

MIDDLESBROUGH COLLEGE MANAGEMENT SERVICES LTD
(a wholly owned subsidiary of Middlesbrough College)



FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME

INTRODUCTION

1 LEGAL REQUIREMENT:

- 1.1 Adopting a Publication Scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all “public authorities” to make information available proactively, through a Publication Scheme.
- 1.2 ‘Public authorities’ are defined in the Act and include universities, Further Education Colleges and Sixth Form Colleges.

2 WHAT IS A PUBLICATION SCHEME?

- 2.1 A Publication Scheme is a document that describes the information a public authority publishes, or intends to publish. In this context, ‘publish’ means to make information available, routinely. These descriptions are called ‘classes of information’. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority’s **commitment** to make available the information described.
- 2.2 A Publication Scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3 THE ‘BESPOKE’ PUBLICATION SCHEME:

- 3.1 Middlesbrough College Management Services Ltd has prepared a Bespoke Publication Scheme and is therefore committed to publishing the information it describes.

4 WHO WE ARE:

Middlesbrough College Management Services Ltd

Name of Company:	Middlesbrough College Management Services Ltd
Address of Registered Office:	Middlesbrough College Marton Campus Marton Road Middlesbrough TS4 3RZ
Telephone:	01642 275000
Website:	www.mbro.ac.uk
Company Secretary:	Mr P. E. Barraclough, FCMA
Directors:	Mrs Hazel Pearson OBE Mr John Hogg LL.B (Hons) Cert Ed FRSA
VAT Registration No:	633253166

Middlesbrough College Management Services Ltd is a wholly owned subsidiary of Middlesbrough College whose main object is to provide trading activities, the principal one of which is the travel agency known as Coliseum Travel.

Mrs Hazel Pearson OBE is the Chairman of Governors of Middlesbrough College and Mr John Hogg is the Principal and Chief Executive of Middlesbrough College. The most recent published accounts of the company are available from the Company Secretary at the address of the registered office.

5 ACCESSING INFORMATION COVERED BY THE PUBLICATION SCHEME:

- 5.1 The classes of information we currently publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through this Publication Scheme, please contact :

Mr P E Barraclough
Vice Principal - Finance and Administration
Middlesbrough College
Marton Campus
Marton Road
Middlesbrough
TS4 3RZ

Tel 01642 296459
Email FOI@mbro.ac.uk
Fax 01642 296479
Website www.mbro.ac.uk

5.4 Please note that a publication scheme relates to ‘published’ information. Therefore material covered has already been prepared in a format ready for distribution.

6 WHAT ABOUT INFORMATION NOT COVERED BY THE PUBLICATION SCHEME?

6.1 From 1st January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority that it has not already made available through its Publication Scheme.

6.2 Requests for information will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7 FEEDBACK:

7.1 It is important that this Publication Scheme meets your needs. If you find the Scheme difficult to understand, please let us know. We also welcome suggestions as to how our Scheme might be improved. Any questions, comments or complaints about this Scheme should be sent in writing to the information Contact named above.

- 7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

**Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

8 FURTHER INFORMATION:

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

Middlesbrough College Management Services Ltd Publication Scheme

Section 1 - Governance

Introduction:

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

In some instances information from Committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

Within the section, a number of issues are contained within the Governors' Website launched in 2003 and operated by the Clerk to the Corporation. The Website is up-dated after each Governing Body meeting and the relevant documents amended. To avoid duplication in the scheme the Governors' Website as of the 31 December 2003 will contain the following information:

Main College Website is: www.mbro.ac.uk

Governors' Website address is: www.mbro.ac.uk/governors

Publication Class	Title & Description of Document	Source / Manner	Fee
Legal Framework (1.1)	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of the Middlesbrough College will be conferred by the relevant statutes (see below), which is publicly available.</p> <p>Every Education institution has a legal basis, which forms its legal status. This legal status can be obtained in a variety of ways such as the Instrument and Articles of Government, Financial Memorandum, Education and Charities Act:</p> <ul style="list-style-type: none"> • Education Reform Act 1988 • Further & Higher Education Act 1992 • Charities Act 1993 • Learning & Skills Act 2000 • Financial Memorandum 99/38 • Audit Code of Practice 04/03 	<p>All documents available via the HMSO Website, the Learning & Skills Council Website or other Governmental Websites.</p>	No
		<p>www.mbro.ac.uk www.hmsso.gov.uk www.lsc.gov.uk</p>	

Publication Class	Title & Description of Document	Source / Manner	Fee
Information on the institutional context (1.2)	This class should include information to be made available by FE Corporations such as: <ul style="list-style-type: none"> • Mission Statement • Strategic Objectives • Clerk to the Corporation's Annual Report • College Annual Report 	All documents available via the Governors' Website	No
		www.mbro.ac.uk/governors	

Publication Class	Title & Description of Document	Source / Manner	Fee
Management Structure (1.3)	<p>This class contains information relating to how the institution's management structure is organised and the function and purposes of each part of the management structure:</p> <ul style="list-style-type: none"> • Governor Body profiles • Category of membership • Committee Structure • Code of Conduct • Standing Orders • Terms of Reference • Governor Nomination process • Governor Induction Programme • Governing Body Minutes • Training Plans 	All documents available via the Governors' Website	No
		www.mbro.ac.uk/governors	

Management Structure (1.4)	<p>This class contains information relating to how the institution's management structure is organised and the function and purposes of each part of the management structure:</p> <ul style="list-style-type: none"> • Papers to be presented to the Governing Body (<i>non confidential</i>) are available from the four Learning & Resources Centres of Middlesbrough College, or for inspection at the Clerk to the Corporation's Office. • Papers and minutes of the various Governing Body Committees are available for inspection at the Clerk to the Corporation's Office only. 	<p>Upon request</p> <p>By appointment</p>	<p>Yes</p> <p>Yes</p>
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Middlesbrough College Management Services Ltd Publication Scheme

Section 1 - Financial Resources

Introduction:

This section covers information on Middlesbrough College Management Services Ltd strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

Publication Class	Title & Description of Document	Source / Manner	Fee
Resource Planning (2.2)	<p>This class should include information that defines how Middlesbrough College Management Services Ltd undertakes the planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. Examples of the type of information include:</p> <ul style="list-style-type: none"> • Financial regulations including procurement policy • Annual accounts of Middlesbrough College • Annual accounts of Middlesbrough College Management Services Limited (Consolidated) • Annual budget as appears in the accounts of Middlesbrough College • Planning and budgeting procedures of Middlesbrough College • Corporate plan and mission statement of Middlesbrough College • Annual report of Middlesbrough College 	<p>Financial Procedures available on the College Website</p> <p>Upon request or available to inspect at the Learning & Resource Centres on each campus of Middlesbrough College</p> <p>Upon request</p> <p>Upon request or available to inspect at the Learning & Resource Centres on each campus of Middlesbrough College</p> <p>Financial Procedures available on the College Website</p> <p>College Website</p> <p>Available from the Governors' Website</p>	<p>No</p> <p>Yes/No</p> <p>Yes</p> <p>Yes/No</p> <p>No</p> <p>No</p> <p>No</p>
		<p>www.mbro.ac.uk www.mbro.ac.uk/governors</p>	