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • 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.) • List of charges and fines	http://www.moray.uhi.ac.uk/studying-at-mc/college-facilities/student-services-centre http://www.uhi.ac.uk/en/libraries/using-the-libraries Student Diary and Guide Library Induction Pack
Availability and conditions of use of computing facilities. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • 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) • Computing code of practice. • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA[6]).	Student IT Acceptable Use Policy Staff IT Acceptable Use Policy IT Induction Handbook http://www.uhi.ac.uk/en/lis Student Diary and Guide
High-level aims and strategies of information services units and definition of the service provided.	ICT Strategy Student Diary and Guide
Information services policies and procedures. Including: • Use of social media • Notice and take-down procedures	Student IT Acceptable Use Policy Staff IT Acceptable Use Policy IT Induction Handbook http://www.uhi.ac.uk/en/lis

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[6] *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
The activities of major committees with devolved decision-making powers • Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health & Safety Committee.) • Committee appointments procedures. • Standing orders, codes of conduct and other papers describing operations of major committees. • Agendas of meetings of Board of Management and other major committees. • Minutes and papers of meetings of Board of Management and other major committees. • Calendar of meeting dates for Board of Management and other major committees	Board of Management and Committees: http://www.moray.uhi.ac.uk/about-us/management Constitution and Proceedings Scheme of Delegation Standing Orders Code of Conduct Committees and Terms of Reference Board of Management and Committee membership Minutes of meetings Learning, Teaching and Quality Committee Health and Safety Committee
Public consultation and engagement strategies	No information available
Reports of regulatory inspections, audits and investigations carried out by Moray College	Internal and External Audit Reports
Environmental impact studies and risk assessments which underpin decisions that Moray College takes, including the facts and analysis.	http://www.moray.uhi.ac.uk/about-us/publications/strategicplan201115.pdf Strategic Plan College operational Plan

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
Financial statements approved by the governing body e.g. Moray College annual accounts	The Annual Report and Financial Statements are prepared for the year-ended 31 July. These documents include reports from the Board of Management and Auditors.
Policies and procedures for making budgetary allocations to major budgetary units	Financial Procedures Financial Regulations
Summary of budgetary allocations to major budgetary units	Financial Procedures The Financial Plan shows categorised income and expenditure, allocated in accordance with the Budgetary polices stated above, for the forthcoming year ending 31 July.
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Financial Procedures Financial Regulations Travel and Subsistence Policy Purchasing Procedures
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.	College Insurers - Zurich Municipal Incorporating: Public Liability; Employers Liability; Governor's Liability; Material damage; Business Interruption; Money; Computers; Motor; Deterioration of stock; Fidelity Guarantee; Personal Accident; Travel; Legal Expenses Risk Strategy Risk Register Risk Management Procedures Fraud Policy and Response Plan

Summary information on institutional endowments and investments	No information available
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	Projects Reports Scottish Funding Council UHI European Social Fund European Regional Development Fund HIE NHS Grampian
Expenses policies and procedures	Travel and Subsistence Policy
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Travel and Subsistence Policy
Board member remuneration, other than expenses	Not applicable
Pay and grading structures (levels of pay, rather than individual salaries)	Job Evaluation Grading Structure
Salary awards, bonuses and staff benefits	Job Evaluation Pay Structure Equality Impact Assessments Equal Pay Statement and Objective Job Share Procedure Flexible Working Procedure Shorter Working Year Procedure Parental Support Policy Employee Leaving Arrangements Procedure Long Service Award Procedure Overtime Working Procedure Redundancy Procedure Stress In The Workplace Procedure Job Evaluation and Regrading Procedure
Senior staff salaries e.g. Principal and senior management team	Remuneration band statistics for senior post-holders are disclosed in the Notes to the Accounts (Staff Costs) section of the Annual Accounts.
Funding awards made by Moray College, how to apply for them and funding awards made by Moray College	Student Opportunity Fund

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
Statistical information on staff - at institutional level by grade, sex, etc.	http://www.moray.uhi.ac.uk/about-us/publications/annualemploymentdata2013.pdf Scottish Funding Council Staffing Return
Staffing structure	Structure Charts
Policies, statements, procedures and guidelines relating to recruitment	Recruitment and Selection Policy Staff Induction Programme PVG Scheme and Disclosure Policy and Procedure Relocation Scheme Qualifying Period Procedure Information for Applicants Buddy System HR Strategy
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Qualifying Period Procedure Staff Review Procedure Code Of Conduct for College Employees Staff Review Procedure Capability and Conduct Procedure IT Acceptable Use Policy For Staff Management of Sickness Absence: A College Policy and Procedure Rehabilitation Procedure
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Final Regrading and Job Evaluation Procedure

Description	Links/where to find the information
Policies and guidelines on pension arrangements for staff e.g. • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes	Please refer to Scottish Public Pensions Agency (SPPA) : Teaching Staff Scheme www.sppa.gov.uk or Local Government Pension Scheme (LGPS) : Support Staff Scheme www.nespf.org.uk
Disciplinary procedures and policies e.g. • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.	Capability and Conduct Procedure Bullying and Harassment Policy Prevention of Alcohol and Drugs Misuse
Grievance procedures and policies	Grievance Procedure Internal Disputes Procedure
Race equality policies as required under the Race Relations Amendment Act 2000.	http://www.moray.uhi.ac.uk/about-us/publications/mainstreamingreportapril112.pdf
Equality and diversity policies, statements, procedures, and guidelines.	http://www.moray.uhi.ac.uk/about-us/publications/mainstreamingreportapril112.pdf http://www.moray.uhi.ac.uk/about-us/publications/EqualPayApril2013.pdf
Information required for compliance with the Public Interest Disclosure Act	Whistleblowing Procedure
Policies and procedures relating to the on-going development of staff • Induction arrangements. • Access to internal and external training opportunities	Staff Induction Programme Staff Development Programmes Staff Development Policy Staff Review Scheme Management Competencies Grid
Description of the facilities and services available to members of staff.	Staff induction
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Recognition and Procedures Agreement

Physical Resources

Class Description	Links/where to find the information
Overview of the college's estate e.g. • Location, size, usage, and condition of major buildings. • Details of listed buildings	Estates Survey Estates Strategy
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Moray Life Sciences Centre Project Campus Redevelopment Outline Business Case
Summary information about buildings under construction	Moray Life Sciences Centre Project http://www.moray.uhi.ac.uk/business-and-community/moray-life-science-centre
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	Register of contractors for annual contracts Register of contractors for 3-year contracts Tender documentation Maintenance schedules - heating, extractor fans, fire fighting equipment, emergency lighting, emergency alarms
Performance indicators on major estates functions	Room Utilisation Reports Policies for Accommodation and Equipment Spreadsheets for Accommodation and Equipment Analysis of Staff Returns
The college's environmental policies, practices and overview of their impact • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under • environmental legislation	Climate Change Action Plan Travel Plan Utilities Management Policy Energy Management Plan Environmental Policy Environmental Strategy Smoke Free Policy

Information Resources

Class Description	Links/where to find the information
The college's policy on the collection, maintenance and use of personal information about staff. • 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. • Arrangements for making subject access requests.	http://www.moray.uhi.ac.uk/about-us/foi/RecordsManagementPolicy.pdf http://www.moray.uhi.ac.uk/about-us/foi/foipolicy20102013.pdf Records Management Policy Records Management Procedure and Schedule Freedom of Information Policy Freedom of Information Procedure
Records management policy, including records retention schedule.	http://www.moray.uhi.ac.uk/about-us/foi/RecordsManagementPolicy.pdf Records Management Policy Records Management Procedure and Schedule
Information governance/asset management policies and procedures.	http://www.moray.uhi.ac.uk/about-us/foi/RecordsManagementPolicy.pdf http://www.moray.uhi.ac.uk/about-us/foi/foipolicy20102013.pdf Records Management Policy Records Management Procedure and Schedule Freedom of Information Policy Freedom of Information Procedure Asset Procedures
Knowledge management policies and procedures.	No information available

List of statistical information published by Moray College	Performance Indicators Sustainability Balanced Scorecard

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
College's policies on major procurement exercises	Purchasing Procedures Financial Strategy Value For Money Strategy
Procurement procedures: • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers.	Purchasing Procedures
Procurement contacts: • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing.	College Purchasing Unit
Planned procurements: Summary information about the college's significant planned procurements (i.e. those subject to formal EU[7] procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.	Documentation for Design Consultants and Contractors for major Projects in compliance with EU legislation
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	Documentation for Design Consultants and Contractors for major Projects in compliance with EU legislation

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[7] *European Union*

Supplier contracts: • EU-prescribed award notices of major contracts over EU thresholds • 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	Documentation for Design Consultants and Contractors for major Projects in compliance with EU legislation

Class 7: How we are performing

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

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	Strategic Plan Operational Plan Internal Audit - Annual Report External Audit - Management Letter Annual Report and Financial Statements Monthly Management Accounts Budgetary Control Reports Education Scotland College Review Sustainability Balanced Scorecard Self Evaluation Reports
Actual performance against performance indicators.	Operational Plan Internal Audit - Annual Report External Audit - Management Letter Annual Report and Financial Statements Monthly Management Accounts Budgetary Control Reports Education Scotland College Review Sustainability Balanced Scorecard Self Evaluation Reports
Environmental reports e.g. • 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 • Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	Climate Change Action Plan: http://www.moray.uhi.ac.uk/about-us/publications/ccapversiondec10.pdf Environmental Policy and Energy Management Plan: http://www.moray.uhi.ac.uk/about-us/publications/enviropolicyenergyplan.pdf

	Travel Plan: http://www.moray.uhi.ac.uk/about-us/publications/travelplan.pdf Utilities Management Policy Energy Management Plan Smoke Free Policy

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	
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 Information available