

Freedom of Information (Scotland) Act 2002

Guide to Information Published by Lews Castle College UHI Under the Model Publication Scheme

This document is also available in Large print (16pt)

www.lews.uhi.ac.uk



University of the
Highlands and Islands
Lews Castle College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

Freedom of Information (Scotland) Act 2002

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Introduction

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

FOISA requires Lews Castle College UHI to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme¹. 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 about²:

- 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 authorities³. The Commissioner has developed the Model Publication Scheme ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges.

Lews Castle 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.

All information that we publish will be added to this scheme and it will be updated regularly.

Our Guide to Information

This document is the **Guide to Information** which Lews Castle 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.

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 nine broad classes of information, and by adopting it, Lews Castle 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 Lews Castle College
- Class 2: How Lews Castle College deliver our functions and services
- Class 3: How Lews Castle College take decisions and what we have decided
- Class 4: What Lews Castle College spend and how we spend it
- Class 5: How Lews Castle College manage our human, physical and information resources
- Class 6: How Lews Castle College procure goods and services from external providers
- Class 7: How Lews Castle College are performing
- Class 8: Lews Castle College commercial publications
- Class 9: Lews Castle College 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 Lews Castle College UHI.

Exempt information

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact

Freedom of Information Officer
Lews Castle College UHI
Stornoway
Isle of Lewis
Email: lefoi@uhi.ac.uk
Tel: 01851770000

Availability and format of information

Online:

Most information listed in our Guide to Information is available to download from our website at:
<https://www.lews.uhi.ac.uk/about-us>

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:
<https://search.uhi.ac.uk/s/search.html?query=&collection=uhi-meta&scope1=lews>

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

Freedom of Information Officer
Lews Castle College UHI
Stornoway
Isle of Lewis HS2 0XR
email lefoi@uhi.ac.uk
tel 01851770000

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 Officer
Lews Castle College UHI
Stornoway, Isle of Lewis HS2 0XR
email lefoi@uhi.ac.uk
tel 01851770000

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 lefoi@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:

You can also request information by phone. Please call 01851770000 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 Officer
Lews Castle College UHI
Stornoway, Isle of Lewis HS2 0XR

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

Charges

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

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

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

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	10p
A4	5p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	20p
A4	10p

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

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

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

Feedback or Complaints

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, please contact:

Freedom of Information Officer
Lews Castle College UHI
Stornoway
Isle of Lewis
HS2 0XR

Telephone: 0185170000
Email: lefoi@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 Officer
Lews Castle College UHI
Stornoway
Isle of Lewis
HS2 0XR
E: lefoi@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 Officer
Lews Castle College UHI
Stornoway
Isle of Lewis
HS2 0XR
E: lefoi@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, 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 5p per A4 sheet for black and white copying, 10p 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.

Charges for your own personal data:

There is no charge for requests 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 Lews Castle College UHI

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

MPS class	Sub-classes
Class 1: About Lews Castle College UHI	General information about Lews Castle College UHI Access to information Our constitution Corporate planning How Lews Castle College UHI is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How Lews Castle College UHI deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	Human resources Physical resources Information resource
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	No Commercial Publications
Class 9: Open data	

Where documents or information are available online, the information will also be available in print format (unless otherwise stated), at no cost to the applicant, upon request.

Write or email:

Freedom of Information Officer
Lews Castle College UHI
Stornoway
Isle of Lewis
HS2 0XR
E: lefoi@uhi.ac.uk

Guide to Information available under the MPS classes

Class 1: About Lews Castle College UHI

Class description:

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

General information about Lews Castle College UHI

The information we publish under this class	How to access it
The name of the college, and the address of its principal office.	Lews Castle College UHI Stornoway, Isle of Lewis Scotland HS2 0XR Tel: 01851770000
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	<p>Principal and Chief Executive: Mr Iain Macmillan</p> <p>Board Secretary: Ms Catherine Barron</p> <p>Assistant Principals: Mrs Sheila MacIennan - Health & Humanities Mrs Ann Murray - Business & Technology Mr Frank Rennie – Research and Enterprise</p> <p>Head of Quality Improvement and Regulation Services: Ms Catherine Barron</p> <p>Heads of Department: Mr Roddy Ferguson - Technology Mr Donald Macdonald - Health Mrs Mary Mackay - Humanities</p>
<p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> • 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. 	<p>Please click the link to see our Organisational Structure</p> <p>Please click the link to read About the Principal</p>

<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>	<p>Switchboard: 01851 770000</p> <p>Admissions: leadmissions@lews.uhi.ac.uk</p> <p>Reception: adminle@uhi.ac.uk</p> <p>Student Services: Mrs Kate Mawby, Student Support Services Manager kate.mawby@uhi.ac.uk</p> <p>Fees/Funding/Bursaries: Ms Catherine Kelso, Student Funding Officer catherine.kelso@uhi.ac.uk</p>
<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Main Campus: Lews Castle College UHI Stornoway Isle of Lewis HS2 0XR</p> <p>Other Centres: Lews Castle College UHI Benbecula Lionacleit Isle of Benbecula HS7 5PJ</p> <p>Lews Castle College UHI Barra Learning Centre Castlebay Isle of Barra HS9 5XD</p> <p>Lews Castle College UHI Taigh Chearsabhair Lochmaddy Isle of North Uist HS6 5AA</p>
<p>Opening hours of the college's principal office</p>	<p>Monday to Friday 0800 to 1700 During periods of Evening Classes open to 2100</p>
<p>Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known.</p>	<p>Please click the link to see the College Calendar</p>
<p>Dates of closure of the college, college calendar.</p>	<p>Please click the link to see the College Calendar</p>

Procedures on how to complain about the college	Complaints about the college should be addressed to the Principal and Chief Executive Mr Iain Macmillan at the above address or by email iain.macmillan@uhi.ac.uk
Arrangements for serving official documents on the college	These documents should be delivered either to the Principal and Chief Executive Mr Iain Macmillan at the above address or by email iain.macmillan@uhi.ac.uk

Access to Information

The information we publish under this class	How to access it
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	To request information from Lews Castle College UHI which is not available from the College website, please contact Freedom of Information Office indicating the format in which you wish to receive a reply. Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR E-mail: lefoi@uhi.ac.uk Telephone: 01851770000
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	Requests for personal information should be addressed in the first instance to: Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR E-mail: lefoi@uhi.ac.uk Telephone: 01851770000
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	Requests for environmental information should be addressed to: Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR E-mail: lefoi@uhi.ac.uk Telephone: 01851770000

<p>Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints</p>	<p>Lews Castle College UHI is committed to an open and accountable environment and will treat Freedom of Information requests seriously.</p> <p>A request for information will be answered within 20 working days of the request being received, and we will assist anyone who needs help formulating their request for information. If an exemption applies to the information requested, Lews Castle College UHI will inform the applicant of this. The applicant has a right to ask Lews Castle College UHI for a review of the decision not to disclose the information within 40 working days of being told.</p> <p>If, after the review the applicant is still unhappy with the decision, they have the right to take the matter to the Office of the Scottish Information Commissioner.</p>
<p>Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.</p>	<p>Lews Castle College UHI is registered under the Data Protection Act 1998 and is committed to protecting the privacy of individuals.</p> <p>If you wish to make a subject access request under the Data Protection Act, or make a complaint about a previous request, please contact The Freedom of Information Officer on lefoi@uhi.ac.uk or 01851770000 who will provide you with the personal information which the College holds on you.</p>
<p>Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.</p>	<p>For information on these policies and procedures please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk Telephone: 01851770000</p>

Charging schedule for environmental information provided in response to requests under the EIRs

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 5p per A4 sheet for black and white copying, 10p 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.

Our Constitution

The information we publish under this class	How to access it
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.	Please click the link to see the Constitution and Standing Orders of the Board of Management.

Corporate Planning

The information we publish under this class	How to access it
Lews Castle College UHI Mission statement	To deliver excellent learning and teaching, research and enterprise: locally, regionally, nationally and internationally.
Lews Castle College UHI corporate or Strategic Plan	Please click the link to see the Lews Castle College UHI Strategic Plan 2013 - 17
Corporate strategies e.g. Estate Strategy, Human Resources strategy	Please click the link to see our Publications and Policies
Internal procedures for planning and resource allocation	Please click the link to see our Publications and Policies .

How Lews Castle College UHI is run

The information we publish under this class	How to access it
<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> • 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. 	<p>Compliance with government legislation and with the requirements of the Scottish Funding Council and other statutory bodies is the responsibility of the Board of Management. The Board exercises its responsibility through the Principal, who is the Chief Executive of the College and the Accountable Officer.</p> <p>The arrangements for appointment to the Board of Management are contained in its Standing Orders. These, together with details of the Current Members of the Board and related documents are available on the College website.</p>
<p>The college's conflict of interests policies e.g.</p> <ul style="list-style-type: none"> • 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. 	<p>The Code of Conduct is available here: Code of Conduct.</p> <p>Details of other policies are available from the Secretary to the Board of Management, Ms Catherine Barron catherine.barron@uhi.ac.uk</p>
<p>Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies.</p>	<p>The Register of Interests for members of the governing body is available on the College website. Members of the Senior Management Team and any other members of staff who have interests which may at any time conflict with those of the College are required to declare these in the Register of Staff Interests.</p>

Diversity

The information we publish under this class	How to access it
Policies, procedures and guidelines relating to support and equality for disabled people	Please click the link to see the Mainstreaming Report and Equality Outcomes
A description of the college's support structures for disability issues	Please click the link to see the Student Handbook
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.)	Please click the link to see the Student Handbook
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.)	Not published.
The college's diversity and equality strategies.	Please click the link to see the Mainstreaming Report and Equality Outcomes
` 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).	Please click the link to see the Mainstreaming Report and Equality Outcomes

Health and Safety

The information we publish under this class	How to access it
Policies, procedures and guidelines relating to health and safety	For details of these policies and procedures, please contact Mr Norman Macleod, Health & Safety Adviser, at 01851 770375 or e-mail norman.macleod@uhi.ac.uk
Annual reports to governing body on health and safety issues	Please click the link to see our information on Health & Safety
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 monitoring of health and safety matters is carried out by the Health & Safety Committee chaired by the Principal and Chief Executive, Mr Iain Macmillan
Summary statistics on accidents and incidents within the college	Procedures for recording and retaining these statistics comply strictly with HSE guidelines and in accordance with the Data Protection Acts.

Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s). 	The college's support structures for Health & Safety are monitored by the Health & Safety Committee chaired by the Principal and Chief Executive, Mr Iain Macmillan
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).	Mr Norman Macleod, Health & Safety Adviser, at 01851 770375 or e-mail norman.macleod@uhi.ac.uk

External and community relations

The information we publish under this class	How to access it
Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	No information available.
Facilities and services available to the local community.	The College provides facilities for the hire of rooms for meetings and conferences to local organisations and its cafeteria and Training Restaurant are open to members of the public by arrangement.
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	For information on these activities, please contact Mr Iain Macmillan at iain.macmillan@uhi.ac.uk
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	For information on public relations please contact Mr Mr Callum Ian Macmillan at callum.macmillan@uhi.ac.uk
Subsidiary companies (wholly and part owned) and other significant financial interests.	Please click the link to see our Annual Accounts
Strategic agreements with other bodies.	Please click the link to see the UHI Articles of Association

Government and Regulator Relations

The information we publish under this class	How to access it
<p>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.</p>	<p>The College provides reports for the Scottish Funding Council and HESA (direct or through UHI). These reports include student data, finance, student destination statistics and staffing.</p>
<p>Reports on College by Her Majesty’s Inspectorate of Education (HMIE)</p> <ul style="list-style-type: none"> • College reviews and follow-up reports. • Subject reviews and follow-up reports. 	<p>College Reviews and follow up reports, and Subject Reviews and follow up reports are produced by Education Scotland</p>
<p>Other statutory reports which the College is legally required to publish, including environmental regulatory reports.</p>	<p>The College is required to produce an Annual Accounts and Statement of Accounts for SFC. Please click the link to see the Annual Accounts</p>
<p>Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g.</p> <ul style="list-style-type: none"> • 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. 	<p>Published annually by the Scottish Funding Council under Publications and Statistics</p>

Class 2: How we deliver our functions and services

Class description:

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.

The information we publish under this class	How to access it
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	Please click the link to see our Course Information
The college's admissions procedures and policies including: <ul style="list-style-type: none">• 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	Please click the link to see our Course Information Please click the link to see our information on Studying at LCC
Tuition fees and other charges to students. Including information on <ul style="list-style-type: none">• 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.	Please click the link to see our information on Studying at LCC
The college's arrangements for registering students including policies and procedures covering student enrolment	Please click the link to see our information on Studying at LCC The Registry and Enrolment functions are supported by UHI and governed by their Academic Standards and Quality Regulations

<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures 	<p>Please click the link to see our information on Academic Standards and Quality Regulations</p>
<ul style="list-style-type: none"> • Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of programme 	<p>Please click the link to see our information on Academic Standards and Quality Regulations</p>
<p>Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.</p>	<p>Please click the link to see our information for Current Students</p>
<p>Student liaison including</p> <ul style="list-style-type: none"> • 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 	<p>Please click the link to see our information on Highlands and Islands Students' Association</p>
<p>A description of the availability and range of the college's welfare and advice services.</p>	<p>Please click the link to see our information on Student Services</p>
<p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>Please click the link to see our information on Student Services</p>
<p>A description of the medical support services provided by the college for students.</p>	<p>Please click the link to see our information on Student Services</p>
<p>Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.</p>	<p>Please click the link to see our information on Careers</p>

<p>Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.</p>	<p>The College has no dedicated sports or recreational facilities, but Stornoway Sports Centre provides a range of activities which are available to students as well as to the general public. The Stornoway Golf Club is within the Lews Castle grounds and an all-weather football pitch and running track are within walking distance of the College.</p>
<p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> • 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 SQA⁴, SFC, and other bodies with statutory rights to data. 	<p>Please click the link to see our information on Records Management</p>
<p>The college's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures 	<p>Please click the link to see our Policies and Procedures for HE Students and Policies and Procedures for FE Students</p>
<ul style="list-style-type: none"> • 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 	<p>Please click the link to see our information on Studying at LCC</p>
<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities 	<p>Published on the Website when available.</p>

⁴ *Scottish Qualifications Authority*

<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> • 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. 	<p>Please click the link to see our information on Complaints</p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> • 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 	<p>Please click the link to see our information on Highlands and Islands Students' Association</p>
<p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none"> • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs 	<p>Please click the link to see our information on Highlands and Islands Students' Association</p>

Teaching Quality

Description	Links/where to find the information
<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> • 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. 	<p>Please click the link to see our information on Academic Standards and Quality Regulations</p>
<p>Anonymous summary results of surveys of student satisfaction with Lews Castle College UHI e.g. Student perceptions of:</p> <ul style="list-style-type: none"> • Arrangements for academic support and guidance. • Library services and IT⁵ 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. 	<p>Published on Internal Notice Boards and distributed by email.</p>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>Please contact Ms Catherine Barron catherine.barron@uhi.ac.uk</p>
<p>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.</p>	<p>Please contact Ms Catherine Barron catherine.barron@uhi.ac.uk</p>
<p>Quality assurance assessments of the college's provision e.g.</p> <ul style="list-style-type: none"> • 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. 	<p>For reports by HMI, QAA, SQA, SQMS, IIP, etc please contact Ms Catherine Barron catherine.barron@uhi.ac.uk</p>

Description	Links/where to find the information
<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> • 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 	<p>Please contact Ms Catherine Barron catherine.barron@uhi.ac.uk</p>

Information Services

Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> • 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.) 	<p>Please click the link to see our information on Libraries</p>
<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) • Computing code of practice. 	<p>Please click the link to see our information on IT Help</p>

Description	Links/where to find the information
<ul style="list-style-type: none"> • 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. RIPA⁶). 	
<p>High-level aims and strategies of information services units and definition of the service provided.</p>	<p>Lews Castle College UHI currently has no separate strategy document covering information services, For information on current individual services provided and service level agreements please contact Mr Iain Macmillan, Principal and Chief Executive.</p>

⁶ *Regulation of Investigatory Powers Act*

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

Class description:

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

The information we publish under this class	How to access it
<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> • 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 	<p>Please click the link to see information on Board of Management Minutes</p>
<p>Public consultation and engagement strategies</p>	<p>No information available.</p>
<p>Reports of regulatory inspections, audits and investigations carried out by Lews Castle College UHI.</p>	<p>No information available.</p>
<p>Environmental impact studies and risk assessments which underpin decisions that Lews Castle College UHI takes, including the facts and analysis.</p>	<p>Please click the link to see the Strategic Plan</p>

Class 4: What we spend and how we spend it

Class 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 information we publish under this class	How to access it														
Financial statements approved by the governing body e.g. Lews Castle College UHI annual accounts	Please click the link to see the Annual Accounts														
Policies and procedures for making budgetary allocations to major budgetary units	Please click the link to see the Financial Regulations														
Summary of budgetary allocations to major budgetary units	For finalised budgetary allocations, please contact the Principal and Chief Executive, Mr Iain Macmillan.														
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Please click the link to see the Financial Regulations														
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.	<p>The current insurance contract for Lews Castle College UHI is with Royal Sun Alliance, St Marks Court, Chart Way, Horsham, West Sussex, RH12 1XL. The policies include the following cover:</p> <table data-bbox="1138 867 1793 1240"> <tbody> <tr> <td>Employer's Liability</td> <td>£10,000,000</td> </tr> <tr> <td>Public Liability</td> <td>£10,000,000</td> </tr> <tr> <td>Products Liability</td> <td>£10,000,000</td> </tr> <tr> <td>Business Interruption*</td> <td>£1,859,732</td> </tr> <tr> <td>Travel**</td> <td>£250,00</td> </tr> <tr> <td>Buildings</td> <td>£29,986,210</td> </tr> <tr> <td>Professional Indemnity</td> <td>£1,000,00</td> </tr> </tbody> </table> <p>*Business Interruption is £1,470,000 for net income, £250,000 for additional cost of working ** Travel: £250,000 is the limit per person (i.e. an employee), tour operator liability is £5,000,000</p>	Employer's Liability	£10,000,000	Public Liability	£10,000,000	Products Liability	£10,000,000	Business Interruption*	£1,859,732	Travel**	£250,00	Buildings	£29,986,210	Professional Indemnity	£1,000,00
Employer's Liability	£10,000,000														
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Business Interruption*	£1,859,732														
Travel**	£250,00														
Buildings	£29,986,210														
Professional Indemnity	£1,000,00														

Summary information on institutional endowments and investments	None
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund	No current plans available.
Expenses policies and procedures	Please click the link to see the Staff Handbook
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Please click the link to see the Staff Handbook
Board member remuneration, other than expenses	Not applicable
Pay and grading structures (levels of pay, rather than individual salaries)	Please click the link to see the Annual Accounts
Funding awards made by Lews Castle College UHI, how to apply for them and funding awards made by Lews Castle College UHI	Lews Castle College UHI does not make any funding awards from its own resources.

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

Class description:

Information about how we manage the human, physical and information resources of the authority.

Human Resources

The information we publish under this class	How to access it
Statistical information on staff - at institutional level by grade, sex, etc.	Please click the link to see the Mainstreaming Report and Equality Outcomes
Staffing structure	Please click the link to see the Organisational Structure
Policies, statements, procedures and guidelines relating to recruitment	Please click the link to see the Staff Handbook
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Please click the link to see the Staff Handbook
Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Please click the link to see the Staff Handbook
Policies and guidelines on pension arrangements for staff e.g. <ul style="list-style-type: none"> • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes 	The Scottish Teacher’s Superannuation Scheme (STSS) applies for academic staff. The Local Government Pension Scheme (LGPS) for support staff. Details of the funding valuations of pension schemes are available on request from the Principal and Chief Executive, Mr Iain Macmillan – Tel 01851 7700000 or e-mail at iain.macmillan@uhi.ac.uk
Disciplinary procedures and policies e.g. <ul style="list-style-type: none"> • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. 	Please click the link to see the Staff Handbook

The information we publish under this class	How to access it
Grievance procedures and policies	Please click the link to see the Staff Handbook
Race equality policies as required under the Race Relations Amendment Act 2000.	Please click the link to see the Mainstreaming Report and Equality Outcomes
Equality and diversity policies, statements, procedures, and guidelines.	Please click the link to see the Mainstreaming Report and Equality Outcomes
Information required for compliance with the Public Interest Disclosure Act	Please click the link to see the Staff Handbook
Policies and procedures relating to the on-going development of staff <ul style="list-style-type: none"> • Induction arrangements. • Access to internal and external training opportunities 	Please click the link to see the Staff Handbook
Description of the facilities and services available to members of staff.	The College Cafeteria is available to all staff during term time. There is a new staffroom with kettle, microwave, fridge and kitchen area as well as a widescreen TV and comfortable seating.
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	EIS Recognition Agreement

Physical Resources

The information we publish under this class	How to access it
<p>Overview of the college's estate e.g.</p> <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Details of listed buildings 	<p>Lews Castle College UHI comprises 3 main properties: the main campus at Stornoway on the Isle of Lewis, and Centres at Lionacleit, Benbecula and at Castlebay on the Isle of Barra.</p> <p>For further information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p>
<p>Plans for major changes to the estate e.g. additions to/disposals of major components of estate.</p>	<p>For information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p>
<p>Summary information about buildings under construction</p>	<p>For information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p>

The information we publish under this class	How to access it
Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	<p>For information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p>
Performance indicators on major estates functions	<p>For information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p>
<p>The college's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation 	<p>For information please contact</p> <p>Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR</p> <p>E-mail: lefoi@uhi.ac.uk</p> <p>Telephone: 01851770000</p> <p>Please click the link to see information on our Health & Safety</p>

Information Resources

The information we publish under this class	How to access it
<p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> • 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. 	<p>Please click the link to see our Records Management Policy</p>
<p>Records management policy, including records retention schedule.</p>	<p>Please click the link to see our Records Management Policy</p>
<p>Information governance/asset management policies and procedures.</p>	<p>Please click the link to see our Records Management Policy</p>
<p>Knowledge management policies and procedures.</p>	<p>Not available</p>
<p>List of statistical information published by Lews Castle College UHI.</p>	<p>Please click the link to see our Publications and Policies</p>

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

Class description:

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

The information we publish under this class	How to access it
College's policies on major procurement exercises	Please click the link to see our Procurement Strategy Please click the link to see our Procurement Terms and Conditions
Procurement policies and procedures: <ul style="list-style-type: none"> • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers. 	Please click the link to see our Procurement Strategy Please click the link to see our Procurement Terms and Conditions
Procurement contacts: <ul style="list-style-type: none"> • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing. 	For information please contact Freedom of Information Office Lews Castle College UHI Stornoway, Isle of Lewis HS2 0XR E-mail: lefoi@uhi.ac.uk Telephone: 01851770000
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 about potential significant procurement exercises (ie those subject to formal EU procurement processes) in the following 12 months, will be made available as required by EU legislation. For tender notices and contract award notices see the Public Contract Scotland website .
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	As indicated above

⁷ European Union

<p>Supplier contracts:</p> <ul style="list-style-type: none">• 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	<p>As indicated above</p>
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Class 7: How we are performing

Class description:

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

The information we publish under this class	How to access it
Annual Review and accounts Our performance Equal opportunities annual report Indicators used by the governing body and senior management to measure overall institutional performance	Performance Indicators, as submitted to the Scottish Funding Council annually, and as detailed in the Strategic Plan. A summary of these is also published in the Performance section of the College website
Actual performance against performance indicators.	Reported annually to the Scottish Funding Council
Environmental reports e.g. <ul style="list-style-type: none">• 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	EPC Certificates for the College's 3 relevant buildings have been obtained and are displayed as required by the legislation.

Class 8: Our commercial publications

Class 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.

The information we publish under this class	How to access it
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.	Lews Castle College UHI does not publish information under this class.

Class 9: Our open data

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack19 and available under an open licence.

The information we publish under this class	How to access it
Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack19 and available under an open licence.	The college does not currently have an open data publication plan