

**city lit**

The centre for adult learning

**City Lit**

**Freedom of Information Act 2000**

**Publication Scheme**

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# 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 which 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.
- 2.3 Whilst the Act creates a general right to access to information held by the Institution, it lists 23 exemptions where the right is either disapplied or qualified and these are listed in Appendix 'A'. If any request to City Lit were to be turned down on the grounds of an exemption as listed in 'Appendix A, the Institute would give the applicant the reason for denying access.

## 3. The 'model' publication scheme for higher education/further education

- 3.1 City Lit has adopted the model publication scheme developed for Colleges of Further Education and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for *further education* across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

#### **4. Who we are**

- 4.1 City Lit was established in 1919 by the London County Council to stimulate demand for evening study among office workers and this still forms an important part of its mission. City Lit was incorporated in 1990 and is both a company limited by guarantee and a registered charity. The City Lit trustees are its Board of Governors who are unpaid and who include students, staff, councillors and people with relevant business and professional experience. The City Lit is funded and regulated by the Learning and Skills Council (LSC) and is inspected by OFSTED
- 4.2 City Lit educates and trains 23,000 students each year at sites in the centre of London. These students account for 48,000 enrolments and around 1,300,000 student hours. There are 64% female students, 36% male; 81% of students declare their ethnic origin as white and 19% are other categories; 2% of students have known learning disabilities and 2% are profoundly deaf. In addition another 4% of students are either partially deaf or learning to communicate with deaf people. City Lit recruits students of all ages from 18-88. The largest age cohort is 30-39.
- 4.3 City Lit is based in Central London and serves a number of communities both local and London-wide. A quarter of students live in the boroughs immediately surrounding the City Lit's premises (Camden, Westminster and Islington), though many live further out and work in the centre of London. City Lit also serves a Greater London catchment area and communities that extend beyond its immediate area because of the specialist nature of many of its courses, such as foreign languages, arts and stammering courses. Nevertheless, City Lit has worked hard in the last few years to develop its provision to local communities. This work involves local councils (Camden, The Corporation of London), parent education in primary schools, and courses for the homeless and the vulnerably housed.

#### **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information we 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 our publication scheme, please contact:

Supported Learning Centre, Mezzanine floor, Keeley Street, Covent Garden, London WC2B 4BA  
Monday to Friday 10:30 to 20:00  
Saturday 12:00 to 16:00

- 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 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests 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.

Requests must be made to the Executive support team

Citylit  
Keeley Street  
Covent Garden  
London WC2B 4BA

[foi@citylit.ac.uk](mailto:foi@citylit.ac.uk)

## **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 Publication Scheme Coordinator below.

Services Contract Manager  
Keeley Street  
Covent Garden  
London WC2B 4BA

- 7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body which 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.ico.gov.uk](http://www.ico.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:

<http://www.itspublicknowledge.info/home/ScottishInformationCommissioner.asp>

## **CLASSES OF INFORMATION**

The Freedom of Information Act requires a Publication Scheme to specify the classes of information that the public authority already publishes or intends to publish. The City Lit's intention is to publish as much information as possible on subjects in which there is known to be public interest.

The main groups of classes of information in the publication scheme are:

**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## INFORMATION MEDIUM AND CHARGES

Many sources of information listed in the scheme are available as paper documents, which are available at City Lit's Learning Centre. Information in the Learning Centre can be viewed during normal opening hours free of charge. If copies are required there will be a 20p per sheet charge. In addition many sources are available on-line via City Lit's website. City Lit also has a number of publications that are readily available at its buildings

The following symbols will be used throughout the scheme: -

Information available for viewing



Information available in paper copy



Information available on the website



## WHO WE ARE AND WHAT WE DO

- **Introduction**

Organisational information, locations and contacts, constitutional and legal governance.

- **Legal Framework**

The Institution was established in 1919 by the London County Council to stimulate demand for evening study among office workers and this still forms an important part of its mission. City Lit was incorporated in 1990 and is both a company limited by guarantee and a registered charity. City Lit trustees are its Board of Governors who are unpaid and who include students, staff, councillors and people with relevant business and professional experience. City Lit is funded and regulated by the Learning and Skills Council (LSC) and is inspected by OFSTED. Legislation on corporation is already publicly available on the HMSO website at

**[www.legislation.hmso.gov.uk/acts.htm](http://www.legislation.hmso.gov.uk/acts.htm)**


- **Charitable Status of Institution**

City Lit is a registered charity whose objective is to “advance for the public benefit, education for adults”.

- **How the institution is organized**

This part contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution.

- Organisational structure charts.  - **Executive Personal Assistants**

- Description of Programme / Service areas (SAR document).  
 - **Quality Coordinator**

- **Lists of and information relating to organisations it works in partnership with**

- Policies relating to the institution’s community relations contained in the Strategic Plan.  
 - **Head of Marketing and Communication**

- **Location and contact details**

Citylit  
1 – 10 Keeley Street  
Covent Garden  
London WC2B 4BA

Executive Personal Assistants	-	020 7492 2600
Head of Human Resources	-	020 7492 2600
Head of Management Information Services	-	020 7492 2600
Head of Marketing and Communication	-	020 7492 2600
Head of Registration, Examinations & Timetabling	-	020 7492 2600
Institute Secretary / Clerk to Governors	-	020 7492 2600
Quality Coordinator	-	020 7492 2600
Services Contract Manager	-	020 7492 2600
E-mail	-	<a href="mailto:foi@citylit.ac.uk">foi@citylit.ac.uk</a>
Web site	-	<a href="http://www.citylit.ac.uk">www.citylit.ac.uk</a>

## WHAT WE SPEND AND HOW WE SPEND IT

- **Introduction**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. Information that may damage the institution's commercial interests will be excluded from publication.

- Information which defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. **📖 - Executive Personal Assistants**
- Those which show the strategies which are generated by the first of the elements above. **📖 - Executive Personal Assistants**
- Budget and accounts. **📖 - Executive Personal Assistants**
- Contracting. **📖 - Executive Personal Assistants**
- Goods and services. **📖 - Executive Personal Assistants**
- Insurance. **📖 - Clerk to Governors**
- Pensions. **📖 - Head of Personnel**
- Remuneration of senior staff. **📖 - Institute Secretary**
- Staff & Support Staff pay and grading structure. **📖 - Head of Personnel**
- Travel and subsistence. **📖 - Executive Personal Assistants**
- Financial regulations, including procurement policy. **📖 - Executive Personal Assistants**
- Register of suppliers. **📖 - Executive Personal Assistants**
- Annual accounts. **🏠 - [www.citylit.ac.uk](http://www.citylit.ac.uk)**
- Annual budget. **📖 - Executive Personal Assistants**
- Planning and budgeting procedures **📖 - Executive Personal Assistants**
- Financial audit reports **📖 - Executive Personal Assistants**
- Tendering policies **📖 - Executive Personal Assistants**

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING





- **Introduction**

Strategies and plans, performance indicators, audits, inspections and reviews.





- Annual report.  - [www.citylit.ac.uk](http://www.citylit.ac.uk)
- Strategic plan.  - **Executive Personal Assistants**
- Mission Statement  - **Executive Personal Assistants**
- Institute's action plan  - **Executive Personal Assistants**

- **Subject and Institutional Review**

Information about the institution's internal quality audit programmes and annual review are contained in the Quality Handbook which covers the following areas;

- Programme specifications.  - **Quality Coordinator**
- Statement of roles, responsibilities and authority of different bodies within the college involved in programme approval and review.  - **Executive Personal**
- Annual monitoring and review processes.  - **Quality Coordinator**
- Accreditation and monitoring reports by professional, statutory or regulatory bodies.  - **Executive Personal Assistants**

- **Student assessment strategy**









- Examination policies and procedures  - **Head of Registration, Examinations & Timetabling**
- Appeals procedures  - **Head of Registration, Examinations & Timetabling**
- Invigilation procedures  - **Head of Registration, Examinations & Timetabling**
- External examination bodies regulations  - **Head of Registration, Examinations & Timetabling**

## HOW WE MAKE DECISIONS

- **Introduction**

Decision making processes and records of decisions.

- **City Lit's decision-making structure**

- Description of Statutory Bodies (e.g. Governing Body)  - **Clerk to Governors**
- Codes of Conduct for members of the Governing Body  - **Clerk to Governors**
- Diagram of Committees supporting them  - **Clerk to Governors**
- Terms of reference, membership of Governing Body, Committees.  - **Clerk to Governors**
- Procedures for City Lit elections.  - **Clerk to Governors**
- Minutes (including names of attendees in all cases) and papers of Governing Body.  - **Clerk to Governors**
- Terms of Reference and Minutes (including names of attendees in all cases) of the Academic Board.  - **Executive Personal Assistants**
- Search Committee and Terms of Reference.  - **Clerk to Governors**

## OUR POLICIES AND PROCEDURES

- **Introduction**

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Policies and procedures for conduction college business**

- Government & Regulator Relations

- Reports/returns to funding councils, inspectorate, standards bodies, government departments etc. **📖 - Executive Personal Assistants**

- **Procedures and polices relating to academic services**

- Statement of roles, responsibilities and authority of different bodies within the college involved in programme approval and review. **📖 - Executive Personal**
- Annual monitoring and review processes. **📖 - Quality Coordinator**
- Accreditation and monitoring reports by professional, statutory or regulatory bodies. **📖 - Executive Personal Assistants**




- **Procedures and policies relation to student services**











- Information on student admission, progression and completion



- Data on students classified by age, gender, ethnicity, disability and geographical origin as returned to LSC **📖 - Head of Management Information Services**
- Data on qualifications awarded to students **📖 - Head of Management Information Services**












- Student accommodation














The City Lit does not have any student accommodation.

- Student administration
  - Information and Registration Services Student Records Policies and Procedures documents.  **Head of Registration, Examinations and Timetabling**
  - Student attendance monitoring procedures.  **Head of Registration, Examinations and Timetabling**
  
- Student admission and enrolment
  - Information and Registration Policies and Procedures documents.  **- Head of Registration, Examinations and Timetabling**
  
- Student Discipline
  - Code of Student Discipline and other policy and procedure documents.
 

  **- Quality Coordinator**
  
- Student Learning Support Services
  - Learning Development and Support.   **www.citylit.ac.uk**
  - Personal Development Advice.   **www.citylit.ac.uk**
  
- Student Liaison
  - Terms of reference of Academic board  **- Executive Personal Assistants**
  - Minutes of Academic board meetings  **- Executive Personal Assistants**
  
- Student Policies
  - Disability Policy.  **- Executive Personal Assistants**
  - Equal Opportunities Policy.  **- Executive Personal Assistants**
  - Student (and Staff) discipline policy caters for breaches of the IS Policy.
 

  **- Executive Personal Assistants**

- Student Welfare
  - Welfare/advice services.   [www.citylit.ac.uk](http://www.citylit.ac.uk)
  - Careers services.   [www.citylit.ac.uk](http://www.citylit.ac.uk)
  
- **Procedures and policies relating to human resources**
  - Codes of Conduct for members of the Governing Body  
 - **Clerk to Governors**
  - Collective bargaining procedures and consultation with recognised Trades Unions and Professional Organisations and agreements reached.  
 - **Head of Human Resources**
  - General  - **Head of Human Resources**
    - generic terms and conditions of employment.
    - salary grades .
    - grievance procedures and policies.
    - disciplinary procedures and policies.
    - health and safety policy and procedures.
    - public interest disclosure (for compliance with the Public Interest Disclosure Act)
  - Staff development and training including Induction programmes.  
 - **Head of Human Resources**
    - policies and procedures relating to the on-going development of staff, including schemes such as Investors in People.
    - policies and procedures pertaining to appraisal.
    - details of areas covered in induction and procedures.
  
- **Procedures and policies relation to recruitment**
  - Recruitment  - **Head of Human Resources**
    - policies, statements, procedures and guidelines relating to recruitment.
    - statements on equality and diversity.
    - policies and procedures relating to probation.
  - Vacancies  - [www.citylit.ac.uk](http://www.citylit.ac.uk)
  
- **Equality and diversity**
  - Equal opportunities  - **Head of Human Resources**

- policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to race/ethnic origin, gender, sexual orientation, disability.
  - harassment policies.
  
- Race Relations  - Head of Human Resources
  - Race Relations equality scheme and action plan, as required under the Race Relations Amendment Act of 2000.
  
- Disability  - Head of Human Resources
  - The Disability Equality Scheme (DES), as required under the Disability Discrimination Act of 2005.
  
- **Health and safety**
  - Health and safety policy and procedures.  - Head of Human Resources
  
- **Estates management**
  - Accommodation Strategy (Information of a commercially sensitive nature may be excluded under Section 21 of the Act).  - Executive Personal Assistants
  - Tendering policies  - Executive Personal Assistants
  - Catering policies  - Executive Personal Assistants
  - Cleaning policies  - Executive Personal Assistants
  - Building maintenance and upkeep  - Executive Personal Assistants
  - Recycling policies  - Executive Personal Assistants
  - Disposal policies  - Executive Personal Assistants
  - Address / Map of main site  [www.citylit.ac.uk](http://www.citylit.ac.uk)
  
- Procurement and disposal policies
  - Policies relating to the procurement and disposal of equipment,  - Executive Personal Assistants
  - Collection management/preservation strategy (including policy on disposal of stock).  - Executive Personal Assistants

- **Complaints policies and procedures**

- Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Coordinator below.

Services Contract Manager  
Keeley Street  
Covent Garden  
London WC2B 4BA

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

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

- **Records management and personal data policies**

- Information Systems Policy **📖 - Services Contract Manager**
- Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics), **📖 - Executive Personal Assistants**
- Data Protection Policy **📖 - Services Contract Manager**

- **Charging regimes and policies**

All requests are free up to the appropriate limit.

For non government public authorities, including local authorities, police, the health service and education the appropriate limit is £450.

£25 is the standard hourly rate that all authorities must use to calculate the staff costs of answering requests. i.e. 18 hours effort before a charge can be attributed.

## LISTS AND REGISTERS

- **Introduction**

Information contained only in currently maintained lists and registers.

- Any information we are currently legally required to hold in publicly available registers.  - **Executive Personal Assistants**








## THE SERVICES WE OFFER


- **Introduction**


Information about the services we offer including leaflets, guidance and newsletters.

- **Availability and conditions of use of facilities**

The Student Handbook / prospectus and City Lit website all contain information regarding availability and conditions of use of facilities, and some of the information may be covered in the student registration form; including the following;

- Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems.   **www.citylit.ac.uk**
- Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access).   **www.citylit.ac.uk**
- The general rules and conditions of use (for example, no smoking/drinking/eating, the existence of policies with regard to law such as data protection).   **www.citylit.ac.uk**
- The Institute uses the JANET (joint academic network) for its connection to the internet and is bound by its acceptable use rules.  
 <http://www.ja.net/services/publications/policy/aup.html>

The Information Systems Policy outlines all aspects of data security along with details of logging, monitoring and procedures followed in case of breach of conditions.  - **Services Contract Manager**

- The Student (and Staff) discipline policy caters for breaches of the IS Policy.  - **Executive Personal Assistants**

- **Scope of collections held**

- Guides to collections, scope and availability of catalogues

 - **Executive Personal Assistants**

- **Term Dates**

- Dates for the current academic year, as well as future academic years.

  **www.citylit.ac.uk**

- **Further Course information**

Information relating to particular schools and departments, also information relating to module codes, content and validation procedures. Course outlines are available for all courses. (It is possible an exemption might be claimed under s.43 Commercial Interest for course content).

- Structure of courses.
- Qualification gained.
- Lectures, seminars and tutorials.
- Timetables.
- Personal tutor.
- Changing courses.
- Work experience.
- Language Skills.
- Studying overseas.

  **www.citylit.ac.uk**  
  **www.citylit.ac.uk**  
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- **Tuition Fees**

Information relating to tuition fees for UK students, EU students and other international students. Information on when tuition fees will be payable and how to pay.

- Information for Home/EU Students.
- Information for International Students.
- Information on Other Charges.

  **www.citylit.ac.uk**  
  **www.citylit.ac.uk**  
  **www.citylit.ac.uk**

- **Marketing and Recruitment**





This section will include publications relating to student recruitment (UK and international) including the college prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. This category will be likely to include/information on:

- Prospectus.
- Student news letter.
- Institute web site.

  
  
 **www.citylit.ac.uk**

- **Public Relations**

Information included in this class is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Information in this class includes:

- Press releases  - **Head of Marketing and Communication**
- Prospectus   **[www.citylit.ac.uk](http://www.citylit.ac.uk)**
- Newsletters 
- Current information provided to an enrolled student (i.e. contents of the 'Student handbook') 