Freedom of Information (Scotland) Act 2002

Guide to information published by Moray College UHI under the FOISA Model Publication Scheme 2018

Last Updated: 27th February 2019

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 2018 ('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
- Class 9: Our Open Data

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 redact 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 UHI
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 UHI
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 UHI
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 576401 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:

Freedom of Information Office
Moray College UHI
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:

Mono photocopying

Size of paper	Pence per sheet of paper
A3	£0.11
A4	£0.08

Colour photocopying

Size of paper	Pence per sheet of paper
A3	£0.35
A4	£0.30

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 UHI
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 UHI
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 UHI
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 line with section12(1) of the Act.
- 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 8p per A4 sheet for mono 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:

This will normally be provided free of charge as covered by the College Subject Access Request Policy and Procedure.

<u>Publication Timescale</u>

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 *Authority*)

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 the Authority	• General information about the authority • How the Authority is run • Corporate planning • External relations
Class 2: How we deliver our functions and services	• Functions, including a statement of the statutory basis for providing them. • 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	
Class 9: Our Open Data	

Moray College UHI – 2018 Model Publication Scheme

Last Updated: 27th February 2019 (Adopted from the Model Publication Scheme 2018 without amendment).

Class 1: About the Authority

Description

Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

The Commissioner expects authorities to publish the following information (if held), as a minimum:

General information about the authority

Description	Relevant Information
• Authority name, address and contact details for headquarters and principal offices	Moray College UHI Board of Management of Moray College UHI is a registered Scottish charity, No. SC021205 Principal Office: Moray College UHI Moray Street Elgin Morayshire Scotland IV30 1JJ Website: **https://www.moray.uhi.ac.uk/** General enquiries can be directed to the main reception on +44 (0)1343 576000. If you wish to enquire about a course, please contact the information line on 0845 272 3600.

Description	Relevant Information
• Organisational structure, roles and responsibilities of senior officers	College organisational structure charts. Job Descriptions **Senior Officers:** **Principal** David Patterson **Director of Learning & Teaching** Nikki Yoxall **Director of Information, Planning & Student Support** Derek Duncan **Director of Curriculum and Academic Operations** Chris Newlands **Director of Finance** Nick Clinton **Director of Human Resources and Organisational Development** Carolyn Thomson
• Business opening hours	Office hours are 0845 – 1645, Monday to Thursday and 0845 – 1630 on Friday
• Contact details for customer care and complaints functions	Complaints and Suggestions for Improvement Handling Procedure: https://www.moray.uhi.ac.uk/students/student-support/complaints-and-suggestions/
• Customer codes or charters	ERASMUS+ Student Charter and policy statement:

Description	Relevant Information
	https://www.moray.uhi.ac.uk/studying-at-mc/international/erasmus/erasmus-policy/
• Publication scheme and Guide to Information	Full details published on the College website: **https://www.moray.uhi.ac.uk/about-us/foi/**
• Charging schedule for published information	Covered in the publication scheme: **https://www.moray.uhi.ac.uk/about-us/foi/**
• Contact details and advice about how to request information from the authority	Covered in the publication scheme: **https://www.moray.uhi.ac.uk/about-us/foi/**
• Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information)	Covered in the publication scheme: **https://www.moray.uhi.ac.uk/about-us/foi/**
• Legal framework for the authority, including constitution, articles of association or charter	UHI Academic Partner Agreement UHI Articles of Association Moray Community Planning Partnership Agreement NHS Grampian Memorandum of Agreement

How the authority is run

Description	Relevant Information
• Description of governance structure, Board, committees and other decision making structures	**http://www.moray.uhi.ac.uk/about-us/management/board-packs/board-of-management-publications/**
• Names, responsibilities and (work-related) biographical details of the people who make	Board of Management: **http://www.moray.uhi.ac.uk/about-us/management/meet-the-board/**

Description	Relevant Information
strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers	Chief officers are described in Class 1 above.
• Governance policies, including standing orders, code of conduct and register of interests	**http://www.moray.uhi.ac.uk/about-us/management/board-packs/board-of-management-publications/** This page contains information on: • Guide To Key Functions, Constitution And Proceedings Of Incorporated College Boards • Board And Committee Plan For Moray College UHI Board Of Management • Code Of Conduct For Members Of The Board Of Management Of Moray College UHI • Board of Management Standing Orders Moray College UHI • Board of Management Scheme of Delegation Moray College UHI • Externally Facilitated Board Effectiveness Review Moray College UHI Register of Interests Declaration of Interest (Board) - **http://www.moray.uhi.ac.uk/about-us/management/meet-the-board/** (Follow links to each member Declaration of Interest). Senior Manager Declarations of Interest

Corporate planning

Description	Relevant Information
• Mission statement	College Strategic Plan **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/corporate/Strategic-Plan-2016---2021.pdf**

Description	Relevant Information
• Corporate plan	College Strategic Plan **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/corporate/Strategic-Plan-2016---2021.pdf**
• Corporate strategies e.g., for economic development, etc.	Curriculum Strategy Procurement Strategy Financial Strategy
• Corporate policies, e.g., health and safety, equality, sustainability	Equality Mainstreaming Report: http://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/MainStreamingReport2017.pdf Equality Impact Assessment http://www.moray.uhi.ac.uk/about-us/publications-and-policies/equality-impact-assessment/ Health and Safety: http://www.moray.uhi.ac.uk/about-us/publications-and-policies/health-and-safety-procedures-manual/ Travel Plan http://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/travelplan.pdf Climate Change Action Plan http://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/ccapversiondec10.pdf
• Strategic planning processes	Board of Management Papers and Minutes of Meetings Strategic Leadership Team Papers and Minutes of Meetings.

External relations

Description	Relevant Information
• Accountability relationships, including reports to regulators	**Funding body statistical reports and returns (Scottish Funding Council)** Annual Report and Financial Statements Internal Audit - Annual Report External Audit - Management Letter Annual FE Credit 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) **Education Scotland** Reports on Annual Engagement by Education Scotland Report on College Reviews – Evaluative Report and Enhancement Plan (EREP)
• Internal and external audit arrangements	Internal Audit - Annual Report External Audit - Management Letter
• Subsidiary companies (wholly and part owned) and other significant financial interests	None
• Strategic agreements with other bodies	UHI Academic Partner Agreement UHI Articles of Association Moray Community Planning Partnership Agreement NHS Grampian Memorandum of Agreement

Class 2: How we deliver our functions and services

Description

Information about our work, our strategy and policies for delivering functions and services and information for our service users.
The Commissioner expects authorities to publish the following information (if held), as a minimum:

Functions

Description	Relevant Information
• Description of functions, including statutory basis for them, where applicable	Full list of subject areas and services offered: **https://www.moray.uhi.ac.uk/about-us/subjects-we-offer/** List of Courses: **https://www.uhi.ac.uk/en/courses/** Relevant Polices: Admissions Policy Course Fees Policy Student Support Policies Statutory basis: Statutory basis is detailed in the Corporate Governance Report - Financial Statements for the year ended 31 July
• Statement of public task required by the Re-use of Public Sector Information Regulations 201513 (if applicable)	Not applicable.
• Strategies, policies and internal staff procedures for performing statutory functions	Safeguarding Policy and Procedure Data Protection Policy Data Breach Handling Policy and Procedure

Description	Relevant Information
	Subject Access Request Policy and Procedure Privacy and Marketing Communications Policy and Procedure Right to Erasure Policy and Procedure Prevent Policy Prevent Procedure Prevent Information Sharing Protocol Events and Guest Speaker Policy Freedom of Information Policy and Procedures Complaints and Suggestions for Improvement Handling Procedure Corporate Parenting Plan Access and Inclusion Strategy Student Confidentiality Policy Health and Safety Policy and Procedures
• How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve it	None
• How to report a concern to the authority	Complaints and suggestions for improvement process detailed on the College website at: https://www.moray.uhi.ac.uk/students/student-support/complaints-and-suggestions/ **UHI Red Button (for enrolled students):** **https://www.uhi.ac.uk/en/students/support/red-button/**
• Reports of the authority's exercise of its statutory functions	Internal Audit Reports External Audit Reports
• Statutory registers (NB not if inspection-only)	None
• Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.	General guidance on course fees and funding:

Description	Relevant Information
	https://www.moray.uhi.ac.uk/students/student-support/fees-and-money-support/about-your-fees/ Latest Fees: **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/students/student-support/fees-and-money-support/2018-2019-Course-Fees-Leaflet-Session.pdf** Course Fees Policy **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/course-fees-policy.pdf**

Services

Description	Relevant Information
• List of services, including statutory basis for them, where applicable	College Prospectus **https://www.moray.uhi.ac.uk/studying-at-mc/prospectus/**
• Service policies and internal staff procedures, including allocation, quality and standards	Academic Quality Policy
• Service schedules and delivery plans	CELCAT Timetables College Calendar Quality Calendar
• Information for service users, including how to access the services	Information for students and other service users: **https://www.moray.uhi.ac.uk/studying-at-mc/**

• Service fees and charges, including bursaries	Course Fees Policy Student Support Funds Policy

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

Description

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

The Commissioner expects authorities to publish the following information (if held), as a minimum:

Description	Relevant Information
• Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Board of Management and Committees: **http://www.moray.uhi.ac.uk/about-us/management/board-packs/board-of-management-publications/** • Guide To Key Functions, Constitution And Proceedings Of Incorporated College Boards • Board And Committee Plan For Moray College UHI Board Of Management • Code Of Conduct For Members Of The Board Of Management Of Moray College UHI • Board of Management Standing Orders Moray College UHI • Board of Management Scheme of Delegation Moray College UHI • Externally Facilitated Board Effectiveness Review Moray College UHI Minutes of Board of Management meetings: **http://www.moray.uhi.ac.uk/about-us/management/board-packs/** • Audit Committee • Board of Management Publications • Building Committee • Finance and General Purposes Committee

Description	Relevant Information
	• Full Board • Learning, Teaching and Quality Committee • Staff Governance Committee
• Public consultation and engagement strategies	No information available
• Reports of regulatory inspections, audits and investigations carried out by the authority	Internal and External Audit Reports
• Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 201714	Strategic Plan College operational Plan

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

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).

The Commissioner expects authorities to publish the following information (if held), as a minimum:

Description	Relevant Information
• Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	Annual Report and Financial Statements are prepared for the year-ended 31 July. **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/corporate/moray-college-uhi-statutory-accounts-2016-2017.pdf**
• Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 201015, if applicable to the authority	Annual Report and Financial Statements are prepared for the year-ended 31 July. **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/corporate/moray-college-uhi-statutory-accounts-2016-2017.pdf**
• Financial policies and procedures for budget allocation	Financial Procedures

Description	Relevant Information
	The Financial Plan shows categorised income and expenditure, allocated in accordance with the Budgetary polices stated above, for the forthcoming year ending 31 July.
• Budget allocation to key policy / function / service areas	Forecast Financial Return (FFR) – statutory document returned to the Scottish Funding Council in advance of the College financial year.
• Purchasing plans and capital funding plans	HE/FE Capital Spend Plan
• Financial administration manual / internal financial regulations	Financial Procedures
• 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	None allowed
• Pay and grading structure (levels of pay rather than individual salaries)	Job Evaluation Grading Structure
• Investments, summary information about endowments, investments and authority pension fund	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

Description	Relevant Information
• Funding awards available from the authority, how to apply for them and funding awards made by the authority	Remuneration band statistics for senior post-holders are disclosed in the Notes to the Accounts (Staff Costs) section of the Annual Accounts.

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

Description

Information about how we manage the human, physical and information resources of the authority
The Commissioner expects authorities to publish the following information (if held), as a minimum:

Human resources

Description	Relevant Information
• Strategy and management of human resources	Human Resources Strategy
• Staffing structure	Structure Charts
• Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	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
• Employee relations structures and agreements reached with recognised trade unions and professional organisations	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

Description	Relevant Information
	Rehabilitation Procedure

Physical resources

Description	Relevant Information
• Management of the authority's land and property assets, including environmental / sustainability reports	Estates Survey Estates Strategy
• Description of the authority's land and property holdings	Moray Life Sciences Centre Project (now complete)
• Estate development plans	Campus Redevelopment Outline Business Case
• Maintenance arrangements	Estates Section Maintenance Agreements Tender Documentation Register of approved contractors: **http://www.apuc-scot.ac.uk/#!/institution?inst=57**

Information resources

Description	Relevant Information
• Records management policy and records management plan, including records retention schedule	Records Management Policy Records Retention Schedule
• Information governance / asset management policies and procedures, information asset list	Information Asset Register Estates Asset Procedure Record Classification Scheme UHI Partnership Information Security Policies and Procedures
• Knowledge management policies and procedures	No information available
• List of statistical information published by the authority	Performance Indicators Equalities Mainstreaming Report Sustainability Balanced Scorecard

• Freedom of information policies and procedures	Freedom of Information Policy Freedom of Information Procedure Moray College FOI Publication Scheme Guide
• Data protection or privacy policy	Data Protection Policy Data Breach Handling Policy and Procedure Privacy and Marketing Communication Policy Right to Erasure Policy and Procedure Subject Access Request Policy and Procedure UHI Privacy Notice Toolkit

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

Description

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

The Commissioner expects authorities to publish the following information (if held), as a minimum:

Description	Relevant Information
• Procurement policies and procedures	Procurement Strategy Purchasing Procedures Financial Strategy Value For Money Strategy
• Invitations to tender	Purchasing Procedures
• Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	College Purchasing Unit Data (within Finance Section) APUC Contract List (Moray College): **http://www.apuc-scot.ac.uk/#!/institution?inst=57**
• Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement	Documentation for Design Consultants and Contractors for major Projects in compliance with EU legislation

(Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)

Description	Relevant Information
• Links to procurement information the authority publishes on the Public Contracts Scotland16 website	Moray College Contracts Register (published by APUC - Advanced Procurement for Universities and Colleges) **http://www.apuc-scot.ac.uk/#!/institution?inst=57** All APUC Contracts: **http://www.apuc-scot.ac.uk/#!/contracts** PCS Web site (registration required) **https://www.publiccontractsscotland.gov.uk/**

Class 7: How we are performing

Description

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

The Commissioner expects authorities to publish the following information (if held), as a minimum:

Description	Relevant Information
• External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	Annual Report and Financial Statements College Performance Indicators Internal and External Audit Reports
• Performance indicators and performance against them.	Performance Report in the published accounts FE Performance Indicators
• Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 201217, as amended	Equalities Mainstreaming Report **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/MainStreamingReport2017.pdf**

Description	Relevant Information
	Equality Outcomes **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/EqualitiesOutcomes.pdf**
• Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	Annual breakdown of employment information **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/MorayCollegeAnnualEmploymentData2017.pdf** Gender Action Plan **https://www.moray.uhi.ac.uk/t4-media/one-web/moray/about-us/publications/equalities/gender-action-plan.pdf**

Class 8: Our commercial publications

Description	Relevant Information
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.	None

Class 9: Our open data

Description

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack18 and available under an open licence.

The Commissioner expects authorities to publish the following information (if held), as a minimum:

Description	Relevant Information
• The authority's open data publication plan	None
• Open data sets and their metadata, or links to where they are accessible	None