

**ANGUS COLLEGE**

**PUBLICATION SCHEME**

**PRODUCED AS REQUIRED BY THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

**REVISION APRIL 2009**

**1. INTRODUCTION**

<b>1.</b>	<b>Introduction To The Publication Scheme</b>	<p>The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.</p> <p>Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this publication scheme from time to time.</p> <p>The purpose of the publication scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information and informs you whether it is free, or if there is a charge for the information.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.</p> <p>Where information is not published under this publication scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 - <i>How to access information not available under the scheme</i>.</p>
<b>2.</b>	<b>About Angus College</b>	<p>Angus College has a history of steady growth since its establishment in 1957. Currently over 11,500 students and trainees, (over 1600 full-time students) enrol annually and around 80% of these achieve the qualifications for which they enrol. The College currently employs over 400 staff annually, (254 full-time equivalent (FTE)), of whom 131 (FTE) are lecturers and 121 (FTE) are support staff.</p>

In April 1993 the College achieved corporate status and is now independently managed with responsibility for all staff and resources. The Board of Governors is responsible for the overall management of the College and, as a corporate body, is employer for all staff.

Overall responsibility for the strategic direction of the College and the management of its resources rests with the Board of Governors, with the Principal operating as Chief Executive and educational adviser to the Board. The Board of Governors includes representatives from local industry, the professions, the Local Enterprise Company, the public sector and College staff and students.

The Principal is supported by an Executive Team of a Depute Principal, two Directors of Learning and Teaching, a Director of Curriculum Support and Development, a Director of Marketing and Business Growth and a Director of Quality and Human Resources. The Executive Team has responsibility for the management, academic development and administration of the College. Also in key cross-College positions are a range of functional support managers in areas such as Estates, Contracts Staff Development, Student Services, Learning Resources, IT and Finance.

The College offers a wide range of courses up to HND level, in subject areas as diverse as Agriculture, Horticulture and Conservation, Business, Management, Communication, Languages, Construction, Joinery, Engineering, Art, Crafts and Design, Hospitality/Catering, Hairdressing, Care, Community Programmes, Computing, Information Technology and Office Administration.

The College offers training and consultancy on a commercial basis through its commercial services - Metropolitan Training - and has a major Conference Centre facility, providing conference and meetings facilities both commercially and for various community groups.

In addition to the main campus the College has specialist facilities for Agricultural and Horticultural work at St Vigeans Glebe and Dens Road in Arbroath. The College's commitment to meeting the educational needs of the Angus community is reflected in its outreach centres in Forfar, Montrose, Kirriemuir and Brechin, offering a range of facilities and services for students and commercial clients.

The College has an annual budget of around £11.5 million, and is recognised as being one of the most efficient and financially sound colleges within the Further Education sector. A significant part of this budget is spent on staffing and a commitment to training and development is recognised as being essential to ensure that our strategic objectives are met.

Angus College operates a team-based structure and each area of the curriculum is led and managed by one of twelve teams of academic and, as appropriate, support staff. Each team is led by a

		<p>Curriculum Manager with additional support provided on curriculum delivery, development, and review by Course Leaders. All teams are responsible for their own courses and for the continuous improvement of the service they provide to learners. Support Teams are led and managed in a similar way, with each of the Teams led by a specialist functional Manager.</p> <p>All Teams produce annual self-evaluative and operational plans outlining their objectives, and detailing their achievements in respect of these objectives and against a number of key quality performance indicators. The academic teams are each supported by one of the Directors of Learning and Teaching and receive support and guidance as necessary from a range of curriculum and functional support teams.</p> <p>As an education and training organisation, the College puts great emphasis on quality assurance and the need for continuous quality enhancement. This commitment is demonstrated by the achievement of the ISO 9001:2000 quality standard, the achievement of the Investors in People standard and the award of devolution of authority under Scottish Qualifications Authority arrangements. The College is a multi-award winner across a broad range of national and educational award activities and has been actively involved in leading and supporting a number of national and further education sector quality, management, efficiency and curricular initiatives. The College has an enviable national reputation for the quality, efficiency and effectiveness of the services it provides.</p>
3.	<b>Preparing The Publication Scheme</b>	<p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:</p> <ul style="list-style-type: none"> <li>• the services we provide;</li> <li>• the costs of those services;</li> <li>• the standard of those services;</li> <li>• the facts that inform the decisions we take which are of importance to the public; and</li> <li>• the reasoning that informs our decisions.</li> </ul> <p>In preparing this publication scheme Angus College has made information and publications available and accessible to all interested parties as requested.</p>
4.	<b>Accessing Information Under The Publication Scheme</b>	<p>Information available under our publication scheme will normally be available through the routes described below. <i>Section 12 – Classes of Information</i> provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.</p> <p><b>Online:</b> Most information listed in our publication scheme is available to download from our website. In many</p>

cases a link within *Section 12: Classes of Information* will direct you to the relevant page or document. Where no such link is present, you can use our website's "Search" facility at [www.angus.ac.uk](http://www.angus.ac.uk). If you are still having trouble finding any document listed under our publication scheme, then please call Charlie Rosie, Library Manager, on 01241 432719 for further assistance.

**By email:**

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary. Please email requests to [foi@angus.ac.uk](mailto:foi@angus.ac.uk).

**By phone:**

Information can also be requested from us over the telephone. Please call Charlie Rosie, Library Manager, on 01241 432719 to request information available under this scheme.

**By post:**

All information under the scheme will normally be available in paper copy form. Please address your request to:

Charlie Rosie  
Library Manager  
Angus College  
Keptie Road  
Arbroath  
DD11 3EA

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 6: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

**Advice and assistance:**

If you have any difficulty identifying the information you want to access, then please contact Charlie Rosie who will be happy to help:

Charlie Rosie  
Library Manager

		<p>Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
5.	<b>Information That We May Withhold</b>	<p>All information covered by our publication scheme can either be accessed through our website or will be provided promptly following receipt of your request.</p> <p>Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in <i>Section 12 – Classes of Information</i>. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.</p> <p>Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.</p> <p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where the document containing the information cannot be released, it may, in many cases, be possible to provide copies with the withheld information edited out.</p> <p>If you wish to complain about any information which has been withheld from you, please refer to <i>Section 10 – Complaints</i>.</p>
6.	<b>Our Charging Policy</b>	<p>All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.</p> <p>We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.</p> <p>In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.</p> <p><b>Reproduction costs:</b> Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4</p>

		<p>side of paper (black and white copy) and 30p per A4 side of paper (colour copy).</p> <p>Computer discs will be charged at the rate of £1.00 per CD-Rom.</p> <p><b>Postage cost:</b> We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p>
7.	<b>Our Copyright Policy</b>	<p>Angus College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.</p> <p>The publication scheme may, however, contain information where the copyright holder is not Angus College. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within <i>Section 12 – Classes of Information</i>.</p> <p>Information about Crown copyright material is available on the website of the Queens Printer for Scotland at <a href="http://www.oqps.gov.uk">www.oqps.gov.uk</a>. We can provide you with a copy of this information if you do not have internet access.</p>
8.	<b>Our Records Management And Disposal Policy</b>	<p>Angus College's Data Protection Policy, Data Protection Data Lists, Copyright Policy and Document Control Procedure give details of how our records are created, retained and disposed of. Information on these policies and procedures can be obtained by contacting:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
9.	<b>Feedback</b>	FOISA requires that we review our publication scheme from time to time. As a result, we welcome

		<p>feedback on how we can develop our publication scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:</p> <ul style="list-style-type: none"> <li>• other information that you would like to see included in the publication scheme;</li> <li>• whether you found the publication scheme easy to use;</li> <li>• whether you found the publication scheme useful;</li> <li>• whether our staff were helpful;</li> <li>• other ways in which our publication scheme can be improved.</li> </ul> <p>Please send any comments or suggestions to:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
10.	<b>Complaints</b>	<p>Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p> <p>Any complaint will be acknowledged within two working days of receipt and we will respond in full</p>

		<p>within twenty working days.</p> <p>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.</p> <p>The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:</p> <p>Scottish Information Commissioner  Kinburn Castle  Doubledykes Road  St Andrews  Fife  KY16 9DS</p> <p>Tel: 01334 464610  email: enquiries@itspublicknowledge.info  Website: www.itspublicknowledge.info</p> <p>*verbal requests for environmental information are acceptable.</p>
11.	<p><b>How To Access Information Which Is Not Available Under This Scheme</b></p>	<p>If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.</p> <p>Should you wish to request a copy of any information that we hold that is not available under this publication scheme, please contact:</p> <p>Charlie Rosie  Library Manager  Angus College  Keptie Road  Arbroath</p>

DD11 3EA

Tel: 01241 432719

email: [foi@angus.ac.uk](mailto:foi@angus.ac.uk)

**Charges for information not available under the publication scheme:**

The charges for information which is available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which **is not** available under this publication scheme the charges will be based on the following calculations:

*General information requests:*

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

*Charges for environmental information:*

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

		<p>Charges are calculated on the basis of the actual cost to the authority of providing the information.</p> <ul style="list-style-type: none"> <li>• Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.</li> <li>• Postage is charged at actual rate for first class mail.</li> <li>• Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.</li> </ul>
12.	<b>Classes Of Information</b>	<ol style="list-style-type: none"> <li>1 INTRODUCTION</li> <li>2 GENERAL INFORMATION</li> <li>3 ACCESS TO INFORMATION</li> <li>4 GOVERNANCE</li> <li>5 FINANCIAL RESOURCES</li> <li>6 CORPORATE PLANNING</li> <li>7 PROCUREMENT</li> <li>8 HUMAN RESOURCES</li> <li>9 PHYSICAL RESOURCES</li> <li>10 HEALTH AND SAFETY</li> <li>11 DIVERSITY</li> <li>12 STUDENT ADMINISTRATION AND SUPPORT</li> <li>13 TEACHING QUALITY</li> <li>14 INFORMATION SERVICES</li> <li>15 EXTERNAL AND COMMUNITY RELATIONS</li> <li>16 GOVERNMENT AND REGULATOR RELATIONS</li> <li>17 ENVIRONMENTAL INFORMATION</li> </ol>

## 2. GENERAL INFORMATION

This section covers general information about how to make contact with the College. It includes information about how to complain about Angus College, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>
<b>Name And Address</b>	The name of the College, and the address of its principal office.	Angus College Keptie Road Arbroath Angus DD11 3EA
<b>Principal Officer</b>	Name of the principal officers of the College.	John C Burt OBE Principal  Jackie Howie Depute Principal and Secretary to the Board  Sandy Watson OBE Chairman Board of Governors
<b>Contact Information</b>	Information on how to contact the College	General Enquiries Tel: 01241 432600 email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a>  Admission Enquiries Tel:01241 432622 email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a>  FOI Enquiries Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>  Personnel/HR Enquiries Tel: 01241 432603

<b>Location</b>	Information on the College principal and other main locations, including campus maps	<p>email: <a href="mailto:brenda.ross@angus.ac.uk">brenda.ross@angus.ac.uk</a></p> <p><a href="#">Main Campus</a>  Keptie Road  Arbroath  DD11 3EA  Tel: 01241 432600  email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">Brechin Learning Centre</a>  Brechin High School  Duke Street, DD9 6LB  Tel: 01356 624779  email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">Forfar Learning Centre</a>  West High Street  Forfar  DD8 1BA  Tel: 01307 461828  email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">Kirriemuir Learning Centre</a>  Fairlie House  Kirktonhill  Kirriemuir  DD8 4HU  Tel: 01575 575564  email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">Montrose Learning Centre</a>  Northesk Road  Montrose  DD10 8TG  Tel: 01674671686  email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">St Vigeans Glebe</a></p>
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		<p>St Vigeans Arbroath Tel: 01241 430163 email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p> <p><a href="#">Saltire Leisure Centre</a> Montrose Road Arbroath DD11 5JN Tel: 01241 431060 email: <a href="mailto:marketing@angus.ac.uk">marketing@angus.ac.uk</a></p>
<b>Opening Hours</b>	Opening hours of the College's principal office	Mon – Fri, 0845 – 1700 hours
<b>Academic Year Dates</b>	Information on the dates of the College's academic years	<p>For current College calendar and future calendar dates as available contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Holidays</b>	Dates of closure of the College	Angus College is closed for a 2 week period over Christmas and New Year and also on the May Day public holiday (usually first Monday in May)
<b>Complaints</b>	Procedures on how to complain about the College	<p>Angus College Complaints Procedure is available from:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>

<b>Document Serving</b>	Arrangements for serving official documents on the institution	Mrs Jackie Howie Depute Principal Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432692 email: <a href="mailto:jackie.howie@angus.ac.uk">jackie.howie@angus.ac.uk</a>
<b>Freedom Of Information Contact</b>	Central contact point for Freedom of Information inquiries	Please contact:  Mr Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email: <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>

### 3. ACCESS TO INFORMATION

This section tells people how to request information from the College, under FOISA, EIRs and the DPA. It also covers institutional procedures for these pieces of legislation.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>
<b>Freedom Of Information Requests</b>	Details of how to request information from the College	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Personal Information Requests</b>	Details of how to make subject access requests under the Data Protection Act	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Environmental Information Requests</b>	Details of how to request environmental information from the College	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA

		<p>Tel: 01241 432719  email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Freedom Of Information Policies</b>	Institutional Freedom of Information policies and procedures	As detailed in this publication scheme
<b>Data Protection Policies</b>	Institutional Data Protection policies and procedures	<p>For the College's Data Protection Policy and Data Protection Data Lists please contact:</p> <p>Charlie Rosie  Library Manager  Angus College  Keptie Road  Arbroath  DD11 3EA</p> <p>Tel: 01241 432719  email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Environmental Policies</b>	Institutional Environmental Policies and Procedures	<p>For information on the College's environmental policies and procedures please contact:</p> <p>Charlie Rosie  Library Manager  Angus College  Keptie Road  Arbroath  DD11 3EA</p> <p>Tel: 01241 432719  email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>

#### 4. Governance

This section covers information relating to the way the college is governed and how decisions are made. It includes information on the legal status of the college, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation.

Class Name	Class Definition	Examples/Comments
<b>Legal Framework</b>	Information on how the College was established and its standing from a legal perspective	Institutional Status under the Further and Higher Education (Scotland) Acts 2002 and 2005, available by contacting:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Governance Structure</b>	The College's governance structures and operational procedures	Board of Governors Committees and Members  Board of Governors Standing Orders
<b>Conflict Of Interests</b>	The College's conflict of interests policies	Board of Governors Standing Orders
<b>Register Of Interests</b>	Institutional register of interests	Register of interest of all Board members and Executive staff members.
<b>Institutional Structure</b>	A description of the College's major organisational units and how these relate to each other	Various organisational charts
<b>Major Committees</b>	The activities of major committees with devolved decision-making powers	Board of Governors Committees  Board of Governors Standing Orders  Minutes and papers of Board of Governors meetings and committee meetings  Calendar of meeting dates for Board of Governors meetings

## 5. Financial Resources

This section covers information on the college's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>
<b>Financial Statements</b>	The College's annual accounts	The College's annual accounts are available by contacting:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Budgetary Processes</b>	Policies and procedures for making budgetary allocations to major budgetary units	Financial Regulations  Financial Procedures
<b>Budgets Overview</b>	Summary of budgetary allocations to major budgetary units	Summary of budget allocation to all College budget holders;  Individual allocation letters; and  Separate budget acceptances.
<b>Financial Regulations</b>	College's financial administration manual	Angus College Financial Regulations
<b>Insurance</b>	Summary information on the college's major insurance policies	Zurich Municipal Zurich House Stanhope Road Portsmouth Hampshire PO1 1DU <a href="http://www.zurich.co.uk">www.zurich.co.uk</a>

<b>Investments</b>	Summary information on institutional endowments and investments	As detailed in our annual accounts.
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## 6. Financial Resources

This section covers information on the college's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>
<b>Mission</b>	College's Mission statement	Mission Statement  "To provide high quality education and training opportunities which are accessible, beneficial, relevant and innovative."  Vision Statement  "To be the best community College in Scotland"
<b>Corporate Plan</b>	College's corporate or Strategic Plan	Angus College Strategic Plan and Angus College Operation Plan available by contacting:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Strategies</b>	Major institutional strategy documents	ICT Strategy  Estates Strategy
<b>Performance Indicators</b>	Indicators used by the governing body and senior management to measure overall institutional performance	Angus College performance indicators published by the Scottish Funding Council.  ( <a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a> )
<b>Planning Procedures</b>	Internal procedures for planning and	Angus College Financial Regulations

	resource allocation	Summary of budget allocation to all College budget holders Individual allocation letters and separate budget acceptances
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## 7. Procurement

This section provides information about the college's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
<b>Procurement Policies</b>	College's policies on major procurement exercises	Angus College Financial Regulations Plan available by contacting:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Procurement Procedures</b>	College's procurement and purchasing manuals	Financial Regulations and Procedures
<b>Procurement Contacts</b>	Contact information for procurement and purchasing information	Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Planned Procurements</b>	Summary information about the college's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	Contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath

		<p>DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Tender Documentation</b>	EU prescribed documentation for significant procurements	<p>Contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Supplier Contracts</b>	EU-prescribed award notices of major contracts over EU thresholds	<p>Contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>

## 8. Human Resources

This section covers information on the college's strategy and management of human resources, rather than information relating to individual members of staff (which is exempt from disclosure as personal information). The information available covers Personnel policies and procedures.

<b>Class Name</b>	<b>Class Definition</b>	<b>Examples/Comments</b>
<b>Staff Profile</b>	Statistical information on staff	<p>Equality and Diversity Monitoring Figures</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Annual Staffing Return as requested by SFC (<a href="http://www.sfc.ac.uk">www.sfc.ac.uk</a>) also available by contacting:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Recruitment Policies</b>	Policies, statements, procedures and guidelines relating to recruitment	<p>Staff Recruitment and Selection Policy</p> <p>Quality Procedure for Recruitment and Selection (established staff)</p> <p>Quality Procedure for Recruitment and Selection (non-established staff)</p>
<b>Performance Management</b>	Policies and procedures relating to performance management	<p>Staff Development Policy and Procedure</p> <p>Staff Review Documentation</p> <p>Management and Employment Values</p>
<b>Promotion</b>	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	<p>Staff Recruitment and Selection Policy and Procedure</p> <p>Quality Procedure for Recruitment and Selection (established staff)</p>

		Quality Procedure for Recruitment and Selection (non –established staff)
<b>Pensions</b>	Policies and guidelines on pension arrangements for staff	<p>For support staff:</p> <p>Local Government Pension Scheme  Dundee City Council  Floor 4  28 Crichton Street  Dundee  DD1 3RF  (<a href="http://www.dundeecity.gov.uk">www.dundeecity.gov.uk</a>)</p> <p>For academic staff:</p> <p>Scottish Public Pension Agency  7 Tweedside Park  Tweedbank  Galashiels  TD1 3TE  (<a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>)</p>
<b>Discipline</b>	Disciplinary procedures and policies	<p>Staff Discipline Policy and Procedure</p> <p>Staff Drug and Alcohol Policy and Procedure</p> <p>Anti Bullying, Harassment and Victimisation Policy</p>
<b>Grievance</b>	Grievance procedures and policies	<p>Staff Grievance Policy and Procedure</p> <p>Anti Bullying, Harassment and Victimisation Policy</p>
<b>Race Relations</b>	Race equality policies	<p>Equality and Diversity Policy and Procedure</p> <p>Race Equality Scheme</p> <p>Angus College <a href="#">Equality Duty</a></p>
<b>Equal Opportunities</b>	Equality and diversity policies, statements, procedures, and	Equality and Diversity Policy and Procedure

	guidelines	Angus College <a href="#">Equality Duty</a> Disability Equality Scheme Race Equality Scheme Gender Equality Scheme
<b>Public Interest Disclosure</b>	Information required for compliance with the Public Interest Disclosure Act	Public Interest Disclosure Policy
<b>Staff Development</b>	Policies and procedures relating to the ongoing development of staff	Staff Development Policy Staff Review Documentation Staff Induction Process
<b>Staff Records</b>	The college's policy on the collection, maintenance and use of personal information about staff.	Data Protection Policy Document Control Procedure
<b>Staff Facilities</b>	Description of the facilities and services available to members of staff	Angus College offers all staff a changing and comprehensive range of staff benefits. For details contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>

## 9. Physical Resources

Colleges are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the college's management of its physical resources. Information that provides specific details of the college's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the college's commercial interests.

Class Name	Class Definition	Examples/Comments
<b>Description Of Estate</b>	Overview of the college's estate	<p>Estates Strategy</p> <p>Condition Surveys</p> <p>E-mandate Database</p> <p>Room Utilisation Surveys</p> <p>Access Guide for Students with Disabilities</p> <p>All available by contacting:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Estate Development Plans</b>	Plans for major changes to the estate	<p>Strategic Plan</p> <p>Estates Strategy</p> <p>Minutes of Board of Governors Finance and Facilities Committee</p>
<b>External Funding</b>	Plans for use of major external capital and other sources of external funding	<p>Contact:</p> <p>Charlie Rosie</p>

		<p>Library Manager  Angus College  Keptie Road  Arbroath  DD11 3EA</p> <p>Tel: 01241 432719  email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Buildings Under Construction</b>	Summary information about buildings under construction	<p>Contact:</p> <p>Charlie Rosie  Library Manager  Angus College  Keptie Road  Arbroath  DD11 3EA</p> <p>Tel: 01241 432719  email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Maintenance</b>	Maintenance arrangements and policies for buildings and grounds	<p>Capital Works Programme</p> <p>Planned Maintenance Programme</p> <p>Cleaning Schedules</p>
<b>Estates Indicators</b>	Performance indicators on major estates functions	Schedule for Contractors
<b>Environmental Policies</b>	The college's environmental policies, practices and overview of their impact	<p>Sustainable Development Document</p> <p>Gas, Electric and Water consumption databases</p>

## 10. Health and Safety

This section covers information about the college's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments
<b>Policies</b>	Policies, procedures and guidelines relating to health and safety	Health and Safety Policy and Procedure  Risk Assessment Documents  Safe Systems of Work Documentation  All available by contacting:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Annual Reports</b>	Reports to governing body on health and safety issues	Health and Safety Annual Report and Audit  Minutes of Health and Safety Committee meetings
<b>Monitoring</b>	Mechanisms for monitoring and reporting on health and safety issues	Health and Safety Policy and Procedure  Safety Checking Guidelines
<b>Statistics</b>	Summary statistics on accidents and incidents within the college	Health and Safety Annual Report and Audit  Minutes of Health and Safety Committee meetings
<b>Support Structures</b>	Information on the college's support structures for health and safety	Health and Safety Policy and Procedure

		Health and Safety Annual Audit and Report Minutes of the Health and Safety Committee Minutes of the Board of Governors Personnel Committee
<b>Contact Information</b>	Details of how to get information about health and safety issues	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>

## 11. Diversity

This section provides information about the college's diversity and equality policies and procedures.

Class Name	Class Definition	Examples/Comments
<b>Disability Policies</b>	Policies, procedures and guidelines relating to support and equality for disabled people	<p>Information on College Services for Disabled Students</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Equality and Diversity Policy</p> <p>Disability Equality Scheme</p> <p>All available by contacting:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Support Structures</b>	A description of the college's support structures for disability issues	<p>Access Guide for Students with disabilities</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Information on College Services for Disabled Students</p> <p>Student diary/handbook</p> <p>Advice Centre leaflet</p> <p>Student services and facilities</p>
<b>Contacts</b>	Details of how to get information about	Contact:

	support for disabled people	<p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Accessibility Of Buildings And Services</b>	The levels of accessibility of each of the college's main buildings and services.	<p>Information on College Services for Disabled Students leaflet</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Access Guide for Students with Disabilities leaflet</p> <p>Equality and Diversity Policy</p>
<b>Strategies</b>	The college's diversity and equality strategies.	<p>Notes of Equality and Diversity Group</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Equality Schemes</p>
<b>Statistics</b>	Summary statistics on support for disability within the college.	<p>Scottish Funding Council statistical and financial monitoring returns</p> <p>Angus College <a href="#">Equality Duty</a></p> <p>Equality and diversity monitoring - staff and student figures</p>

## 12. Student Administration and Support

This section provides information about the college's diversity and equality policies and procedures.

Class Name	Class Definition	Examples/Comments
<b>Course Information</b>	Programmes offered by the college	<a href="#">Full-time prospectus</a> <a href="#">Part-time prospectus</a> <a href="#">Leisure prospectus</a> <a href="#">Metropolitan Professional Training Directory</a>  All available from:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Admissions</b>	The college's admissions procedures and policies	<a href="#">Full-time prospectus</a> <a href="#">Part-time prospectus</a> <a href="#">Leisure prospectus</a> <a href="#">Metropolitan Professional Training Directory</a>  Student Recruitment, Induction, Enrolment and Withdrawal Procedure  Equality and Diversity Policy

<b>Fees And Charges</b>	Tuition fees and other charges to students	Fees Structure
<b>Registration</b>	The college's arrangements for registering students	Student Recruitment, Induction, Enrolment and Withdrawal Procedure
<b>Assessments</b>	Arrangements for assessments and examinations	Quality policies and procedures for assessments and examinations SQA unit descriptors (includes guidelines on assessment)
<b>Progression</b>	Regulations governing student progression	Academic Appeals Procedure  Course Delivery and Monitoring Procedure  Articulation agreement University of Abertay  Articulation agreement Robert Gordons University
<b>Learning Support Services</b>	Description and availability of the academic and non-academic learning support services offered by the college.	Student diary and handbook  Equality and Diversity Group minutes  Student services facilities and learning support information  Equality Schemes  <a href="#">Equality Duty</a>
<b>Student Liaison</b>	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	Student diary/handbook  Client Feedback and Learner Engagement Procedure  Student Association Constitution
<b>Student Welfare</b>	A description of the availability and range of the college's welfare and advice services.	Student diary/handbook  Student services facilities information  <a href="#">Equality Duty</a>
<b>Chaplaincy Services</b>	A description of the college's chaplaincy services.	Please contact:

		<p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Health Services</b>	A description of the medical support services provided by the college for students.	Student services facilities information
<b>Careers Services</b>	Availability, conditions of use and range of services offered by the college's careers service	Student services facilities information
<b>Sports And Recreational Facilities</b>	Availability, conditions of use and range of sporting and recreational facilities offered by the college	Saltire Leisure Centre
<b>Student Records</b>	The college's policies on the collection, maintenance and use of personal information about students.	Data Protection Policy and Procedure
<b>Student Discipline</b>	The college's policies and procedures for disciplinary proceedings against students	Student Discipline Procedure, Positive Behaviour Management Policy, Anti-Bullying, Harassment and Victimisation Policy
<b>Student Accommodation</b>	Availability, conditions of use and range of accommodation services offered by the college	The College does not currently provide student accommodation.
<b>Graduation Arrangements</b>	Information about awards ceremonies	<p>Please contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719</p>

		email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Student Complaints</b>	Procedures for dealing with student complaints about the college	Client Feedback and Learner Engagement Procedure Complaints, Compliments and Suggestions Procedure
<b>Relationship With The Students Union/ Association</b>	The legal and structural basis of the college's relationships with the Students Union/Association	Student Representatives Council
<b>Students Union/ Association And Clubs</b>	Information on the operation and activities of the Students Union and other student clubs	Student Representatives Council

### 13. Teaching Quality

This section contains information regarding the management of teaching quality in the college including mechanisms for reviewing and ensuring the quality of teaching provided.

<b>Class name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
<b>Programme approval</b>	Programme approval and monitoring arrangements	Curriculum Management Policy  Course Development and Approval Quality Procedure  Course Delivery and Monitoring Quality Procedure  Approval Records (ARV1)  Scottish Qualifications Authority ( <a href="http://www.sqa.org.uk">www.sqa.org.uk</a> )  All available from:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Student satisfaction</b>	Anonymous summary results of surveys of student satisfaction with the College	Client Feedback and Learner Engagement Quality Procedure  Various Student Surveys  Minutes of Academic and Board of Governors Committees

<b>Class name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
<b>Institutional internal reviews</b>	Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards	Team Evaluation and Operational Plans  Verification Reports  Internal Audit Reports  Minutes of Academic and Board of Governors Committees
<b>Professional accreditation of courses by external bodies</b>	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Award Body Accreditation Agreements  Audit Body Reports  Awards Body Verification Reports
<b>Validation</b>	A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Quality assurance assessments of the college's provision</b>	Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.	Investors in People Report  ISO9001 Report  External Verifier Reports  HM Inspectorate of Education Reports

## 14. Information Services

This section covers those functions within the college that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the public and it is this type of information that is included here.

<b>Class Name</b>	<b>Class Description</b>	<b>Examples/Comments</b>
<b>Library facilities</b>	Availability and conditions of use of library facilities. Library catalogue if publicly available.	Library Information Leaflet  Student Handbook/Diary  All available from:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Computing facilities</b>	Availability and conditions of use of computing facilities	Learning Technology Suite Information Leaflet  Email and Internet Use Quality Policy  Regulations for the Use of ICT Facilities
<b>Other information facilities</b>	Availability and conditions of use of facilities	Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath

Class Name	Class Description	Examples/Comments
		DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Major strategy documents</b>	High-level aims and strategies of information services units	ICT Strategy

## 15. External and Community Relations

This section covers information relating to the college's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Class Name	Description	Examples/Comments
<b>Alumni</b>	Arrangements for keeping in touch with former staff and students	No formal arrangements in place
<b>Community Relations</b>	Description of the facilities and services available to the local community	<a href="#">Full-time prospectus</a> <a href="#">Part-time prospectus</a> <a href="#">Leisure prospectus</a> <a href="#">Metropolitan Professional Training Directory</a> <a href="#">Hairdressing Salon</a> <a href="#">Beauty Salon</a> <a href="#">"56" Restaurant</a> <a href="#">Diners</a> <a href="#">Angus Business Centre</a> Please contact: Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA

Class Name	Description	Examples/Comments
		Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>Development activities</b>	Promotional material relating to institutional fundraising objectives	Angus College Charitable Trust
<b>Public Relations</b>	Information created specifically to publicise facilities and activities.	<p>College Press Releases</p> <p><a href="#">Full-time prospectus</a></p> <p><a href="#">Part-time prospectus</a></p> <p><a href="#">Leisure prospectus</a></p> <p><a href="#">Metropolitan Professional Training Directory</a></p> <p><a href="#">Hairdressing Salon</a></p> <p><a href="#">Beauty Salon</a></p> <p><a href="#">"56" Restaurant</a></p> <p><a href="#">Angus Business Centre</a></p> <p>For further information please contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>

## 16. Government and Regulator Relations

This section covers information the college provides to government and external regulators. By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the college has links with.

Class Name	Description	Examples/Comments
<b>Funding body statistical reports and returns</b>	Information that the college is legally obliged to make available to its funding body	Scottish Funding Council (SFC) statistical and financial monitoring returns  SFC Financial Forecasting Return  SFC Annual Staffing Return  SFC FE Bursary, FE Hardship, Child Care Fund Return  SFC Education Maintenance Allowance Return  Scottish Award Agency for Scotland (SAAS) HN Hardship and Child Care Return  Please contact:  Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA  Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a>
<b>HMIE reports</b>	Reports on College by Her Majesty's Inspectorate of Education (HMIE)	Angus College HMIE Reports
<b>Other statutory reports</b>	Information which the College is legally required to publish	Annual Accounts  Equality and Diversity Staff and Student Monitoring Figures

Class Name	Description	Examples/Comments
		Disability Equality Scheme Race Equality Scheme Gender Equality Scheme
<b>Information on student admission, progression and completion</b>	Statistical information on these matters which the college is required by the Funding Council to publish	SFC statistical and financial monitoring returns

## 17. Environmental Information

This section covers information the College holds relating to environmental issues.

Class Name	Description	Examples/Comments
<b>Legislation</b>	Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it	<p>All EU wide and Scottish legislation, including regulations, directives and decisions.</p> <p>For further information please contact:</p> <p>Charlie Rosie Library Manager Angus College Keptie Road Arbroath DD11 3EA</p> <p>Tel: 01241 432719 email <a href="mailto:foi@angus.ac.uk">foi@angus.ac.uk</a></p>
<b>Policy Relating to the Environment</b>	Policies, plans and programs held by the College and relating to the environment	<p>Sustainable Development Quality Policy</p> <p>Health and Safety Quality Policy</p>
<b>Progress Reports</b>	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	<p>Annual Health and Safety Committee Report</p> <p>Estates Strategy</p> <p>Sustainable Development Group Minutes</p>
<b>Reports on the Status of the Environment</b>	Reports held by the College on the state of the environment	<p>Conditions Survey</p>
<b>Monitoring of activities effecting the Environment</b>	Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	<p>eMandate submission</p> <p>Health and Safety Audits</p> <p>Finance and Facilities Committee Minutes</p>

<b>Class Name</b>	<b>Description</b>	<b>Examples/Comments</b>
<b>Authorisations</b>	Authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found	Records of compliance with Waste Disposal Regulations
<b>Environmental Impact Studies</b>	Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, coastal and marine areas, biological diversity and its components, genetically modified organisms and the interaction among those elements effecting the college.	
<b>Information of Facts Used in Framing Environmental Policies</b>	Facts and analysis of facts which the college considers relevant and important in framing major environmental policy proposals	Potential environmental impacts inform College Strategic and Operational Plans.