

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

INTRODUCTION

In this section you will find

- An Introduction to the Publication Scheme
- The 9 Broad Classes of Information
- How We Make the Information Available

INTRODUCTION TO THE MODEL PUBLICATION SCHEME

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.

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.

This Guide to Information was last updated in February 2019 (27/02/19).

¹ See section 23 of FOISA.

² See section 23(3) of FOISA.

³ See section 24 of FOISA.

THE 9 BROAD CLASSES OF INFORMATION

The MPS sets 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. Several larger classes are broken down into a number of sub-classes for ease of use.

The MPS classes and sub-classes are:

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 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: Open data

HOW WE MAKE THE INFORMATION AVAILABLE

The MPS describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS. This Guide sets out the specific arrangements we have made at Lews Castle College UHI, including ways we can help you to access information.

Enquiries and Assistance – Freedom of Information Officer

Our Freedom of Information Officer can help if you are:

- Having trouble finding information on the website
- Planning to visit our premises to inspect any of the information in this Guide
- Looking for information by email, phone or post
- Requesting a copy of any information that we hold that is not available under the MPS
- Providing comments or feedback on the guide
- Making a complaint about the information we publish

Please contact the Freedom of Information Officer at:

Lews Castle College UHI
Stornoway,
Isle of Lewis
HS2 0XR

email lefoi@uhi.ac.uk
tel 01851770000

Availability and format of information

We make the information available in a variety of ways as set out below.

Online: Most information listed in our Guide to Information is available to download from our website, and links to this material are provided. 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&gscope1=lews>

If you are still having trouble finding information, please contact the Freedom of Information Officer for further assistance, contact details above.

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 contact the Freedom of Information Officer in advance so we can ensure you can be dealt with efficiently when you arrive – contact details above.

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 the Freedom of Information Officer, contact details above.

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 below:

Black and White Photocopying:
A4: 5p a sheet
A3: 10p a sheet

Colour Photocopying:
A4: 10p a sheet
A3: 20p a sheet

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 any commercial publications (see Class 8).

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 the Freedom of Information Officer, contact details above.

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.

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 the Freedom of Information Officer, contact details above.

If you wish to complain about any aspect of this Guide, then please contact the Freedom of Information Officer, contact details above, and we will try and resolve your complaint as quickly as possible. 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. Verbal requests for environmental information are acceptable.

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/home

CLASS 1: ABOUT LEWS CASTLE COLLEGE UHI

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 main address of the College is:

Lews Castle College UHI
Stornoway, Isle of Lewis
Scotland HS2 0XR

The opening times of the Stornoway Campus are Monday to Friday 0800 to 1700. During periods of Evening Classes the building is open to 2100.

Information on term times and holidays is available in the [College Calendar](#).

Information about our other three campuses is available below:

[North Uist Campus](#)
[Benbecula Campus](#)
[Barra Campus](#)

The main enquiry points are:

Switchboard: tel 01851770000
Admissions: email leadmissions@uhi.ac.uk
Reception: email adminle@uhi.ac.uk

The main officers of the College are:

Iain Macmillan - Principal and Chief Executive
Sheila Maclennan – Assistant Principal, Health, Humanities & Business
Ann Murray – Assistant Principal, Technology & Performance
Frank Rennie – Assistant Principal, Research, Enterprise & Development
Roddy Ferguson – Head of Department, Technology
Donald Macdonald – Head of Department, Health & Education
Michael Smith – Head of Department, Humanities & Business
Catherine Barron – Board Secretary

For information about:

Student Services contact:
Kate Mawby, Student Support Services Manager kate.mawby@uhi.ac.uk

Fees/Funding/Bursaries contact:
Catherine Kelso, Student Funding Officer catherine.kelso@uhi.ac.uk

Complaints

Complaints about the college should be addressed to the Principal and Chief Executive Mr Iain Macmillan at the main College address above, or by email iain.macmillan@uhi.ac.uk

Serving Official Documents

These documents should be delivered to the Principal and Chief Executive Iain Macmillan at the above address or by email iain.macmillan@uhi.ac.uk

ACCESS TO INFORMATION

Lews Castle College UHI is committed to an open and accountable environment and will treat Freedom of Information requests seriously.

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. Charging arrangements are set out in the Introduction to this Guide, *How We Make Information Available*.

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. 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.

Information Not on the Website

To request information from Lews Castle College UHI which is not available from the College website, please contact the Freedom of Information Officer indicating the format in which you wish to receive a reply. Charging arrangements are set out in the Introduction to this Guide, *How We Make Information Available*.

Data Protection Policy and Subject Access Requests

Lews Castle College UHI is committed to protecting the privacy of individuals. Our data protection policy is available here: [Data Protection Policy](#)

If you wish to make a Subject Access Request please contact the Freedom of Information Officer who will provide you with the personal information which the College holds on you. Information will be provided within one month of the date of receipt of the request.

Environmental Information

Requests for environmental information including environmental policies and procedures should be addressed to the Freedom of Information Officer, contact details below. Charging arrangements are set out in the Introduction to this Guide, *How We Make Information Available*.

Contact Details for Freedom of Information Officer

Freedom of Information Officer
Lews Castle College UHI
Stornoway, Isle of Lewis HS2 0XR
E-mail: lefoi@uhi.ac.uk
Telephone: 01851770000

OUR CONSTITUTION

Information on how the College was established and its standing from a legal perspective is set out in our [Constitution](#).

CORPORATE PLANNING

Our Mission is to: deliver excellent learning and teaching, research and enterprise: locally, regionally, nationally and internationally.

Our Strategic Plan is available here: [Strategic Plan 2018-23](#)

Corporate strategies and internal procedures for planning and resource allocation are published on the [Publications and Policies](#) page.

HOW LEWS CASTLE COLLEGE UHI IS RUN

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.

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 [Board publications](#) page.

The Code of Conduct including arrangements for the registration and declaration of interests is published here: [Code of Conduct](#).

The Register of Interests for members of the governing body is available here: [Register of Interests](#). 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.

Details of other policies are available from the Secretary to the Board of Management, Ms Catherine Barron catherine.barron@uhi.ac.uk

DIVERSITY

Policies, procedures and guidelines relating to support and equality for disabled people are published in the [Mainstreaming Report and Equality Outcomes](#).

A description of the college's support structures for disability issues is included in the [Student Handbook](#) and information provided on [Student Services](#). These include details of how to get information about support for disabled people.

The college's diversity and equality strategies are included in 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 are included in the [Mainstreaming Report and Equality Outcomes](#).

HEALTH AND SAFETY

Policies, procedures and guidelines relating to Health and Safety are set out in the 'Health and Safety' section of the [Publications and Policies](#) page. This includes annual reports to the governing body on health and safety issues.

Regular monitoring of health and safety matters is carried out by the Health & Safety Committee chaired by the Principal and Chief Executive, Iain Macmillan. This Committee also monitors the College's support structures for Health and Safety.

Procedures for recording and retaining summary statistics on accidents and incidents within the College comply strictly with HSE guidelines and in accordance with the Data Protection Act.

Further information on policies, procedures and guidelines relating to Health and Safety is available from Norman Macleod, Health & Safety Adviser, at 01851 770375 or e-mail norman.macleod@uhi.ac.uk.

Health and Safety related FOI requests should be sent to the FOI officer lefoi@uhi.ac.uk.

EXTERNAL AND COMMUNITY RELATIONS

The College provides facilities for the hire of rooms for meetings and conferences to local organisations and its cafeteria is open to members of the public.

Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines: this information is published on the College website and through social media channels (Facebook and Twitter).

For general queries about public relations please contact Callum Ian Macmillan at callum.macmillan@uhi.ac.uk.

Information on any subsidiary companies (wholly and part owned) and other significant financial interests are set out in the Annual Accounts. These are published under the 'general' section of the [Publications and Policies page](#).

Information on strategic agreements with other bodies is set out in the [UHI Articles of Association](#).

Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni – no information available.

Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses – no information available.

GOVERNMENT AND REGULATORY RELATIONS

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.

College Reviews and follow up reports, and Subject Reviews and follow up reports are produced by [Education Scotland](#).

The College is required to produce Annual Accounts and Statement of Accounts for [SFC](#). The Annual Accounts are published on the 'general' section of the [Publications and Policies](#) page.

Statistical information on student admission, progression and completion is published annually by the Scottish Funding Council under [Publications and Statistics](#). This include information on:

- Student qualifications on entry;
- The range of student entrants classified by age, sex, ethnicity, disability and geographical origin;
- Student progress and retention data for each year of each course/programme;
- 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 AND SUPPORT

This section contains information on how the college manages the administration and progression of students from admission to course completion, including student support services.

Information on programmes offered by the college including structure and broad content of each programme and qualification gained if successful is published on the [Course Information](#) page.

This also includes information on the College's admissions procedures and policies including:

- Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission.
- General/course-specific entry requirements.
- Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.
- The college's widening participation policies

Further information is also available in the relevant sections published under the [Studying at LCC](#) page.

Information on tuition fees and other charges including information on the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), when payment must be made, how payments can be made, and whether instalment options are available is published on the [How Much Will It Cost?](#) section of the website.

Information on the college's arrangements for registering students including policies and procedures covering student enrolment is available under the [Studying at LCC](#) page. The Registry and Enrolment functions are supported by UHI and governed by their [Academic Standards and Quality Regulations](#).

Arrangements for assessments and examinations including examination periods/timetables, assessment and examination procedures, including oral examinations and assessment and examination regulations, including policies and practices on breaches of regulations, and appeals procedures, are set out in the [Academic Standards and Quality Regulations](#).

The [Academic Standards and Quality Regulations](#) include information on regulations:

- governing student progression
- governing access to courses.
- about availability of resit examinations.
- governing changes of programme

Information on academic and non-academic learning support services offered by the college including information on: learning development and support; personal development advice; services for students with special needs is included in the pages published for [Current Students](#).

For information on student liaison please see the website of the [Highlands and Islands Students' Association](#) including sections on [how the Association works](#).

The material published on the [Student Services](#) page includes information on the:

- availability and range of the college's welfare and advice services
- college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths
- medical support services provided by the college for students

Information on careers services, including availability, conditions of use and range of services offered by the college's careers service, including opening hours and location, is available under the 'Careers' section of the [Student Services](#) page

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.

Information on the college's policies on the collection, maintenance and use of personal information about students is included in the [Records Management and Retention Policy and Procedures](#). This includes

- 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; and arrangements for the provision of data to SQA, SFC, and other bodies with statutory rights to data.

The college's policies and procedures for disciplinary proceedings against students including code of student discipline and other policy and procedure documents, and internal and external appeals procedures, are set out in the [Policies and Procedures for HE Students](#) and [Policies and Procedures for FE Students](#).

Availability, conditions of use and range of accommodation services is set out on the [Accommodation](#) page for students.

Information about awards ceremonies includes dates and details of ceremonies for the current academic year, attendance and ticketing information, academic dress information, costs, and information on photographic and video facilities is published on the college website when available.

Procedures for dealing with student complaints about the college are published on the [Complaints](#) page. This includes:

- 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.

The website of the [Highlands and Islands Students' Association](#) includes information on:

The legal and structural basis of the college's relationships with the Students Union/Association

- Agreements, protocols, etc governing the college's relationship with the Union
- Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees
- Funding provided to the Union

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

- Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association
- Information about student clubs

TEACHING QUALITY

Programme approval and monitoring arrangements are set out in the [Academic Standards and Quality Regulations](#). This includes:

- 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

Anonymous summary results of surveys of student satisfaction with Lews Castle College UHI are published on Internal Notice Boards and distributed by email. This includes for example student perceptions of:

- arrangements for academic support and guidance
- library services and IT 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

For information on the following quality arrangements please contact Catherine Barron catherine.barron@uhi.ac.uk:

- the nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports
- 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
- quality assurance assessments of the college's provision for example
 - 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
- institutional reviews including:

- summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards
- range of teaching methods used
- availability and use of specialist equipment, other resources and materials to support teaching and learning
- staff access to professional development
- peer observation and mentoring programmes
- use of external benchmarking and other comparators, both home and overseas.
- involvement of external peers in the review method, their observations, and the action taken in response

INFORMATION SERVICES

Information on library services is published on the [UHI Library](#) page. Information is also published about how to make use of [LCC Library services](#).

This includes information on:

- availability and conditions of use of library facilities
- library catalogue if publicly available
- 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.)

Information is published on our Learning Information (LIS) services on [the LIS page](#). This includes information on:

- availability and conditions of use of computing facilities including
 - information about who can access systems and services and the facilities that they can access
 - opening hours of computing facilities
 - general rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing)
 - computing code of practice
 - use of national/external services
- details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA).

The College currently has no separate strategy document covering high-level aims and strategies of information services units and definition of the service provided.

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.

Minutes of the meetings of the Board of Management and its committees are published on the [Board of Management minutes](#) page.

Other information on the Board of management is on the [Board of Management](#) and [Board Publications](#) pages including

- Committee memberships and remits
- Committee appointments procedures.
- Standing orders, codes of conduct and other papers describing operations of major committees.
- Calendar of meeting dates for Board of Management and other major committees

No separate information is published on public consultation and engagement strategies or reports of regulatory inspections, audits and investigations carried out by the College.

For any information on environmental impact studies and risk assessments which underpin decisions taken by the College, please see the [Strategic Plan](#).

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The Annual Accounts are published on the 'general' section of the [Publications and Policies](#) page.

Information on budgetary allocations may be available from Alasdair Macleod, Finance Manager a.macleod@uhi.ac.uk or should be submitted as an FOI request, contact information above. Policies and procedures for making budgetary allocations are set out in the [Financial Regulations](#). The Financial Regulations include information on purchasing goods and services, and on reclaiming expenses.

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:

Employer's Liability	£10,000,000
Public Liability	£10,000,000
Products Liability	£10,000,000
Business Interruption *	£1,859,732
Travel **	£250,000
Buildings	£29,986,210
Professional Indemnity	£1,000,000

*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

The college has no institutional endowments and investments.

There are no current 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

Policies and procedures in relation to expenses including senior staff / Board member expenses including travel, subsistence and accommodation are set out in the [Staff Handbook](#). Board members are not remunerated, other than expenses. For information on pay and grading structures, please see the Annual Accounts which are published on the 'general' section of the [Publications and Policies](#) page.

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

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

HUMAN RESOURCES

Statistical information on staff is set out in the [Mainstreaming Report and Equality Outcomes](#).

The [Staff Handbook](#) contains information on policies, statements, procedures and guidelines relating to:

- recruitment
- performance management e.g. information on probation and appraisal arrangements
- promotion, re-grading and salary reviews
- disciplinary procedures and policies e.g.
 - harassment and bullying policy
 - other Human Resources policies not covered by any other class, where disciplinary action may follow if breached
- grievance procedures and policies
- compliance with the Public Interest Disclosure Act
- Policies and procedures relating to the on-going development of staff
- Induction arrangements
- Access to internal and external training opportunities
- Facilities and services available to staff such as college cafeteria and staffroom

Information on pension arrangements for staff is as follows:

- 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.

Information on race equality policies as required under the Race Relations Amendment Act 2000 and Equality and diversity policies, statements, procedures, and guidelines are set out in the set out in the [Mainstreaming Report and Equality Outcomes](#).

Employee relations structures and agreement reached with recognised trade unions and professional organisations are set out in the EIS Recognition Agreement.

PHYSICAL RESOURCES

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

For further information about:

- the College estate
- any plans for major changes, summary information about any construction
- maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules

- performance indicators on major estates functions
- the college's environmental policies, practices and overview of their impact
 - energy consumption
 - recycling policies and arrangements
 - transport policies and arrangements
 - information which is required to be published under environmental legislation

please contact the Freedom of Information Officer, contact information above.

INFORMATION RESOURCES

The college's policy on the collection, maintenance and use of personal information about staff and 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 is set out in the [Records Management and Retention Policy and Procedures](#).

Information about Data Protection is published in the College's [Privacy Pages](#) including the [Data Protection Policy](#), how to make a Subject Access Request, and [Privacy Notices](#) in relation to the main subject groups (staff, students, members of the public).

The [Records Management and Retention Policy and Procedures](#) set out the records management policy, including records retention schedule, and information governance/asset management policies and procedures.

There is no separate information on knowledge management policies and procedures.

Statistical information published by the College is available on the [Publications and Policies](#) page.

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.

Information on procurement is set out in the [Procurement Strategy](#) and [Procurement Terms and Conditions](#)

The contact point for procurement and purchasing information is Alasdair Macleod, Finance Manager a.macleod@uhi.ac.uk

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](#).

CLASS 7: HOW WE ARE PERFORMING

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

Information on performance is published in the 'performance' section of the **Publications and Policies** page.

Performance against indicators is reported annually to the Scottish Funding Council. They publish information on the performance of the college sector on their **Publications and Statistics** page.

The College's Annual Accounts are published in the 'general' section of the **Publications and Policies** page.

Performance in relation to equal opportunities are published in the **Mainstreaming Report and Equality Outcomes**.

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

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 College does not publish information under this class.

CLASS 9: OUR OPEN DATA

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.