

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

## **Guide to information published by Dumfries and Galloway College under the Model Publication Scheme 2018**



## **Introduction**

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

FOISA requires Dumfries and Galloway College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme<sup>1</sup>. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about<sup>2</sup>:

- its services, the cost of providing services, and the standards attained by those services
- the facts or analyses, on the basis of which it has made decisions of importance to the public
- the reasons for the decisions it has made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities<sup>3</sup>. The Commissioner has developed the Model Publication Scheme 2018 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here <http://www.itspublicknowledge.info/MPS/>.

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

## **Our Guide to Information**

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

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

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<sup>1</sup> See section 23 of FOISA.

<sup>2</sup> See section 23(3) of FOISA. <sup>3</sup> See section 24 of FOISA.

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

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

The MPS set out eight broad classes of information, and by adopting it, Dumfries and Galloway College is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- Class 1: About the authority
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our open data

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS - while this Guide sets out the specific arrangements we have made at Dumfries and Galloway College.

### **The MPS Principles**

The College MPS Scheme complies with the 6 principles governing the way authorities must make their information available. These are

- Principle 1: Availability and formats
- Principle 2: Exempt information
- Principle 3: Copyright and re-use
- Principle 4: Charges
- Principle 5: Advice and assistance
- Principle 6: Duration

## **Principle 1 - Availability and format of information**

### **Online:**

Most information listed in our Guide to Information is available to download from our website at [www.dumgal.ac.uk](http://www.dumgal.ac.uk). 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 [www.dumgal.ac.uk/site/search](http://www.dumgal.ac.uk/site/search). If you are still having trouble finding information, please contact Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD, telephone 01387 734364, email [Boardsecretary@dumgal.ac.uk](mailto:Boardsecretary@dumgal.ac.uk) for further assistance.

### **By inspection:**

You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive - please contact Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD, telephone 01387 734364 for further assistance.

### **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 emailing us at [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk). We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However we offer alternative arrangements for people who do not want to, or cannot, access the information online (or by inspection at our premises). For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### **By phone:**

While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD, telephone 01387 734364 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: Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD, telephone 01387 734364. Email: [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk).

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.

## **Principle 2 - 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 Lorraine Grierson, Secretary to the Board, at the College.

## **Principle 3 - Copyright and re-use**

Where Dumfries and Galloway College holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Dumfries and Galloway College does not hold the copyright in information we publish, we will make this clear.

## **Principle 4 - Charges**

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

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

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

### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	10p
A2	10p

A3	10p
A4	10p
A5	10p

**Colour photocopying**

Size of paper	Pence per sheet of paper
A1	30p
A2	30p
A3	30p
A4	30p
A5	30p

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

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

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

**Principle 5 - Advice and Assistance**

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact: Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk)

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact: Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk)

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

### **Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

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

\*verbal requests for environmental information are acceptable.

### **Principle 6 - Duration**

In some of the Classes covered by the MPS, information is not published until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

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

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

Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk)

### **Charges for information not available under the MPS:**

If you submit a request to us for information which is not available under the MPS the charges will be based on the following calculations:



*General information requests:*

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

*Charges for environmental information:*

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

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

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

*Requests for your own personal data:* information on how to request your own personal data by staff or students is contained within the Colleges' Data Protection Policy. We do not charge for requests for your own personal data.

## Guide to Information published by Dumfries and Galloway College.

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

<b>MPS class</b>	<b>Sub-classes</b>
Class 1: About Dumfries and Galloway College	General information about Dumfries and Galloway College Access to information Our constitution Corporate planning How Dumfries and Galloway College is run Diversity Health and safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	Human resources Physical resources Information resource
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	

## Guide to Information available under the MPS classes

### Class 1: About Dumfries and Galloway College

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

#### General information about Dumfries and Galloway College

Description	Links/where to find the information
The name of the college, and the address of its principal office.	Dumfries and Galloway College, Crichton Gate, Bankend Road, Dumfries, DG1 4FD
Names of the principal officers of the college including Principal, Vice Principal(s), Head of Human Resources(s), Board Secretary, Heads of Department.	Joanna Campbell, Principal  Andy Glen, Vice Principal, Strategic Planning and Corporate Services  Douglas Dickson, Vice Principal Learning, Teaching and Student Experience  Scott Proctor, Vice Principal of Finance and Commercial Services  Billy Currie, Head of Corporate Services  Janet Weir, Director of Curriculum

	<p>Phil Storrier, Director of Student Experience and Academic Performance</p> <p>Alastair Brown, Director of Marketing and commercial Services</p> <p>Karen Hunter, Head of Finance</p> <p>Shona Dougall, Interim Head of Human Resources and OD</p> <p>Lorraine Grierson, Strategic Planning Manager and Secretary to the Board</p>
<p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> <li>• Organisational structure charts.</li> <li>• Description of responsibilities/ activities of major organisational units (including all academic and support teams and departments).</li> <li>• Information on relevant senior managerial staff in major organisational units.</li> <li>• Contact information for major organisational units.</li> </ul>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Information on how to contact the college - initial point of contact covering areas</p>	<p>You can link to contact information here</p>
<p>likely to be of interest to enquirers e.g. admissions.</p>	<p><a href="http://www.dumgal.ac.uk/site">http://www.dumgal.ac.uk/site</a>.</p>
<p>Opening hours of the college's principal office</p>	<p>Monday-Friday 08:45-16:30</p>

Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known.	You can link to the College calendar here: <a href="http://www.dumgal.ac.uk/">www.dumgal.ac.uk/</a>
Dates of closure of the college, college calendar.	You can link to the College calendar (including closure dates) here: <a href="http://www.dumgal.ac.uk/">www.dumgal.ac.uk/</a>
Procedures on how to complain about the college	You can link to Dumfries and Galloway College comments and complaints procedures here: <a href="http://www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf">www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf</a>
Arrangements for serving official documents on the college	Dumfries and Galloway College does not for the time being, hold information under this class and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does hold information which falls under this class, then it will be published and this MPS will be updated to reflect this.
<i>Customer codes or charters</i>	<i>You can link to the College 'Learning Together' document here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></i>

## Access to Information

Description	Links/where to find the information
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Please contact: Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a>

<p>Details of how to request environmental information from the College - Name, address and contact information of the College's main contact point for environmental requests</p>	<p>Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a></p>
<p>Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints</p>	<p>The College does not have Freedom of Information policies and procedures, but follows the guidance issued by the Information Commissioner.</p> <p>You can link to the College's Model Publication Scheme here: <a href="http://www.dumgal.ac.uk/site/content/about/freedominformation">http://www.dumgal.ac.uk/site/content/about/freedominformation</a>.</p> <p>You can link to the College Complaints procedures here: <a href="http://www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf">www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf</a></p>
<p>Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.</p>	<p>You can link to the College's Environmental Policy here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p>
	<p>The College does not for the time being, have Environmental Procedures and is therefore unable to publish information under this class of information. If, in future, the College develops environmental procedures, then they will be published and this MPS will be updated to reflect this.</p>
<p>Single Model Publication Scheme 2018 and Dumfries and Galloway College Guide to Information.</p>	<p>You can find a link to the MPS here <a href="http://www.dumgal.ac.uk/site/content/about/freedominformation">http://www.dumgal.ac.uk/site/content/about/freedominformation</a>.</p>
<p>Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.</p>	<p>You can link to the College Data Protection Policy here <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p> <p>For access to the College Data Protection Procedures please contact: Lorraine Grierson, Secretary to the Board, Dumfries</p>

	and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a>
Charging schedule for environmental information provided in response to requests under the EIRs	The College does not charge for environmental information in response to requests under the EIRs.
Details of how to make subject access requests under the DPA - Name, address and contact information of the College's main contact point for requests	<p>Any member of staff wishing to access their data will normally be required to apply in writing to Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a></p> <p>Any student wishing to access their data will normally be required to apply in writing to Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364. Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a></p> <p>You can also link to the College Data Protection Policy here <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p>

## Our constitution

Description	Links/where to find the information
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Information on how the college was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act 1992.	<p>Institutional status under the Further and Higher Education (Scotland) Act 1992.</p> <p>You can link information on the history of the college here:  <a href="http://www.dumgal.ac.uk/site/content/about/about">http://www.dumgal.ac.uk/site/content/about/about</a></p>

## Corporate Planning

Description	Links/Where to find the information
Dumfries and Galloway College Mission statement	"Our Mission is to support the individual, social and economic development of the people, communities and businesses of Dumfries and Galloway by providing inclusive, accessible and relevant vocational and other learning opportunities in a positive and supportive environment."
Dumfries and Galloway College corporate or Strategic Plan	You can link to the College's strategic plan and outcome agreement here: <a href="http://www.dumgal.ac.uk/site/content/about/strategic-plans">http://www.dumgal.ac.uk/site/content/about/strategic-plans</a>
Corporate strategies e.g. Estate Strategy, Human Resources strategy	
<i>Corporate policies e.g. sustainability, environmental policies</i>	You can link to corporate policies here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a>
Internal procedures for planning and resource allocation	

## How Dumfries and Galloway College is run

Description	Links/where to find the information
<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (e.g. Board of Management).</li> <li>• Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest.</li> <li>• Standing orders (or similar) that describe operational procedures.</li> </ul>	<p>The College's governance structures and standing orders are available from  <a href="http://www.dumgal.ac.uk/site/content/about/boardmanagement">www.dumgal.ac.uk/site/content/about/boardmanagement</a></p> <p>For information relating to arrangements for appointment please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>The college's conflict of interests policies e.g.</p> <ul style="list-style-type: none"> <li>• Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest.</li> <li>• Codes of conduct governing conflict of interest issues.</li> </ul>	<p>Board of Management code of conduct is available from  <a href="http://www.dumgal.ac.uk/site/content/about/board-management">www.dumgal.ac.uk/site/content/about/board-management</a></p> <p>For information of declaration of potential conflicts of interest please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies.</p>	<p>You can link to the Register of interest for Board of Management and senior management here:  <a href="http://www.dumgal.ac.uk/site/content/about/board-management">www.dumgal.ac.uk/site/content/about/board-management</a></p>

## Diversity

Class Description	Examples/Comments
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Policies, procedures and guidelines relating to support and equality for disabled people	Please contact: Sue Livermore, Equality and Diversity Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734258, Email: <a href="mailto:livermores@dumgal.ac.uk">livermores@dumgal.ac.uk</a>
A description of the college's support structures for disability issues	Please contact: Sue Livermore, Equality and Diversity Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734258, Email: <a href="mailto:livermores@dumgal.ac.uk">livermores@dumgal.ac.uk</a>
Details of how to get information about support for disabled people (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided.)	Please contact: Sue Livermore, Equality and Diversity Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734258, Email: <a href="mailto:livermores@dumgal.ac.uk">livermores@dumgal.ac.uk</a>
The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	Please contact: Sue Livermore, Equality and Diversity Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734258, Email: <a href="mailto:livermores@dumgal.ac.uk">livermores@dumgal.ac.uk</a>
The college's diversity and equality strategies.	You can link to the college's diversity and equality strategies here: <a href="http://www.dumgal.ac.uk/site/content/about/equalopportunities">http://www.dumgal.ac.uk/site/content/about/equalopportunities</a>
Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising	For statistics on support for disability relating to staff please contact: Shona Dougall, Interim Head of Human Resources, Dumfries
potential Data Protection Act implications).	and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006, Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>  For statistics on support for disability relating to students please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>

## Health and Safety

Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Annual reports to governing body on health and safety issues	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Summary statistics on accidents and incidents within the college	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> <li>• Management structure and duties within health and safety department.</li> <li>• Remit and membership of health and safety committee(s).</li> </ul>	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Contact details of how to get information about health and safety issues (NOTE - FOI requests should be sent to the FOI officer, see page 5 for contact details).	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>

## External and community relations

Description	Links/where to find the information
Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni.	The College does not for the time being have any arrangements and is therefore unable to publish information under this class of information. If, in the future, the College develops arrangements, then they will be published and this MPS will be updated to reflect this.
Facilities and services available to the local community.	The College does not have any arrangements
Description	Links/where to find the information
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	You can link to all promotional information here: <a href="http://www.dumgal.ac.uk/site/">http://www.dumgal.ac.uk/site/</a>
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	You can link to this information here: <a href="http://www.dumgal.ac.uk/site/">http://www.dumgal.ac.uk/site/</a>
<i>Subsidiary companies (wholly and part owned) and other significant financial interests.</i>	The College does not have any subsidiary companies or other significant financial interests.
<i>Strategic agreements with other bodies.</i>	You can link to the 'Outcome Agreement' the College has with the Scottish Funding Council here: <a href="http://www.dumgal.ac.uk/site/content/about/strategic-plans">http://www.dumgal.ac.uk/site/content/about/strategic-plans</a>

## Government and Regulator Relations

Description	Links/where to find the information
<p>Funding body statistical reports and returns Information that the college is legally obliged to make available to its funding body e.g. Scottish Funding Council statistical returns.</p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006; Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Reports on College by Education Scotland (formerly HMIE)</p> <ul style="list-style-type: none"> <li>• College reviews</li> <li>• Annual engagement visits.</li> </ul>	<p>You can link to College reviews here: <a href="http://www.dumgal.ac.uk/">www.dumgal.ac.uk/</a></p>
<p>Other statutory reports which the College is legally required to publish, including environmental regulatory reports.</p>	<p>You can link to the 'Outcome Agreement' the College has with the Scottish Funding Council here: <a href="http://www.dumgal.ac.uk/site/content/about/strategic-plans">http://www.dumgal.ac.uk/site/content/about/strategic-plans</a></p>
<p>Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g.</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry;</li> <li>• The range of student entrants classified by age, sex, ethnicity, disability and geographical origin;</li> <li>• Student progress and retention data for each year of each course/programme;</li> <li>• Data on student completion;</li> <li>• Data on qualifications awarded;</li> <li>• Data on employment/training outcomes for students.</li> </ul>	<p>Please contact: Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364; Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a></p>

## Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

### Student Administration & Support

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

Description	Links/where to find the information
Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	
The college's admissions procedures and policies including: <ul style="list-style-type: none"><li>• Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission.</li><li>• General/course-specific entry requirements.</li><li>• Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.</li><li>• The colleges widening participation policies</li></ul>	You can link to the College Admission policy here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a>  You can link to the College Assessment policy here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a>  You can link to prospectus, open day information here: <a href="http://www.dumgal.ac.uk/site/">http://www.dumgal.ac.uk/site/</a>
Tuition fees and other charges to students. Including information on <ul style="list-style-type: none"><li>• the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory),</li></ul>	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070; Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>

<ul style="list-style-type: none"> <li>when payment must be made, how payments can be made, and whether instalment options are available.</li> </ul>	
<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>Please contact Joanna Ward, Student Records Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734071, Email: <a href="mailto:wardj@dumgal.ac.uk">wardj@dumgal.ac.uk</a></p>
<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> <li>Assessment and examination procedures, including oral examinations.</li> <li>Assessment and examination regulations, including policies and practices on breaches of regulations.</li> <li>Appeals procedures</li> </ul>	<p>You can link to the College Assessment and re-assessment policy here: <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p>
<ul style="list-style-type: none"> <li>Regulations governing student progression</li> <li>Regulations governing access to courses.</li> <li>Regulations about availability of resit examinations.</li> <li>Regulations and practices governing changes of programme</li> </ul>	<p>Please contact Douglas Dickson, Vice Principal, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734000, Email: <a href="mailto:dicksond@dumgal.ac.uk">dicksond@dumgal.ac.uk</a></p>
<p>Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.</p>	<p>Please contact Phil Storrier, Director of Student Support, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734187, Email: <a href="mailto:storrierp@dumgal.ac.uk">storrierp@dumgal.ac.uk</a></p>



<p>Student liaison including</p> <ul style="list-style-type: none"> <li>• The structure and functioning meetings of staff/student consultative committees or other liaison groups.</li> <li>• Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings</li> </ul>	<p>Please contact Alastair Brown, Director of Marketing and commercial Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734090, Email: <a href="mailto:browna@dumgal.ac.uk">browna@dumgal.ac.uk</a></p>
<p>A description of the availability and range of the college's welfare and advice services.</p>	<p>The College offers a student advisor service for all learners where they can get help and advice on support with their studies, have their particular needs assessed and where appropriate can be directed to appropriate external services/authorities for advice</p>
<p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>The College does not offer chaplaincy services but a prayer room is available for use by students of different faiths.</p>
<p>A description of the medical support services provided by the college for students.</p>	<p>The College only provides first aid information. Please contact Billy Currie, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174, Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a></p>
<p>Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.</p>	<p>The College does not offer a careers services. However, Skills Development Scotland visits the College to provide this type of information.</p>
<p>Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.</p>	<p>The College does not currently have these types of facilities available for general use.</p>
<p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>You can link to the College's data protection policy here: Any student wishing to access their data will normally be required to apply in writing to Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364, Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a></p>

<ul style="list-style-type: none"> <li>• Arrangements for the provision of data to SQA<sup>3</sup>, SFC, and other bodies with statutory rights to data.</li> </ul>	
<p>The college's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures</li> <li>• Availability, conditions of use and range of accommodation services offered by the college</li> </ul>	<p>Please contact Kate Glendye, Performance Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyeke@dumgal.ac.uk">glendyeke@dumgal.ac.uk</a></p>
<ul style="list-style-type: none"> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	<p>The College does not for the time being, hold information under this class and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does hold information which falls under this class, then it will be published and this MPS will be updated to reflect this.</p>
<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> <li>• Dates and details of ceremonies for the current academic year.</li> <li>• Attendance and ticketing information, Academic Dress information, costs.</li> <li>• Information on Photographic and Video facilities</li> </ul>	<p>Please contact Dorothy McMinn, Executive Asst, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734003, Email: <a href="mailto:mcmind@dumgal.ac.uk">mcmind@dumgal.ac.uk</a></p>

<sup>3</sup> Scottish Qualifications Authority

<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> <li>• Information on how to register a complaint.</li> <li>• Procedural information on how complaints will be dealt with.</li> <li>• Procedural information on any internal and external appeals mechanisms.</li> <li>• Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these.</li> </ul>	<p>You can link to the College's complaint procedure here <a href="http://www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf">www.dumgal.ac.uk/site/sites/default/files/files/comments-andcomplaints-procedure-2-6567.pdf</a></p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> <li>• Agreements, protocols, etc governing the college's relationship with the Union.</li> <li>• Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees.</li> <li>• Funding provided to the Union</li> </ul>	<p>Please contact Kate Glendye, Performance Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyek@dumgal.ac.uk">glendyek@dumgal.ac.uk</a></p>
<p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none"> <li>• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.</li> <li>• Information about student clubs</li> </ul>	<p>Please contact Kate Glendye, Performance Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyeK@dumgal.ac.uk">glendyeK@dumgal.ac.uk</a></p>

## Teaching Quality

Description	Links/where to find the information
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<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> <li>• Programme specifications.</li> <li>• Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review.</li> <li>• Key outcomes of programme approval, and annual monitoring and review processes.</li> <li>• Periodic reports of departmental major programme reviews.</li> </ul>	<p>You can link to the College's procedure here  <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p>
<p>Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic support and guidance.</li> <li>• Library services and IT<sup>4</sup> support,</li> <li>• suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of teaching and learning methods.</li> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>	<p>Please contact Kate Glendye, Quality Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyek@dumgal.ac.uk">glendyek@dumgal.ac.uk</a></p>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>Please contact Kate Glendye, Quality Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyek@dumgal.ac.uk">glendyek@dumgal.ac.uk</a></p>
<p>A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.</p>	<p>The College does not for the time being, hold information under this class and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does hold information which falls under this class, then it will be published and this MPS will be updated to reflect this.</p>

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<sup>4</sup> *Information Technology*

<p>Quality assurance assessments of the college's provision e.g.</p> <ul style="list-style-type: none"> <li>• Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision.</li> <li>• Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc.</li> <li>• Education Scotland reports on teaching quality.</li> </ul>	<p>Please contact Kate Glendye, Quality Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyek@dumgal.ac.uk">glendyek@dumgal.ac.uk</a></p>
<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> <li>• Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards</li> </ul>	<p>Please contact Kate Glendye, Quality Manager, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734093, Email: <a href="mailto:glendyek@dumgal.ac.uk">glendyek@dumgal.ac.uk</a></p>
<p><b>Description</b></p>	<p><b>Links/where to find the information</b></p>
<ul style="list-style-type: none"> <li>• Range of teaching methods used.</li> <li>• Availability and use of specialist equipment, other resources and materials to support teaching and learning.</li> <li>• Staff access to professional development.</li> <li>• Peer observation and mentoring programmes.</li> <li>• Use of external benchmarking and other comparators, both home and overseas.</li> <li>• Involvement of external peers in the review method, their observations, and the action taken in response</li> </ul>	

**Information Services**

Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of libraries.</li> <li>• 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.)</li> <li>• List of charges and fines</li> </ul>	<p>Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174; Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a></p>
<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of computing facilities.</li> <li>• 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)</li> <li>• Computing code of practice.</li> <li>• Use of national/external services.</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA<sup>5</sup>).</li> </ul>	<p>Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174; Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a></p>
<p>High-level aims and strategies of information services units and definition of the service provided.</p>	<p>Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel:</p>
<p><b>Description</b></p>	<p>01387 734174; Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a></p>

<sup>5</sup> Regulation of Investigatory Powers Act

	<p>Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel:</p>
<p>Information services policies and procedures. Including:</p> <ul style="list-style-type: none"> <li>• Use of social media</li> <li>• Notice and take-down procedures</li> </ul>	<p>You can link to the College's social media policy here <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p> <p>The College does not for the time being, hold information on 'notice and take-down' procedure and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does, then it will be published and this MPS will be updated to reflect this.</p>

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

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

Description	Links/where to find the information
<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> <li>• Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health &amp; Safety Committee.)</li> <li>• Committee appointments procedures.</li> <li>• Standing orders, codes of conduct and other papers describing operations of major committees.</li> <li>• <i>Agendas of meetings of Board of Management and other major committees.</i></li> <li>• Minutes and papers of meetings of Board of Management and other major committees.</li> <li>• Calendar of meeting dates for Board of Management and other major committees</li> </ul>	<p>You can link to this information here:  <a href="http://www.dumgal.ac.uk/site/content/about/boardmanagement">http://www.dumgal.ac.uk/site/content/about/boardmanagement</a></p>
<p><i>Public consultation and engagement strategies</i></p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p><i>Reports of regulatory inspections, audits and investigations carried out by Dumfries and Galloway College</i></p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>



Environmental impact studies and risk assessments which underpin decisions that Dumfries and Galloway College takes, including the facts and analysis.	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174; Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>

#### **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).

<b>Class Description</b>	<b>Links/where to find the information</b>
Financial statements approved by the governing body e.g Dumfries and Galloway College annual accounts	You can link audited annual accounts here: <a href="http://www.dumgal.ac.uk/site/content/about/financial-reports">http://www.dumgal.ac.uk/site/content/about/financial-reports</a>
Policies and procedures for making budgetary allocations to major budgetary units	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
Summary of budgetary allocations to major budgetary units	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>

Summary information on the college's major insurance policies - names and addresses of the college's insurers and broad information on the range of risks covered.	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
Summary information on institutional endowments and investments	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
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	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
<i>Expenses policies and procedures</i>	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
<i>Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation</i>	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>
<i>Board member remuneration, other than expenses</i>	<i>Members of Dumfries and Galloway Board of Management do not receive any remuneration.</i>
<i>Pay and grading structures (levels of pay, rather than individual salaries)</i>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
Salary awards, bonuses and staff benefits	Please contact: Shona Dougall, Interim Head of Human Resources,

	<p>Dumfries and Galloway College, Bankend Road, Dumfries, DG1</p> <p>4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
Senior staff salaries e.g. Principal and senior management team	<p>Please contact: Shona Dougall, Interim Head of Human Resources,</p> <p>Dumfries and Galloway College, Bankend Road, Dumfries, DG1</p> <p>4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<i>Funding awards made by Dumfries and Galloway College, how to apply for them and funding awards made by Dumfries and Galloway College.</i>	<p><i>The College does not offer any funding awards however it does administer Educational Maintenance Allowance on behalf of the Scottish Government and Further Education Bursaries on behalf of the Scottish Funding Council</i></p>

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

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

### Human Resources

Description	Links/where to find the information
Statistical information on staff - at institutional level by grade, sex, etc.	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
<i>Staffing structure</i>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
Policies, statements, procedures and guidelines relating to recruitment	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>

<p>Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews including statistical information on outcomes</p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Policies and guidelines on pension arrangements for staff e.g.</p> <ul style="list-style-type: none"> <li>• Contribution rates (institutional and employee).</li> <li>• Benefits and benefit accrual rates.</li> <li>• Funding valuations of pension schemes</li> </ul>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Disciplinary procedures and policies e.g.</p> <ul style="list-style-type: none"> <li>• Harassment and bullying policy.</li> <li>• Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.</li> </ul>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Grievance procedures and policies</p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p>
<p>Race equality policies as required under the Race Relations Amendment Act 2000.</p>	<p>You can link to equalities information here: <a href="http://www.dumgal.ac.uk/site/content/about/equalopportunities">http://www.dumgal.ac.uk/site/content/about/equalopportunities</a></p>
<p>Equality and diversity policies, statements, procedures, and guidelines.</p>	<p>You can link to equalities information here: <a href="http://www.dumgal.ac.uk/site/content/about/equalopportunities">http://www.dumgal.ac.uk/site/content/about/equalopportunities</a></p>
<p>Information required for compliance with the Public Interest Disclosure Act</p>	<p>Please contact: Shona Dougall, Interim Head of Human Resources,</p>

	Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
<b>Description</b>	<b>Links/where to find the information</b>
Policies and procedures relating to the on-going development of staff <ul style="list-style-type: none"> <li>• Induction arrangements.</li> <li>• Access to internal and external training opportunities</li> </ul>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
Description of the facilities and services available to members of staff.	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
<i>Employee relations structures and agreement reached with recognised trade unions and professional organisations.</i>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>

## Physical Resources

<b>Class Description</b>	<b>Links/where to find the information</b>
Overview of the college's estate e.g. <ul style="list-style-type: none"> <li>• Location, size, usage, and condition of major buildings.</li> <li>• Details of listed buildings</li> </ul>	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>

Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Summary information about buildings under construction	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Maintenance arrangements and policies for buildings and grounds including longterm/programmed maintenance arrangements and schedules.	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
Performance indicators on major estates functions	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>
The college's environmental policies, practices and overview of their impact <ul style="list-style-type: none"> <li>• Energy consumption.</li> <li>• Recycling policies and arrangements.</li> <li>• Transport policies and arrangements.</li> <li>• Information which is required to be published under environmental legislation</li> </ul>	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734174. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>

## Information Resources

Class Description	Links/where to find the information
<p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Arrangements for making subject access requests.</li> </ul>	<p>You can also link to the College Data Protection Policy here <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p> <p>Any member of staff wishing to access their data will normally be required to apply in writing to.</p> <p>Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a></p> <p>Any student wishing to access their data will normally be required to apply in writing to Lorraine Grierson, Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734364, Email: <a href="mailto:boardsecretary@dumgal.ac.uk">boardsecretary@dumgal.ac.uk</a></p>
<p><i>Records management policy, including records retention schedule.</i></p>	<p>You can also link to the College Data Protection Policy here <a href="http://www.dumgal.ac.uk/site/content/about/college-policies">http://www.dumgal.ac.uk/site/content/about/college-policies</a></p>
<p><i>Information governance/asset management policies and procedures.</i></p>	<p>The College does not for the time being, hold information governance/asset management policies and procedures and is therefore unable to publish information. If, in future, Dumfries</p>



	and Galloway College does, then it will be published and this MPS will be updated to reflect this
<i>Knowledge management policies and procedures.</i>	The College does not for the time being, hold knowledge management policies and procedures and is therefore unable to publish information. If, in future, Dumfries and Galloway College does, then it will be published and this MPS will be updated to reflect this
<i>List of statistical information published by Dumfries and Galloway College.</i>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>

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

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

Description	Links/where to find the information
College's policies on major procurement exercises	
Procurement procedures: <ul style="list-style-type: none"> <li>• College's procurement and purchasing manuals.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> <li>• Contact information for potential suppliers.</li> </ul>	Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a>

<p>Procurement contacts:</p> <ul style="list-style-type: none"> <li>• Contact information for procurement and purchasing information.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	<p>Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a></p>
<p>Planned procurements:</p> <p>Summary information about the college's significant planned procurements (i.e. those subject to formal EU<sup>6</sup> procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.</p>	<p>Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a></p>
<p>Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal</p>	<p>Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a></p>
<p>Supplier contracts:</p> <ul style="list-style-type: none"> <li>• EU-prescribed award notices of major contracts over EU thresholds</li> <li>• Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract</li> </ul>	<p>Please contact: Karen Hunter, Head of Finance, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734070. Email: <a href="mailto:hunterk@dumgal.ac.uk">hunterk@dumgal.ac.uk</a></p>

## Class 7: How we are performing

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

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<sup>6</sup> *European Union*

Description	
Indicators used by the governing body and senior management to measure overall institutional performance	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
<i>Actual performance against performance indicators.</i>	Please contact: Shona Dougall, Interim Head of Human Resources, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:dougalls@dumgal.ac.uk">dougalls@dumgal.ac.uk</a>
<p>Environmental reports e.g.</p> <ul style="list-style-type: none"> <li>• Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form</li> <li>• Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment</li> </ul>	Please contact: Billy Currie, Head of Corporate Services, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734006. Email: <a href="mailto:curriew@dumgal.ac.uk">curriew@dumgal.ac.uk</a>

### **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.

<b>Description</b>	
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 produce any information made available for sale.