

## **Guide to information published by West Lothian College** **under the Model Publication Scheme 2023**

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

#### **Introduction**

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

FOISA requires West Lothian College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme. 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.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities<sup>1</sup>. 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 below:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx>

West Lothian 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 West Lothian 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.

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<sup>1</sup> See section 24 of FOISA.

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.

### **About the Model Publication Scheme**

The MPS set out eight broad classes of information, and by adopting it, West Lothian 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
- 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 West Lothian 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: Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP.

### **Availability and format of information**

#### **Online:**

Most information listed in our Guide to Information is available to download from our website at <http://www.west-lothian.ac.uk/freedom-of-information-and-complaints>.

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.west-lothian.ac.uk/>.

If you are still having trouble finding information, please contact: Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP, 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: Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP.

**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@west-lothian.ac.uk](mailto:foi@west-lothian.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 post:**

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP.

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**

West Lothian College has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder. Where West Lothian College does not hold the copyright in information we publish, it is noted.

**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:

<b>Size / type of paper</b>	<b>Pence per sheet of paper</b>
<b>A4 Black and white photocopying</b>	10p
<b>A4 Colour photocopying</b>	30p

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

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

### **Feedback or Complaints**

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP. Email address [jmclaren@west-lothian.ac.uk](mailto:jmclaren@west-lothian.ac.uk). Phone number: 01506 427806.

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 Jennifer McLaren, Vice Principal, Finance & Corporate Services, West Lothian College, Almondvale Crescent, Livingston EH54 7EP. Email address [jmclaren@west-lothian.ac.uk](mailto:jmclaren@west-lothian.ac.uk). Phone number: 01506 427806.

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

### **Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

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

\*verbal requests for environmental information are acceptable.

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

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

Jennifer McLaren  
Vice Principal, Finance & Corporate Services  
West Lothian College  
Almondvale Crescent  
Livingston  
EH54 7EP

### **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.

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

Charges are calculated on the basis of the actual cost to West Lothian College 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.

### **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 West Lothian College**

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

<b>MPS class</b>	<b>Sub-classes</b>
Class 1: About West Lothian College	General information about West Lothian College Access to Information Our Constitution Corporate Planning How West Lothian College is run Equality and 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 Quality of Learning and Teaching 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 West Lothian College

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

### General information about West Lothian College

Description	Links/where to find the information
The name of the college, and the address of its principal office.	West Lothian College Almondvale Crescent Livingston West Lothian EH54 7EP  College's General Phone Number: 01506 418181 Principal's Office Phone Number: 01506 427802
Names of the principal officers of the college including Principal, Vice Principal(s), Board Secretary, Heads of Faculties and Service Managers.	Jackie Galbraith- Principal & Chief Executive Simon Earp - Vice Principal, Performance & Improvement Sarah Jane Linton – Vice Principal, Learning & Attainment Jennifer McLaren –Vice Principal, Finance & Corporate Services  <b>Faculty Heads:-</b> Hazel Brady - (Business, Creative & Enterprise) Margaret Forisky - (Access, Employability & Schools) Todd Lumsden - (Care, Health & Sport) Diane Mitchell – (Computing, Engineering & the Built Environment and Workforce Development)

	<p><b>Service Managers:-</b>  Beth Brownlee - (Quality, Student Support &amp; Learning Resources)  Bill Dunsmuir - (Information Systems &amp; Digital Infrastructure)  Fiona Hudson - (Finance, Procurement &amp; Student Funding)  Derek O’Sullivan - (HR &amp; People Development)  Paula White - (Estates &amp; Sustainability)</p> <p>Jenny Stalker, Board Governance Adviser to the Board of Governors</p>
A description of the college's major organisational units and how these relate to each other e.g.	<p><b>Executive Leadership Team</b>  <b>Board Members</b></p>
Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	<p><a href="mailto:foi@west-lothian.ac.uk">foi@west-lothian.ac.uk</a></p>
Opening hours of the college's principal office	<p><b>08.30-16.30 Monday - Thursday</b>  <b>08.30-15.15 Friday</b></p>
Calendar of the college's academic year.	<p><b>Academic calendar</b></p>
Procedures on how to complain about the college	<p><b>Complaints Procedure</b></p>
Arrangements for serving official documents on the college	<p>Serve to:  Executive Office  West Lothian College  Almondvale Crescent  Livingston  EH54 7EP</p>
Customer codes or charters	<p><b>Student Association</b></p>



## Access to Information

Description	Links/where to find the information
Details of how to request information from the college	<b>Vice Principal Finance &amp; Corporate Services</b> <b>West Lothian College</b> <b>Almondvale Crescent</b> <b>Livingston</b> <b>EH54 7EP</b> <a href="mailto:foi@west-lothian.ac.uk">foi@west-lothian.ac.uk</a>
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	<a href="mailto:foi@west-lothian.ac.uk">foi@west-lothian.ac.uk</a> <b>Complaints Procedure</b> In the interests of resolving any complaint as expediently as possible please contact: <b>Vice Principal Finance &amp; Corporate Services</b> <b>West Lothian College</b> <b>Almondvale Crescent</b> <b>Livingston</b> <b>EH54 7EP</b> <a href="mailto:foi@west-lothian.ac.uk">foi@west-lothian.ac.uk</a>
Institutional Policies and Procedures.	To view all Policies and Procedures_ <a href="#">click here</a>

Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints	<a href="#">Net Zero Plan</a>
Single Model Publication Scheme 2013 and West Lothian College Guide to information	<a href="#">Complaints Policy and Procedure</a> <a href="#">Freedom of Information Policy</a>
Charging schedule for environmental information provided in response to requests under the EIRs	Charging costs on page 3 under charges
Details on how to make subject access requests under the DPA – Name, address and contact information of the College’s main contact point for requests.	<b>Vice Principal Finance &amp; Corporate Services</b> <b>West Lothian College</b> <b>Almondvale Crescent</b> <b>Livingston</b> <b>EH54 7EP</b>

## Our Constitution

Description	Links/Where to find the information
Information on how the college was established and its standing from a legal perspective eg Institutional status under the Further and Higher Education (Scotland) Act 1992	West Lothian College is a free standing corporate body under the provisions of the Further and Higher Education (Scotland) Act 1992. The College is governed by a Board of Management and receives the majority of its funding directly from the Scottish Funding Council (SFC). The College is listed on the Scottish Charity Register and is entitled, in accordance with section 13(1) of the Charities and Trustee Investment (Scotland) Act 2005, to refer to itself as a charity registered in Scotland.

## Corporate Planning

Description	Links/Where to find the information
West Lothian College corporate plan (including) Mission statement	<a href="#">Outcome Agreement</a>
Corporate strategies e.g. Estate Strategy, Human Resources strategy	<a href="#">Strategies</a>

Corporate policies e.g. sustainability, environmental policies	<a href="#">Policies and Procedures</a>
Internal procedures for planning and resource allocation	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West Lothian College does not hold information of this type/classification.

## How West Lothian College is run

Description	Links/where to find the information
The college's governance structures and operational procedures, e.g.  Board Information	<a href="#">Board Information</a>
The college's conflict of interests policies e.g. <ul style="list-style-type: none"> <li>Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest.</li> <li>Codes of conduct governing conflict of interest issues.</li> </ul>	<a href="#">Board Information</a>
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.	<a href="#">Board Information</a>

## Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	<a href="#">Equality Mainstreaming Report</a>
A description of the college's support structures for disability issues	<a href="#">Student Support</a>
The levels of accessibility of each of the college's main buildings and services.	<a href="#">Location</a>

The college's diversity and equality strategies.	<b>Equality &amp; Diversity</b>
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).	Available on request: Executive Office West Lothian College Almondvale Crescent Livingston EH54 7EP

## Health and Safety

<b>Description</b>	<b>Links/where to find the information</b>
Policies, procedures guidelines and reports relating to health and safety	<a href="#"><u>Health &amp; Safety Policy</u></a>
Annual reports to governing body on health and safety issues	Available on request: Executive Office West Lothian College Almondvale Crescent Livingston EH54 7EP
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Regular reports are presented to the Audit Committee meetings.
Summary statistics on accidents and incidents within the college	Regular reports are presented to the Audit Committee meetings.
Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> <li>• Management structure and duties within health and safety department.</li> <li>• Remit and membership of health and safety committee(s).</li> </ul>	The Health & Safety Officer reports to the Head of Quality, Support and Learning Resources

Contact details of how to get information about health and safety issues	Head of Quality, Support and Learning Resources West Lothian College Almondvale Crescent Livingston
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## 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.	West Lothian College does not hold information of this type/classification.
Facilities and services available to the local community.	<a href="#">Facilities</a>
Promotional material.	<a href="#">College Website</a>
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	<a href="#">College Website</a>
Subsidiary companies (wholly and part owned) and other significant financial interests.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West Lothian College does not hold information of this type/classification.
Strategic agreements with other bodies.	<a href="#">Outcome Agreement</a>

## Government and Regulator Relations

Description	Links/where to find the information
Funding body statistical reports and returns Information	<a href="#">Annual Report and Accounts</a>
Other statutory reports.	<a href="#">Annual Report and Accounts</a>
Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. <ul style="list-style-type: none"> <li>• Student qualifications on entry;</li> <li>• The range of student entrants classified by age, sex, ethnicity, disability and geographical origin;</li> </ul>	<a href="#">College Performance Indicators</a>

- 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.

<b>Description</b>	<b>Links/where to find the information</b>
Programmes offered by the college	<a href="#">Courses</a>
The college's admissions procedures and policies:	<a href="#">Prospectus</a> <a href="#">How to apply</a> <a href="#">Admissions Policy</a>
Tuition fees and other charges to students. the college's tuition fees	<a href="#">Student Funding</a>
Arrangements for assessments and examinations Examination periods/timetables.  Appeals procedures	<a href="#">External Assessment Policy and Procedure</a> <a href="#">Special Arrangements for Assessments and Examinations</a> <a href="#">Internal Assessment Policy and Procedure</a> <a href="#">Appeals Procedure</a>
Description and availability of the academic and non-academic learning support services offered by the college	<a href="#">Student Support</a>

<p>Student liaison</p> <ul style="list-style-type: none"> <li>• Terms of Reference of staff/student liaison committee(s).</li> </ul>	<b>Student Association</b>
College welfare and advice services.	<b>Personal Matters and Advice</b>
College's chaplaincy services	<b>Spiritual Care</b>
Medical support services	<b>First Aid Procedures</b> <b>Your Attendance Matters</b>
College careers service	<b>Career Information</b>
Sporting and recreational facilities offered by the college.	<b>Endurance Fitness Suite</b>
The college's policies on the collection, maintenance and use of personal information about students.	<b>Data Protection Policy</b>
The college's policies and procedures for disciplinary proceedings against students	<b><u>Student Positive Behaviour and Discipline Procedure</u></b>
<ul style="list-style-type: none"> <li>• Availability, conditions of use and range of accommodation services offered by the college</li> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	<p>Contact:</p> <p>Angela Bell, Sales Officer West Lothian College Almondvale Crescent Livingston EH54 7EP</p>
Information about awards ceremonies	<b><u>Student Graduation</u></b>
Procedures for dealing with complaints about the college	<b>Complaints Policy and Procedure</b>
Students Union/Association	<b>Student Association</b>



## Teaching Quality

Description	Links/where to find the information
Programme approval and monitoring arrangements	<a href="#">Approval of Learning Course Policy and Procedure</a>
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.	<a href="#">College Performance Indicators</a>
A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including „joint awards“. List of courses, description of validation procedures.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West Lothian College does not hold information of this type/classification.
Quality assurance assessments of the college’s provision	<a href="#">Internal Verification Policy and Procedure</a> <a href="#">Internal Assessment Policy and Procedure</a> <a href="#">External Assessment Policy and Procedure</a>
Institutional internal reviews e.g.	<a href="#">Approval of Learning Course Policy and Procedure</a>

## Information Services

Description	Links/where to find the information
Learning Resources	<a href="#">The Learning Resource Centre</a>
High-level aims and strategies of information services units and definition of the service provided.	<a href="#">Prospectus</a>
Information services policies and procedures.	<a href="#">Social Network and Internet Policy</a> <a href="#">Email and Computer Network Responsible Use Policy</a>

### 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	<a href="#">Scheme of Delegation</a>
<i>Reports of regulatory inspections, audits and investigations carried out by West Lothian College.</i> <i>Audit Scotland External Audit Management Report</i>	Annual Report to the Board and Auditor General

### 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	<a href="#">Annual Report and Accounts</a>
Financial regulations	Financial Regulations <a href="#">Procurement Policy &amp; Procedure</a>
Summary information on the college's major insurance policies - names and addresses of the college's insurers	FE Protect 180 St Vincent Street Glasgow G2 5SG Employers' Liability Insurance Public Liability Insurance Business Travel Insurance Training Insurance

## 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 People Development West Lothian College Almondvale Crescent Livingston EH54 EP  <a href="#">Mainstreaming Report</a>
<i>Staffing structure</i>	<a href="#">Executive Leadership Team</a>
Policies, statements, procedures and guidelines relating to recruitment	<a href="#">Recruitment Policy &amp; Procedure</a>
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	<a href="#">Policies and Procedures</a>
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	<a href="#">Policies and Procedures</a>
Policies and guidelines on pension arrangements for staff e.g. <ul style="list-style-type: none"> <li>• Contribution rates (institutional and employee).</li> <li>• Benefits and benefit accrual rates.</li> <li>• Funding valuations of pension schemes</li> </ul>	Lothian Pension Fund (Support Staff) - <a href="http://www.lpf.org.uk">www.lpf.org.uk</a> SPPA (Lecturers) - <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
Human Resources disciplinary procedures and policies	<a href="#">Disciplinary Procedure</a>
Grievance procedures and policies	<a href="#">Grievance Procedure</a>
Race equality policies Equality and diversity policies.	<a href="#">Equalities mainstreaming report</a> <a href="#">Equalities monitoring report</a>

Information required for compliance with the Public Interest Disclosure Act	<a href="#">Whistleblowing Policy</a>
<b>Description</b>	<b>Links/where to find the information</b>
Policies and procedures relating to the on-going development of staff	<a href="#">Career Long Professional Learning and Development Policy</a>
Description of the facilities and services available to members of staff.	<a href="#">Staff Benefits Guide</a>
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Available on request from: Head of HR and People Development West Lothian College Almondvale Crescent Livingston EH54 EP

### Physical Resources

<b>Class Description</b>	<b>Links/where to find the information</b>
Overview of the college's estate	<a href="#">Location</a>

## Information Resources

<b>Class Description</b>	<b>Links/where to find the information</b>
The college's policy on the collection, maintenance and use of personal information about staff.	<a href="#">Data Protection Policy</a>
Records management policy, including records retention schedule.	Copy available on request. See pages 2-3 on how to make a request
Information governance/asset management policies and procedures.	Copy available on request. See pages 2-3 on how to make a request
Knowledge management policies and procedures.	Copy available on request. See pages 2-3 on how to make a request
List of statistical information published by West Lothian 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.

<b>Description</b>	<b>Links/where to find the information</b>
College's policies on major procurement exercises	<a href="#">Procurement Strategy</a>
Procurement procedures	<a href="#">Procurement Policy &amp; Procedure</a>

<p>Procurement contacts:</p> <ul style="list-style-type: none"> <li>• Contact information for procurement and purchasing information.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	<p><b>Procurement information and more information</b></p>
<p>Supplier contracts:</p> <ul style="list-style-type: none"> <li>• EU-prescribed award notices of major contracts over EU thresholds</li> <li>• Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract</li> </ul>	<p><b>Procurement information and more information</b></p>

### **Class 7: How we are performing**

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

<b>Description</b>	<b>Links/where to find the information</b>
<p>Indicators used by the governing body and senior management to measure overall institutional performance</p>	<p><b>Outcome Agreement</b></p>
<p>Environmental reports e.g.</p> <ul style="list-style-type: none"> <li>• Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form</li> <li>• Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment</li> </ul>	<p>Pursuant to Section 27 (1) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication within the next three months.</p>

## 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 eg bookshop, museum or research journal.

Description	Links/where to find the information
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal.	None available

## Class 9: Our open data

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The Commissioner expects authorities to publish the following information, as a minimum:

Description	Links/where to find the information
<p>Open data made available by the authority as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.</p> <p>The Commissioner expects authorities to publish the following information, as a minimum:</p> <ul style="list-style-type: none"><li>• The authority's open data publication plan</li><li>• Open data sets and their metadata, or links to where they are accessible.</li></ul>	<p>Pursuant to Section 27 (1) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.</p>