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REGIONAL BOARD REPORT

BORDERS COLLEGE REGIONAL BOARD

Subject: Publication Scheme	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Hazel Robertson	**Date:** 14 October 2021

Purpose: To present the updates to the Publication Scheme

Linked to Strategic Ambition: Take a leading role in enabling an inclusive, resilient and sustainable Scotland

Performance Measures: Recogise nationally as a progressive organisation

Linked to Strategic Risk Register: New Risk (outwith themes)

New Risk Commentary:

Executive Summary:

The College is required to periodically review the Publication Scheme. This review has been delayed slightly due to the impact of COVID-19 on overall workload.

Not many changes were required and were mainly to change roles, particularly to reflect the change in overall responsibility to the VP Finance and Corporate Services. Otherwise, changes were required to update links to the website.

Recommendation: To note the content.

Previous Committee Approvals: No

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

Freedom of Information (Scotland) Act 2002

Guide to information published by Borders College 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 Borders College. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires Borders College 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 here http://www.itspublicknowledge.info/mps/

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

Our Guide to Information

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

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

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

[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, Borders College 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 Borders College.

Exempt information

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact Vice Principal; Quality & Innovation at **foi@borderscollege.ac.uk** or by telephone: 08700 505152

Availability and format of information

Online:
Most information listed in our Guide to Information is available to download from our website at **www.borderscollege.ac.uk** Often a link within the classes will take you direct to the relevant page where the document is listed. You may find several documents on a page. In these cases documents are listed alphabetically. Where there is no such link, use our website's "Search" facility at **www.borderscollege.ac.uk** If you are still having trouble finding information, please contact our Marketing and Publications Department (Tel: 08700 505152) for further assistance.

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 Vice Principal: ~~Quality & Innovation~~ Finance & Corporate Services Tel: 08700 505152.

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 **foi@borderscollege.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 08700 505152 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: Vice Principal; ~~Quality & Innovation~~Finance & Corporate Services, Borders College, Scottish Borders Campus, Nether Road, Galashiels, Scottish Borders TD1 3HE **foi@borderscollege.ac.uk**
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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 Borders College 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 Borders College 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	not available
A2	not available
A3 single sided	5p
A3 double sided	8p
A4 single sided	5p
A4 double sided	8p
A5	not available

Colour photocopying

Size of paper	Pence per sheet of paper
A1	not available
A2	not available
A3 single sided	25p
A3 double sided	48p
A4 single sided	25p
A4 double sided	48p
A5	not available

~~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 Vice Principal; Finance and Corporate Services, Borders College, Scottish Borders Campus, Nether Road, Galashiels, Scottish Borders TD1 3HE **foi@borderscollege.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 Assistant Principal; Quality and Development, Borders College, Scottish Borders Campus, Nether Road, Galashiels, Scottish Borders TD1 3HE **foi@borderscollege.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 Vice Principal: Finance & Corporate Services, Borders College, Scottish Borders Campus, Nether Road, Galashiels, Scottish Borders TD1 3HE **foi@borderscollege.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:

We do not charge for request for your own personal data.

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 Borders College.

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

MPS class	Sub-classes
Class 1: About Borders College	General information about Borders College Access to information Our constitution Corporate planning How Borders College is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	Regional board papers
Class 4: What we spend and how we spend it	Annual accounts Forecast returns Business review
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	Contracts register
Class 7: How we are performing	Regional Board papers
Class 8: Our commercial publications	Website

Guide to Information available under the MPS classes

Class 1: About Borders College

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

General information about Borders College

Description	Links/where to find the information
The name of the college, and the address of its principal office.	Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE
Names of the principal officers of the college including Principal, Vice Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	Principal - Angela Cox Vice Principal: Curriculum & Student Services - Heather Anderson Vice Principal: Finance & Corporate Services - Hazel Robertson Assistant Principal: Articulation & Essential Skills - Lynne Gilchrist Assistant Principal: STEM & Sustainability - Davie Lowe Assistant Principal: Quality & Development (Learning & Teaching) - Jayne Gracie Assistant Principal: Finance - Andrew Kirkness Executive Director: Department of Enterprise & Business Innovation - Jane Grant Head of HR & Development - Debbie Kerr Head of Student Services - Clare Nairn Head of MIS - Joanne George Facilities Manager - Robert Hewitt Head of ISLT - Scott Moncrieff Director of Enterprise & Business Innovation - Katharine Mathison Board Secretary - Ingrid Earp

A description of the college's major organisational units and how these relate to each other e.g. • Organisational structure charts. • 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.	**https://www.borderscollege.ac.uk/college-documents** Academic Units: Prospectus – **https://www.borderscollege.ac.uk/courses/ebook-prospectus-borders-college/** Support units – Guide to support services **https://borderscollege.sharepoint.com/sites/StudentPortal** See organisational structure - **https://www.borderscollege.ac.uk/college-documents** Head Office: Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 50 51 52
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	Tel: 08700 50 51 52 Email: enquiries@borderscollege.ac.uk
Information on the college's principal and other main locations, including campus maps	Head Office: Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE **https://www.borderscollege.ac.uk/about**
Opening hours of the college's principal office	Scottish Borders Campus is open to the public Monday-Thursday 8.45 am – 5 pm Friday 8.45 am – 4 pm
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.	6 September 2021 – 24 June 2022
Dates of closure of the college, college calendar.	**https://www.borderscollege.ac.uk/college-documents**

Procedures on how to complain about the college	**https://www.borderscollege.ac.uk/complaints**
Arrangements for serving official documents on the college	Contact VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152
Customer codes or charters	

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	Vice Principal Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152 foi@borderscollege.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	Vice Principal Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	Vice Principal Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152

	https://www.borderscollege.ac.uk/complaints
Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	**https://www.borderscollege.ac.uk/college-documents**
Single Model Publication Scheme 2013 and Borders College Guide to Information.	**https://www.borderscollege.ac.uk/foi**
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	**https://www.borderscollege.ac.uk/college-documents**
Charging schedule for environmental information provided in response to requests under the EIRs	See pages 3-4
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	Via email to **GDPR@borderscollege.ac.uk** Data Protection Officer Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152

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
Borders College Mission statement	Borders College will contribute to the economic and social development of the Scottish Borders through excellence in the provision of education, training and skills
Borders College corporate or Strategic Plan	**https://www.borderscollege.ac.uk/about**
Corporate strategies e.g. Estate Strategy, Human Resources strategy	**https://www.borderscollege.ac.uk/college-documents**

Corporate policies e.g. sustainability, environmental policies	**https://www.borderscollege.ac.uk/college-documents**
Internal procedures for planning and resource allocation	**https://www.borderscollege.ac.uk/college-documents**

How Borders College is run

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.	Borders College Regional Board section of the Borders College Website **http://board.borderscollege.ac.uk/** Standing orders are contained in the publicly available Borders College Standing Orders – For the Regulations and Proceedings and Business of the Regional Board and its Committees. Under Corporate Governance section of website **http://board.borderscollege.ac.uk/**
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.	Register of Conflict of Interests Borders College, Standing Order No 9 Borders College Corporate Governance Guide, Annex B – Code of Conduct- Section 4 – All accessible on Corporate Governance section of website **http://board.borderscollege.ac.uk/**
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://board.borderscollege.ac.uk/board-member-profiles/**

Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	**https://www.borderscollege.ac.uk/college-documents**
A description of the college's support structures for disability issues	**https://www.borderscollege.ac.uk/college-documents** Head of Student Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE Tel: 08700 505152
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.)	As above
The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	**https://www.borderscollege.ac.uk/about** **https://www.borderscollege.ac.uk/college-documents**
The college's diversity and equality strategies.	**https://www.borderscollege.ac.uk/college-documents**
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).	**https://www.borderscollege.ac.uk/college-documents**

Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	**https://www.borderscollege.ac.uk/college-documents**

Annual reports to governing body on health and safety issues	Copy available on request. See pages 2-3 on how to make a request.
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Copy available on request. See pages 2-3 on how to make a request.
Summary statistics on accidents and incidents within the college	Copy available on request. See pages 2-3 on how to make a request.
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).	Copy available on request. See pages 2-3 on how to make a request.
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 & Safety Manager Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

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.	**https://www.borderscollege.ac.uk/about**
Facilities and services available to the local community.	**https://www.borderscollege.ac.uk/about** Prospectus: **https://www.borderscollege.ac.uk/courses/ebook-prospectus-borders-college/**
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Copy on request from: Assistant Principal Finance Borders College Scottish Borders Campus Nether Road Galashiels

Description	Links/where to find the information
	TD1 3HE 08700 505152
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	http://www.borderscollege.ac.uk/
Subsidiary companies (wholly and part owned) and other significant financial interests.	N/A
Strategic agreements with other bodies, e.g. articulation agreements and campus sharing agreements.	Copy on request from: Principal's Office Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

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.	Copy available on request. See pages 2-3 on how to make a request.
Reports on College by Education Scotland (HMI) • College reviews. • Annual Engagement Visits.	Copy also available on request. See pages 2-3 on how to make a request.
Other statutory reports which the College is legally required to publish, including environmental regulatory reports. Equality Outcomes Mainstreaming report	College reports are published on the website: **https://www.borderscollege.ac.uk/college-documents** **https://www.borderscollege.ac.uk/college-documents**

Description	Links/where to find the information
Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. • 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; • Data on student completion; • Data on qualifications awarded; • Data on employment/training outcomes for students.	**https://www.borderscollege.ac.uk/college-documents** Copy also available on request. See pages 2-3 on how to make a request. **https://www.borderscollege.ac.uk/college-documents**

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.borderscollege.ac.uk/courses/ eBook Prospectus 2021/2022 | Borders College Copy on request from: Student Advice Centre Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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	**https://www.borderscollege.ac.uk/college-documents**
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.	**https://borderscollege.sharepoint.com/sites/StudentPortal**
The college's arrangements for registering students including policies and procedures covering student enrolment	**https://www.borderscollege.ac.uk/college-documents**

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 • Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme	**https://www.borderscollege.ac.uk/college-documents** Examination timetables and specific regulations are available on request Further information available from VP Curriculum Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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.	**https://www.borderscollege.ac.uk/support** Copies available from Student Advice Centre Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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	**https://borderscollege.sharepoint.com/sites/StudentPortal** Copy also available on request. See pages 2-3 on how to make a request.

A description of the availability and range of the college's welfare and advice services.	**https://borderscollege.sharepoint.com/sites/StudentPortal** Copies available from Student Advice Centre Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	The College does not currently have a chaplaincy service but a prayer room is available for use by students of different faiths.
A description of the medical support services provided by the college for students.	Borders College only provides first aid information: Health & Safety Manager Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	**https://borderscollege.sharepoint.com/sites/StudentPortal**
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.	Borders College does not currently have these types of facilities available for general student use.

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.	**https://www.borderscollege.ac.uk/data-protection** Info on request from Head of MIS Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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 • 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	**https://www.borderscollege.ac.uk/college-documents** http://www.borderscollege.ac.uk/future-students/accommodation/ Info on request from Head of Student Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

[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	**https://www.borderscollege.ac.uk/about** Info on request from Quality Assurance Co-ordinator Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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.	**https://www.borderscollege.ac.uk/complaints** **https://www.borderscollege.ac.uk/college-documents**
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	Student Association Constitution Available on request from: Student Association Support Officer Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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	**https://www.borderscollege.ac.uk/future-students**

Teaching Quality

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.	**https://www.borderscollege.ac.uk/college-documents**
Anonymous summary results of surveys of student satisfaction with Borders College 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.	**https://www.borderscollege.ac.uk/college-documents**
The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Copy available on request. See pages 2-3 on how to make a request.
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.	Copy available on request. See pages 2-3 on how to make a request.
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.	
Institutional internal reviews e.g.	Copy available on request. See pages 2-3 on how to make a request.

Commented [SM1]: Not sure – was previously linked to reports on Education Scotland website

[5] *Information Technology*

Description	Links/where to find the information
• 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	

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	**https://borderscollege.sharepoint.com/sites/StudentPortal** Further info available from: The Librarian Scottish Borders Campus Library Heriot-Watt University Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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.	Information available on request: Head of ISLT Borders College Scottish Borders Campus Nether Road Galashiels

Description	Links/where to find the information
• General rules and conditions of use (e.g. on 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]).	TD1 3HE 08700 505152
High-level aims and strategies of information services units and definition of the service provided.	The Librarian Scottish Borders Campus Library Heriot-Watt University Scottish Borders Campus Nether Road Galashiels TD1 3HE or Head of ISLT Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Information services policies and procedures. Including: • Use of social media • Notice and take-down procedures	**https://www.borderscollege.ac.uk/college-documents**

[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	Governance: **http://board.borderscollege.ac.uk/** Regional Board Minutes: **http://board.borderscollege.ac.uk/** All other documents available on request. See pages 2-3 on how to make a request.
Public consultation and engagement strategies	Borders College has not undertaken public consultation or engagement therefore does not hold this information.
Reports of regulatory inspections, audits and investigations carried out by Borders College.	Information on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Environmental impact studies and risk assessments which underpin decisions that Borders College takes, including the facts and analysis.	Information on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

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. Borders College annual accounts	http://www.borderscollege.ac.uk/college-documents/reports/ Copy also available on request. See pages 2-3 on how to make a request.
Policies and procedures for making budgetary allocations to major budgetary units	http://www.borderscollege.ac.uk/college-documents/policy-documents/ Copy also available on request. See pages 2-3 on how to make a request.
Summary of budgetary allocations to major budgetary units	Copy on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	http://www.borderscollege.ac.uk/college-documents/policy-documents/ Copy also available on request. See pages 2-3 on how to make a request.
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.	Copy on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

Summary information on institutional endowments and investments	Copy on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college	Copy on request from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Expenses policies and procedures	**https://www.borderscollege.ac.uk/college-documents**
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	**https://www.borderscollege.ac.uk/college-documents**
Board member remuneration, other than expenses	Other than the Chair, No remuneration.
Pay and grading structures (levels of pay, rather than individual salaries)	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Salary awards, bonuses and staff benefits	As above
Senior staff salaries e.g. Principal and senior management team	As above
Funding awards made by Borders College, how to apply for them and funding awards made by Borders College.	None available.

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.	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152 Equality Mainstreaming Report – **https://www.borderscollege.ac.uk/college-documents**
Staffing structure	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152 Organisational chart - **https://www.borderscollege.ac.uk/college-documents**

Description	Links/where to find the information
Policies, statements, procedures and guidelines relating to recruitment	**https://www.borderscollege.ac.uk/college-documents** Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

Description	Links/where to find the information
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.	**https://www.borderscollege.ac.uk/college-documents** Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Grievance procedures and policies	**https://www.borderscollege.ac.uk/college-documents** Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Equality reports required under the Equalities Act 2010 (Specific Duties) (Scotland) Regulations 2012.	**https://www.borderscollege.ac.uk/college-documents**
Equality and diversity policies, statements, procedures, and guidelines.	**https://www.borderscollege.ac.uk/college-documents**
Information required for compliance with the Public Interest Disclosure Act	**https://www.borderscollege.ac.uk/college-documents** Copy also available on request. See pages 2-3 on how to make a request.
Policies and procedures relating to the on-going development of staff • Induction arrangements. • Access to internal and external training opportunities	**https://www.borderscollege.ac.uk/college-documents**

Description	Links/where to find the information
Description of the facilities and services available to members of staff.	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Available on request from: Head of HR and Development Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

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	Information on request from: Facilities Manager Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

Class Description	Links/where to find the information
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Information on request from: Facilities Manager Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Summary information about buildings under construction	As above
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	As above
Performance indicators on major estates functions	As above
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	**https://www.borderscollege.ac.uk/college-documents** Copy also available on request. See pages 2-3 on how to make a request.

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.	**https://www.borderscollege.ac.uk/college-documents**
Records management policy, including records retention schedule.	Information available on request. See pages 2-3 on how to make a request.
Information governance/asset management policies and procedures.	Information available on request. See pages 2-3 on how to make a request.
Knowledge management policies and procedures.	Not held
List of statistical information published by Borders College.	Copy available on request. See pages 2-3 on how to make a request.

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	**https://www.borderscollege.ac.uk/college-documents** Copy also available on request. See pages 2-3 on how to make a request.
Procurement procedures: • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers.	Information available from: Procurement Officer Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
Procurement contacts: • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing.	Information available from: Procurement Officer Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152
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.	Information on request from Procurement Officer
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	Information available from: Procurement Officer

[7] *European Union*

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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	Information available from: Procurement Officer Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

Class 7: How we are performing

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

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	**https://www.borderscollege.ac.uk/college-documents**
Actual performance against performance indicators.	Copy available on request. See pages 2-3 on how to make a request.
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	Information available from: VP Finance & Corporate Services Borders College Scottish Borders Campus Nether Road Galashiels TD1 3HE 08700 505152

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 such activity