



## Argyll College UHI Model Publication Scheme 2013 Freedom of Information (Scotland) Act 2002

Policy Number:	MPS1
Revision Number:	1
Date of issue:	September 2016
Status:	Approved
Date of approval:	September 2016
Responsibility for policy:	Depute Principal
Responsibility for implementation:	Depute Principal
Responsibility for review:	Depute Principal
Date of last review:	
Date of last revision:	
Date of next review:	September 2020
Date of Equality Impact Assessment:	30 March 2017

**Please ask if you, or someone you know, would like this document in a different format.**



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

### **Guide to Information published by Argyll College UHI under the Model Publication Scheme 2013**

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

#### **Guide to information published by Argyll College UHI under the Model Publication Scheme 2013**

#### **Introduction**

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

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

- ▣ 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. The Commissioner has developed the Model Publication Scheme 2013 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges.

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

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

updated regularly.

### **Our Guide to Information**

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

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

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

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

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

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

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 Argyll College UHI.

### **Exempt information**

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

Depute Principal  
Argyll College UHI  
Glenshellach  
Business Park Oban,  
Argyll, PA34 4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)

Tel: 01631 559505

### Availability and format of information

#### **?? Online:**

Most information listed in our Guide to Information is available to download from our website at:

<http://www.argyllcollege.uhi.ac.uk/web/college/fois.php>

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

Depute Principal  
Argyll College UHI  
Glenshellach  
Business Park  
Oban, Argyll, PA34  
4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)  
Tel: 01631 559505

#### **- 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:

Depute Principal  
Argyll College UHI  
Glenshellach  
Business Park  
Oban, Argyll, PA34  
4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)  
Tel: 01631 559505

#### **- By email:**

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

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

- **By phone:**

You can also request information by phone. Please call 01631 559505 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:

Depute Principal  
Argyll College UHI  
Glenshellach  
Business Park  
Oban,  
Argyll, PA34 4RY

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

## Copyright

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

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

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

## Charges

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

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

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

### Black and white photocopying

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

### Colour photocopying

Size of paper	Pence per sheet of paper
A3	15p
A4	10p

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

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

## Feedback or Complaints

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

Depute Principal Argyll  
College UHI  
Glenshellach Business  
Park Oban, Argyll,  
PA34 4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)  
Tel: 01631 559505

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

Depute Principal Argyll  
College UHI  
Glenshellach Business  
Park Oban, Argyll,  
PA34 4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)  
Tel: 01631 559505

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

### Scottish Information Commissioner

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

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

## 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:

Depute Principal Argyll College UHI  
Glenshellach Business Park Oban,  
Argyll, PA34 4RY  
Email: elaine.munro@uhi.ac.uk  
Tel: 01631 559505

## 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:*

There is normally no charge for requests for your own personal data. This does however depend on the costs incurred in producing the required information. You will be advised of any possible charges prior to us proceeding with your request.

**Publication Timescale**

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

---

**Guide to Information published by Argyll College UHI**

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

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

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

Write or email:

Depute Principal Argyll  
College UHI  
Glenshellach Business  
Park Oban, Argyll, PA34  
4RY

Email: [elaine.munro@uhi.ac.uk](mailto:elaine.munro@uhi.ac.uk)  
Tel: 01631 559505

### Guide to Information available under the MPS classes

#### Class 1: About Argyll College UHI

##### Class description:

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

##### General information about Argyll College UHI

<b>The information we publish under this class</b>	<b>How to access it</b>
The name of the college, and the address of its registered office.	Argyll College UHI West Bay Dunoon Argyll PA28 8HP  <a href="http://www.argyllcollege.uhi.ac.uk">www.argyllcollege.uhi.ac.uk</a>
Names of the principal officers of the college including Principal, Depute Principal(s), Assistant Principal(s), Board Secretary, Heads of Department.	<b>Principal:</b> Fraser Durie  <b>Depute Principal (inc. HR):</b> Elaine Munro  <b>Financial Director:</b> Ailsa Close  <b>Board Secretary:</b> Pauline Cameron

<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</li> </ul>	<p><a href="https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/orgchart_2014">https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/orgchart_2014</a></p>
<ul style="list-style-type: none"> <li>☐☐ Contact information for major organisational units.</li> </ul>	
<p>Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers.</p>	<p><b>Learning centre contact details –</b>  <a href="https://www.argyll.uhi.ac.uk/local-centres">https://www.argyll.uhi.ac.uk/local-centres</a></p> <p><b>Principal:</b> <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a></p> <p><b>Freedom of Information Enquiries:</b>  <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a></p> <p><b>HR:</b> <a href="mailto:susan.macmillan@uhi.ac.uk">susan.macmillan@uhi.ac.uk</a></p> <p><b>Finance:</b> <a href="mailto:ailsa.close@uhi.ac.uk">ailsa.close@uhi.ac.uk</a></p> <p><b>Student Support:</b> <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.ac.uk</a></p>

Information on the college's principal and other main locations, including campus maps	<p>Learning Centres:</p> <p>Arran KA Campus, Lamlask, Isle of Arran KA27 8NG</p> <p>Campbeltown Hazelburn, Milknowe, Campbeltown PA28 6HA</p> <p>Stewart Road, Campbeltown PA28 6AT</p> <p>Dunoon West Bay, Dunoon PA28 6AT</p> <p>Oban Glenshellach Business Park, Oban PA34 4RY</p> <p>Fionnphort The Columba Centre, Fionnphort, Isle of mull PA66 6BN</p> <p>Islay Flora Street, Bowmore, Isle of Islay PA43 7JY</p> <p>Lochgilphead Lorne Street, Lochgilphead PA31 8LU</p> <p>Lochgilphead – Construction, Engineering &amp; Renewables Centre Kilmory Industrial Estate, Lochgilphead PA31 8LU</p> <p>Rothesay Rothesay Joint Campus, High Street, Rothesay PA20 9JH</p> <p>Tobermory Tobermory, Isle of Mull PA75 6PB</p>
Opening hours of the college's principal office	Please refer to the details within each learning centre section of the website
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.	Please refer to the college calendar on the website
Dates of closure of the college, college calendar.	Please refer to the college calendar on the website

Procedures on how to complain about the college	Complaints about the college should be addressed to the Depute Principal, Argyll College, Glenshellach Business Park, Oban, Argyll PA34 4RY
Arrangements for serving official documents on the college	These documents should be delivered to the Principal, Fraser Durie, West Bay, Dunoon, Argyll PA23 7HP or by email <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a>
<i>Customer codes or charters</i>	This information is not held

### Access to Information

The information we publish under this class	How to access it
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	<p>To request information from Argyll College UHI which is not available from the College website, please contact:</p> <p>Depute Principal Argyll College Glenshellach Business Park Oban Argyll PA34 4RY</p> <p>Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a> Tel: 01631 559505</p> <p>indicating the format in which you wish to receive a reply.</p>

<p>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>	<p>Requests for personal information from students of Argyll College UHI should be addressed in the first instance to:</p> <p>Depute Principal Argyll College Glenshellach Business Park Oban Argyll PA34 4RY</p> <p>Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a> Tel: 01631 559505</p>
<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>Requests for environmental information should be addressed to:</p> <p>Mr Fraser Durie Principal Argyll College UHI West Bay Dunoon PA23 7HP</p> <p>Email <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a></p>
<p>Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints</p>	<p>Argyll College UHI is committed to an open and accountable environment and will treat Freedom of Information requests seriously. A request for information will be answered within 20 working days of the request being received, and we will assist anyone who needs help formulating their request for information. If an exemption applies to the information requested, Argyll College UHI will inform the applicant of this. The applicant has a right to ask Argyll College UHI for a review of the decision not to disclose the information within 40 working days of being told. If, after the review the applicant is still unhappy with the decision, they have the right to take the matter to the <b><a href="#">Office of the Scottish Information Commissioner</a></b></p>

<p>Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.</p>	<p>Argyll College UHI is registered under the Data Protection Act 1998 and is committed to protecting the privacy of individuals. If you wish to make a subject access request under the Data Protection Act, or make a complaint about a previous request, please contact:</p> <p>Elaine Munro Tel: 01631 589229</p> <p>Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a></p> <p>who will provide you with the personal information which the College holds on you. There is normally no charge for requests for your own personal data. This does however depend on the costs incurred in producing the required information. You will be advised of any possible charges prior to us proceeding</p>
<p>Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.</p>	<p>For information on these policies and procedures please contact:</p> <p>Fraser Durie Principal Argyll College West Bay Dunoon PA23 7HP Email: <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a></p>
<p>Single Model Publication Scheme 2013 and Argyll College UHI Guide to Information.</p>	<p>This document</p>
<p>Charging schedule for environmental information provided in response to requests under the EIRs</p>	<p>See page 8 of this Document</p>

**Our constitution**

The information we publish under this class	How to access it
Information on how the college was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act	<a href="https://www.argyll.uhi.ac.uk/about-us/governance/ARGYLLCOLLEGEARTICLESOFASSOCIATIONDec2015.pdf">https://www.argyll.uhi.ac.uk/about-us/governance/ARGYLLCOLLEGEARTICLESOFASSOCIATIONDec2015.pdf</a>

**Corporate Planning**

The information we publish under this class	How to access it
Argyll College UHI Mission statement	<a href="https://www.argyll.uhi.ac.uk/about-us/structure-and-policies">https://www.argyll.uhi.ac.uk/about-us/structure-and-policies</a>
Argyll College UHI Strategic Plan	<a href="https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/ArgyllCollStrategicPlan16March.pdf">https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/ArgyllCollStrategicPlan16March.pdf</a>
Corporate strategies and policies e.g. Estate Strategy, Human Resources strategy	To be updated
Internal procedures for planning and resource allocation	<a href="https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/ArgyllCollStrategicPlan16March.pdf">https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/ArgyllCollStrategicPlan16March.pdf</a>  For further details please contact: Fraser Durie, Principal Email: <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a>

### How Argyll College UHI is run

The information we publish under this class	How to access it
<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> <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>Compliance with government legislation and with the requirements of the Scottish Funding Council and other statutory bodies is the responsibility of the college Board. The Board exercises its responsibility through the Principal, who is the Accountable Officer.</p> <p><a href="https://www.argyll.uhi.ac.uk/about-us/governance/board-of-governors-profiles">https://www.argyll.uhi.ac.uk/about-us/governance/board-of-governors-profiles</a></p> <p><a href="https://www.argyll.uhi.ac.uk/about-us/governance/termsofreferencemarch16forwebsite.pdf">https://www.argyll.uhi.ac.uk/about-us/governance/termsofreferencemarch16forwebsite.pdf</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>Details of these policies are available from:</p> <p><b>Fiona Fenn-Smith</b> Board Secretary  <a href="mailto:Fiona.Fenn-Smith@uhi.ac.uk">Fiona.Fenn-Smith@uhi.ac.uk</a></p> <p><a href="https://www.argyll.uhi.ac.uk/about-us/governance/ArgyllCollegecodeofconductfeb16.pdf">https://www.argyll.uhi.ac.uk/about-us/governance/ArgyllCollegecodeofconductfeb16.pdf</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 update with link to board register of interest etc</p>	<p><a href="https://www.argyll.uhi.ac.uk/about-us/governance/documents/register-of-interest-2016">https://www.argyll.uhi.ac.uk/about-us/governance/documents/register-of-interest-2016</a></p>

**Diversity**

<b>The information we publish under this class</b>	<b>How to access it</b>
Policies, procedures and guidelines relating to support and equality for disabled people	Update with link to mainstreaming report and equality outcomes
A description of the college's support structures for disability issues	<a href="https://www.argyll.uhi.ac.uk/students/students-2016/student-handbook">https://www.argyll.uhi.ac.uk/students/students-2016/student-handbook</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.)	Update with link to mainstream report and equality outcomes  For further information, contact the college's Student Support Manager:  Liz Richardson Argyll College UHI Stewart Road, Campbeltown Argyll PA28 6AT Tel: 01631 559673 email:liz.richardson@uhi.ac.uk
The levels of accessibility of each of the college's main buildings and services. (Colleges should provide broad information about accessibility e.g. including information for people with hearing or vision impairments.)	Not published
The college's diversity and equality strategies.	Link to mainstreaming report & equality outcomes
Summary statistics on support for disability within the college e.g. statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	Link to mainstreaming report & equality outcomes

**Health and Safety**

<b>The information we publish under this class</b>	<b>How to access it</b>
Policies, procedures and guidelines relating to health and safety	<a href="https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/health-and-safety">https://www.argyll.uhi.ac.uk/about-us/structure-and-policies/policy-docs/health-and-safety</a>  For details of these policies and procedures, please contact:  Elaine Clark Property Manager Tel: 01631559764 Email: <a href="mailto:elaine.clark@uhi.ac.uk">elaine.clark@uhi.ac.uk</a>
Annual reports to governing body on health and safety issues	Not published
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Regular monitoring of health and safety matters is carried out by the Health & Safety Committee chaired by the Property Manager, Elaine Clark
Summary statistics on accidents and incidents within the college	Procedures for recording and retaining these statistics comply strictly with HSE guidelines and in accordance with the Data Protection Acts.
Information on the college's support structures for health and safety e.g.  ☐☐ Management structure and duties within health and safety department.  ☐☐ Remit and membership of health	Responsibility for health and safety lies with Argyll College Board, Principal, Health and Safety Committee, Property Manager, Centre Managers, all staff and students.  Update with link to H&S committee remit and membership.
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).	Elaine Clark, Property Manager Tel: 01631 559764 Email <a href="mailto:elaine.clark@uhi.ac.uk">elaine.clark@uhi.ac.uk</a>

**External and community relations**

<b>The information we publish under this class</b>	<b>How to access it</b>
Facilities and services available to the local community.	The College provides facilities for the hire of rooms for meetings and access to VC facilities to local business, organisations and community groups.
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Press Releases Leaflets/Posters College Prospectus UHI Prospectus
<i>Strategic agreements with other bodies.</i>	<b>UHI Articles of Association</b>

**Government and Regulator Relations**

<b>The information we publish under this class</b>	<b>How to access it</b>
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.	Argyll College is not currently an assigned college. All returns and statistical reports to UHI, the regional strategic body, on behalf of Scottish Funding Council, for activity undertaken by Argyll College, is currently submitted by The North Highland College.
Reports on College by Education Scotland  <ul style="list-style-type: none"> <li>☐☐ College reviews and follow-up reports.</li> <li>☐☐ Subject reviews and follow-up reports.</li> </ul>	Argyll College is not currently an assigned college to the Highlands and Islands Regional Body and as such is not subject to individual organisational review by Education Scotland. Education Scotland does however review Argyll College as part of the normal review process of the North Highland College.
Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	The College is required to produce audited accounts.

<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>HE reports for each preceding session are normally available on-line from UHI in October of each year. FE reports for the most recent and previous years are available in hard copy on request from:</p> <p>Elaine Munro Depute Principal Tel: 01631 59505 Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a></p>
--	---

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

### Class description:

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

### Student Administration & Support

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

The information we publish under this class	How to access it
<p>Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.</p>	<p>College Prospectus UHI Prospectus Course leaflets Information on website</p>

<p>The college's admissions procedures and policies including:</p> <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>	<p>To obtain a hard copy of the Argyll College UHI prospectus please contact your nearest learning centre – update with link to web centre details.</p> <p>Individual course leaflets are also available from these locations, detailing procedures for application and admission, and course entry requirements.</p>
<p>Tuition fees and other charges to students. Including information on</p> <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> <li>☐☐ when payment must be made, how payments can be made, and whether installment options are available.</li> </ul>	<p><a href="https://www.argyll.uhi.ac.uk/study-in-argyll/fees-and-funding/fee-waiver-policy-2015-16">https://www.argyll.uhi.ac.uk/study-in-argyll/fees-and-funding/fee-waiver-policy-2015-16</a></p> <p>Full details of fees and charges for full time and part time courses are also available from all Argyll College learning centres.</p>
<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>Registration and enrolment is usually carried out as part of the student induction process. Details are issued to all students on acceptance to their course.</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> </ul>	<p>Assessments and Examination arrangements are as per awarding body requirements.</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><b>UHI Academic Standards and Quality Regulations</b></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>Liz Richardson Student Support Manager <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.ac.uk</a></p> <p><a href="https://www.argyll.uhi.ac.uk/students/students-2016/student-handbook">https://www.argyll.uhi.ac.uk/students/students-2016/student-handbook</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><a href="https://www.argyll.uhi.ac.uk/students/student-s-2016/student-handbook">https://www.argyll.uhi.ac.uk/students/student-s-2016/student-handbook</a></p> <p><a href="http://www.hisa.uhi.ac.uk">www.hisa.uhi.ac.uk</a></p>
<p>A description of the availability and range of the college's welfare and advice services.</p>	<p>Details of these are provided in the Student Handbook that is issued to all students at induction.</p> <p>Further information is available from Student Support Manager:</p> <p>Liz Richardson Email <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.ac.uk</a></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 have a chaplaincy service.</p>
<p>A description of the medical support services provided by the college for students.</p>	<p>Contact the student support manager for more details: Liz Richardson Email <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.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>Initial advice is provided by Student Support Manager and Local Learning Centre Managers as well as the UHI Careers Centre for HE students. The College also works in close collaboration with and refers students to the local Careers staff (Skills Development Scotland) for more detailed advice.</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> <li>?? Arrangements for the provision of data to SQA, SFC, and other bodies with statutory rights to data.</li> </ul>	<p>Student data sent to Exam bodies including SQA for Certification. Student data sent to exam bodies including SFC, HESA, SQA if appropriate</p>
<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> </ul>	<p>Details are contained with the Student Handbook.</p> <p><b>UHI Academic Standards and Quality Regulations</b></p>
<ul style="list-style-type: none"> <li>?? Availability, conditions of use and range of accommodation services offered by the college</li> <li>?? Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</li> </ul>	<p>The college does not offer student accommodation.</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>Graduation Ceremony held in September each year. Details sent to all students who have qualified to graduate including details of the Graduation Ceremony, robe hire and photographer.</p>

<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>Details of these are included in the Handbook and Student Charter.</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>Argyll College students are members of HISA. <a href="http://www.hisa.uhi.ac.uk/">http://www.hisa.uhi.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>Argyll College students are members of HISA. <a href="http://www.hisa.uhi.ac.uk/">http://www.hisa.uhi.ac.uk/</a></p>

## Teaching Quality

Description	Links/where to find the information
<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>Course Handbook            SQA Unit Specifications            SQA Course Frameworks  <a href="#">Education Scotland Quality Framework</a>            Annual Course monitoring reports            FE courses are subject to <b>SQA</b> approval and monitoring procedures.            HE courses are subject to UHI Academic Standards and Quality Regulations</p>
<p>Anonymous summary results of surveys of student satisfaction with Argyll College UHI 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 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>Questionnaires are issued to all students for completion either on line or in hard copy, to indicate their level of satisfaction with a range of facilities provided by the College. These include teaching quality, modes of teaching and learning, assessment arrangements, library and IT services and support, guidance and pastoral care.</p>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>For information on accreditation of HE programmes by QAA, see UHI Model Scheme.</p> <p>SQA</p> <p>For further information contact:</p> <p>Elaine Munro, Depute Principal            Tel: 01631 559505            Email: elaine.munro@uhi.ac.uk</p>

<p>A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.</p>	<p>No information held</p>
<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> </ul>	<p>For further information please contact:</p> <p>Elaine Munro Depute Principal Tel: 01631 559505 Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.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> <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>	<p>FE information may be obtained by contacting: Elaine Munro, Depute Principal Tel: 01631 559505 Email: <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a></p>

## Information Services

Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> <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> </ul>	<p>Further information can be obtained from each Argyll College Learning centre manager or from the Student Support Manager:</p> <p>Liz Richardson e-mail: <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.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).</li> </ul>	<p>For detailed information on accessing computing facilities and opening hours, please contact your nearest Argyll College Local Learning Centre.</p> <p>Access the Argyll College Acceptable use of ICT policy on our website.</p>
<p>High-level aims and strategies of information services units and definition of the service provided.</p>	<p>Argyll College UHI currently has no separate strategy document covering information services.</p> <p>For further information, contact:</p> <p>David Wood, ICT Manager e-mail: <a href="mailto:david.wood@uhi.ac.uk">david.wood@uhi.ac.uk</a></p>

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

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

<b>The information we publish under this class</b>	<b>How to access it</b>
<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>Minutes of committee meetings, remits of committees, action plans produced, dates of meetings and committee membership, can be requested from :</p> <ul style="list-style-type: none"> <li>☐ Board</li> <li>☐ Audit Committee</li> <li>☐ Management Group</li> <li>☐ Quality Committee</li> <li>☐ Staff Development Committee</li> <li>☐ Health &amp; Safety Committee</li> <li>☐ Equality and Diversity Committee</li> <li>☐ Marketing Committee</li> </ul>
Public consultation and engagement strategies	No information held
Reports of regulatory inspections, audits and investigations carried out by Argyll College UHI.	No information held
Environmental impact studies and risk assessments which underpin decisions that Argyll College UHI takes, including the facts and analysis.	Strategic Plan

**Class 4: What we spend and how we spend it****Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
Financial statements approved by the governing body e.g. Argyll College UHI annual accounts	Annual Accounts can be requested
Policies and procedures for making budgetary allocations to major budgetary units	Minutes of Board meetings Budgets
Summary of budgetary allocations to major budgetary units	For the finalised college budget, please contact:  Fraser Durie Principal
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	Administration procedures can be requested
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.	Can be requested via College Principal
Summary information on institutional endowments and investments	In College Annual Accounts
Expenses policies and procedures	Staff handbook
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Monthly accounts data
Board member remuneration, other than expenses	Not applicable

Funding awards made by Argyll College UHI and how to apply for them.	Argyll College does not make any funding awards from its own resources
--	--

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

#### Class description:

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

#### Human Resources

The information we publish under this class	How to access it
Statistical information on staff - at institutional level by grade, sex, etc.	This information is available from the staff list which may be requested by email, telephone or post, subject to the Data Protection Acts.
Staffing structure	Organisation chart published on college website
Policies, statements, procedures and guidelines relating to recruitment	These policies and procedures are detailed in the staff handbook which is currently under review.
Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	These policies and procedures are detailed in the staff handbook which is currently under review.
<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>	Argyll College offers all staff access to a workplace pension.
<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>	Argyll College UHI's Anti Bullying and Harassment policy can be found on the college website
Grievance procedures and policies	Can be found on the college website.

Race equality policies as required under the Race Relations Amendment Act 2000.	To be updated
Equality and diversity policies, statements, procedures, and guidelines.	Equal Opportunities policy forms part of the Argyll College Staff Handbook.
Information required for compliance with the Public Interest Disclosure Act	Whistleblowing Policy and Procedure forms part of the Staff Handbook
<p>Policies and procedures relating to the on-going development of staff</p> <ul style="list-style-type: none"> <li>☐☐ Induction arrangements.</li> <li>☐☐ Access to internal and external training opportunities</li> </ul>	The Staff Development Committee is responsible for staff development with Argyll College.
Description of the facilities and services available to members of staff.	There are staff only areas in most of our learning centres, providing space for breaks and lunchtimes.
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	No formal agreements in place.

**Physical Resources**

<b>The information we publish under this class</b>	<b>How to access it</b>
<p>Overview of the college's estate e.g.</p> <ul style="list-style-type: none"> <li>☐ Location, size, usage, and condition of major buildings.</li> <li>☐ Details of listed buildings</li> </ul>	<p>Argyll College UHI comprises 12 learning centres. (add link to centre are of website)</p> <p>For more information on any property, contact the Property Manager, Elaine Clark:</p> <p>e-mail: <a href="mailto:elaine.clark@uhi.ac.uk">elaine.clark@uhi.ac.uk</a></p>
<p>Plans for major changes to the estate e.g. additions to/disposals of major components of estate.</p>	<p>For information on these plans please contact:</p> <p>Fraser Durie Principal Argyll College UHI</p> <p>Email: <a href="mailto:fraser.durie@uhi.ac.uk">fraser.durie@uhi.ac.uk</a></p>
<p>Summary information about buildings under construction</p>	<p>none</p>
<p>Maintenance arrangements and policies for buildings and grounds including long- term/programmed maintenance arrangements and schedules.</p>	<p>Information on long-term/programmed maintenance arrangements and schedules may be obtained from:</p> <p>Elaine Clark Property Manager</p> <p>Email: <a href="mailto:elaine.clark@uhi.ac.uk">elaine.clark@uhi.ac.uk</a></p>

The college's environmental policies, practices and overview of their impact

For information please contact:

Fraser Durie

Principal

Email: [fraser.durie@uhi.ac.uk](mailto:fraser.durie@uhi.ac.uk)

- ☐☐ Energy consumption.
- ☐☐ Recycling policies and arrangements.
- ☐☐ Transport policies and arrangements.
- ☐☐ Information which is required to be published under environmental legislation

### Information Resources

The information we publish under this class	How to access it
<p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> <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>Data Protection Policy available on website</p>
<p>Records management policy, including records retention schedule.</p>	<p>No information available</p>
<p>Information governance/asset management policies and procedures.</p>	<p>No information available</p>
<p>Knowledge management policies and procedures.</p>	<p>UHI Intellectual Property Framework. See UHI website.</p>
<p>List of statistical information published by Argyll College UHI.</p>	<p>Annual report</p>

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

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

<b>The information we publish under this class</b>	<b>How to access it</b>
College's policies on major procurement exercises	For details of procurement arrangements, please contact:  Elaine Clark Property Manager  Email: elaine.clark@uhi.ac.uk
Procurement policies and 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>	Procurement is provided through APUC from which the college uses the PECOS system with budget holders at defined levels.
Procurement contacts:  <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>	For details of procurement arrangements, please contact:  Elaine Clark Property Manager  Email: elaine.clark@uhi.ac.uk
Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	As indicated above

Supplier contracts:  <input type="checkbox"/> EU-prescribed award notices of major contracts over EU thresholds  <input type="checkbox"/> 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	As indicated above
---	--------------------

### Class 7: How we are performing

#### Class description:

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

The information we publish under this class	How to access it
Annual Review and accounts Our performance Equal opportunities annual report	Annual report
Indicators used by the governing body and senior management to measure overall institutional performance	Key Performance indicator summary statistics Annual course monitoring reports Accounts and budget data
Actual performance against performance indicators.	As above
Environmental reports e.g.  <input type="checkbox"/> 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  <input type="checkbox"/> Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment	Currently underway to be completed by June 2017.

**Class 8: Our commercial publications****Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.

<b>The information we publish under this class</b>	<b>How to access it</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.	Argyll College UHI does not publish information under this class.