

## Guide to information published by Forth Valley College under the Model Publication Scheme

Updated – 22/07/2025

### Introduction

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

FOISA requires Forth Valley College 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 2017 (MPS), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here [Model Publication Scheme](#).

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

### Our Guide to Information

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

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

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 sets out eight broad classes of information, and by adopting it, Forth Valley College is committing to publishing everything that they hold which falls into the broad description given for each class. The MPS classes are:

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

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 Forth Valley College.

## **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 Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

## **Availability and format of information**

### **Online:**

Most information listed in our Guide to Information is available to download from our website at [www.forthvalley.ac.uk](http://www.forthvalley.ac.uk). Often a link within the classes will take you directly to the relevant page or document. Where there is no such link, use our website's "Search" facility at [www.forthvalley.ac.uk](http://www.forthvalley.ac.uk). If you are still having trouble finding information, please contact Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

### **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 Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

### **By e-mail:**

If the information you are looking for is listed in our Guide but is not published on our website, you can request it by e-mailing us at [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk). We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

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

**By phone:**

While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus telephone 01324 403273 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: Stephen Jarvie, Corporate Governance and Planning Officer, Executive Office, Forth Valley College, Grangemouth Road, Falkirk, FK2 9AD

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**

Forth Valley College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided that the source of the material is identified, it is copied or reproduced accurately and it is not used in a misleading context.

The publication scheme may, however, contain information where the copyright holder is not Forth Valley College. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Kings Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

**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 are –

Size	Mono per side	Colour per side
A1	Not available	Not available
A2	Not available	Not available
A3	8 pence	23 pence
A4	4 pence	11 pence
A5	4 pence	11 pence

Information provided on USB memory stick will be charged at the cost of the stick to the College (as an example £3.89 per 8GB Memory Stick at the time of revising this document). 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 will not pass any other costs on to you in relation to our published information.

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

### **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 Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

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 Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

Any complaint will be acknowledged and we will respond in full within twenty working days.

You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

### **Scottish Information Commissioner**

Kinburn Castle  
Doubledykes  
Road  
St Andrews  
Fife  
KY16 9DS

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

\*verbal requests for environmental information are acceptable.

### **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 Stephen Jarvie, Corporate Governance and Planning Officer, Falkirk Campus [foi@forthvalley.ac.uk](mailto:foi@forthvalley.ac.uk) telephone 01324 403273.

## **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, this is 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 as outlined on page 3
- 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:*

The maximum fee for dealing with subject access requests is £10.

## **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 Forth Valley College**

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

<b>MPS Class</b>	<b>Sub-Classes</b>
Class 1: About Forth Valley College	General information about Forth Valley College How the authority is run Corporate planning External relations
Class 2: How we deliver our functions and services	Functions 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 resources
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	
Class 9: Our Open Data	

## Guide to Information available under the MPS classes Class 1: About Forth Valley College

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

### 1.1 General information about Forth Valley College

	<b>Description</b>	<b>Links/Where to find the information about Forth Valley College</b>	
1.1.1	Authority name, address and contact details for headquarters and principal offices	Forth Valley College of Further and Higher Education Grangemouth Road Falkirk FK2 9AD  Telephone – 01324 403000 Website – <a href="http://www.forthvalley.ac.uk">www.forthvalley.ac.uk</a>	
1.1.2	Names of the principal officers of the college including Principal, Vice Principal(s), Board Secretary, Heads of Department and Directors of Curriculum.	<p><b>Senior Management Team</b></p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal Finance and Corporate Affairs and Board Secretary</li> <li>• Vice Principal Business and Innovation</li> <li>• Vice Principal Learning and Student Services</li> </ul> <p><b>Directors of Curriculum / Heads/Directors of Department</b></p> <ul style="list-style-type: none"> <li>• Director of Curriculum Care, Sport, Business and Communities</li> <li>• Director of Curriculum Creative, Digital and Leisure Industries</li> <li>• Director of Curriculum STEM and Construction</li> <li>• Director of Finance</li> <li>• Director of Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Kenny MacInnes</li> <li>• Alison Stewart</li>   <li>• Colin McMurray</li> <li>• Sarah Higgins-Rollo</li>   <li>• Helen Young</li> <li>• Diane Creed</li> <li>• Mhairi Hay</li> <li>• Senga McKerr</li> <li>• Lyndsay Condie</li> </ul>

		<ul style="list-style-type: none"> <li>• Director of Digital, Transformation and Innovation</li> <li>• Head of Human Resources</li> <li>• Head of Inclusion and Student Services</li> <li>• Head of Information Technology</li> <li>• Head of Learning and Quality</li> </ul>	<ul style="list-style-type: none"> <li>• Darren Payne</li> <li>• Ralph Burns</li> <li>• Sarah Tervit</li> <li>• Graeme Robertson</li> <li>• Rob McDermot</li> </ul>
1.1.3	Senior Management Team responsibilities	<a href="https://www.forthvalley.ac.uk/about-us/governance/senior-management-team/">https://www.forthvalley.ac.uk/about-us/governance/senior-management-team/</a>	
1.1.4	Business Opening Hours	<p>During term time the College is open from –</p> <p>08.00 to 17.30 Monday, Wednesday and Friday  08.00 to 21.00 Tuesday and Thursday  Closed Saturday and Sunday</p> <p>Outwith term times, the College is open –</p> <p>08.00 to 17.30 Monday through Friday  Closed Saturday and Sunday</p>	
1.1.5	Contact details for customer care and complaints functions	<a href="https://www.forthvalley.ac.uk/about-us/governance/complaints/">https://www.forthvalley.ac.uk/about-us/governance/complaints/</a>	
1.1.6	Customer codes or charters	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.	
1.1.7	Publication scheme and Guide to Information	<a href="https://www.forthvalley.ac.uk/about-us/governance/freedom-of-information/">https://www.forthvalley.ac.uk/about-us/governance/freedom-of-information/</a>	
1.1.8	Charging schedule for published information	Charges are outlined earlier in this document	
1.1.9	Contact details and advice about how to request information from the authority	Corporate Governance and Planning Officer Forth Valley College Grangemouth Road Falkirk FK2 9AD 01324 403273 <a href="mailto:foi@forthvalley.ac.uk">foi@forthvalley.ac.uk</a>	
1.1.10	Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental	As per section 1.8 above	

	information)	
1.1.11	Legal framework for the authority, including constitution, articles of association or charter	The College was established under the provisions of the Further and Higher Education (Scotland) Act 1992 and the Post 16 Education (Scotland) Act 2013

## 1.2 How the authority is run

1.2.1	Description of governance structure, Board, committees and other decision-making structures	<a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
1.2.2	Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers	<a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>  <a href="https://www.forthvalley.ac.uk/about-us/governance/senior-management-team/">https://www.forthvalley.ac.uk/about-us/governance/senior-management-team/</a>
1.2.3	Governance policies, including standing orders, code of conduct and register of interests	<a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>

## 1.3 Corporate Planning

1.3.1	Mission Statement	Making Learning Work
1.3.2	Corporate Plan	<a href="https://www.forthvalley.ac.uk/media/8207/strategic-plan-2022-25-final.pdf">https://www.forthvalley.ac.uk/media/8207/strategic-plan-2022-25-final.pdf</a>
1.3.3	Corporate strategies e.g., for economic development, etc.	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a>
1.3.4	Corporate policies, e.g., health and safety, equality, sustainability	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a> <a href="https://www.forthvalley.ac.uk/about-us/equality-diversity/">https://www.forthvalley.ac.uk/about-us/equality-diversity/</a> <a href="https://www.forthvalley.ac.uk/about-us/sustainability/">https://www.forthvalley.ac.uk/about-us/sustainability/</a>
1.3.5	Strategic planning processes	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a>

## 1.4 External Relations

1.4.1	Accountability relationships, including reports to regulators	<p>The College is primarily funded by Scottish Government via the Scottish Funding Council - <a href="http://www.sfc.ac.uk/">http://www.sfc.ac.uk/</a> - to whom we provide a range of financial and statistical information. Some of this information includes - <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a></p> <p>As a registered Charity (SCO21191) the College also reports annually to the Office of the Scottish Charity Register (OSCR) - <a href="http://www.oscr.org.uk/">http://www.oscr.org.uk/</a></p> <p>The College is also subject to review by Education Scotland <a href="http://www.educationscotland.gov.uk/">http://www.educationscotland.gov.uk/</a> the latest Education Scotland report can be found here - <a href="https://www.forthvalley.ac.uk/media/1111/education-scotland-review.pdf">https://www.forthvalley.ac.uk/media/1111/education-scotland-review.pdf</a></p>
1.4.2	Internal and external audit arrangements	<p>The College external auditors are appointed by Audit Scotland (<a href="http://www.audit-scotland.gov.uk/">http://www.audit-scotland.gov.uk/</a>) with the current auditors being Ernst and Young (<a href="http://www.ey.com/uk/en/home">http://www.ey.com/uk/en/home</a>)</p> <p>Our Internal Audit function is current provided by Henderson Loggie (<a href="https://hlca.co.uk/">https://hlca.co.uk/</a>)</p>
1.4.3	Subsidiary companies (wholly and part owned) and other significant financial interests	<p>Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.</p>
1.4.4	Strategic agreements with other bodies	<p>Forth Valley College has a number of strategic links (commercial and articulation agreements) with other bodies such as –</p> <ul style="list-style-type: none"><li>• University of Stirling</li><li>• Heriot Watt University</li><li>• NHS Forth Valley - <a href="https://www.forthvalley.ac.uk/about-us/fvucnhspartnership/">https://www.forthvalley.ac.uk/about-us/fvucnhspartnership/</a></li></ul>

## Guide to Information available under the MPS classes Class 2: How we deliver our functions and services

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

### 2.1 Functions

2.1.1	Description of functions, including statutory basis for them, where applicable	See 1.1.11 above, general information on the College website <a href="http://www.forthvalley.ac.uk">www.forthvalley.ac.uk</a> and <a href="https://www.forthvalley.ac.uk/media/8726/highlights-report-21-22-external.pdf">https://www.forthvalley.ac.uk/media/8726/highlights-report-21-22-external.pdf</a>
2.1.2	Statement of public task required by the Re-use of Public Sector Information Regulations 2015 (if applicable)	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
2.1.3	Strategies, policies and internal staff procedures for performing statutory functions	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a> Internal staff procedures are available on request via the contact details in section 1.1.9
2.1.4	How to apply for a license, warrant, grant, etc. where it is a function of the authority to approve it	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
2.1.5	How to report a concern to the authority	<a href="https://www.forthvalley.ac.uk/about-us/governance/complaints/">https://www.forthvalley.ac.uk/about-us/governance/complaints/</a>
2.1.6	Reports of the authority's exercise of its statutory functions	<a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a>
2.1.7	Statutory registers (NB not if inspection-only)	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
2.1.8	Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.	<a href="https://www.forthvalley.ac.uk/about-us/publications-forms/">https://www.forthvalley.ac.uk/about-us/publications-forms/</a> Specifically - <a href="https://www.forthvalley.ac.uk/media/8423/tuition-fee-waiver-policy-2022-23.docx">https://www.forthvalley.ac.uk/media/8423/tuition-fee-waiver-policy-2022-23.docx</a> <a href="https://www.forthvalley.ac.uk/media/8751/tuition-fee-procedure.pdf">https://www.forthvalley.ac.uk/media/8751/tuition-fee-procedure.pdf</a> <a href="https://www.forthvalley.ac.uk/media/8027/cm603-tuition-fees-flyer-ita.pdf">https://www.forthvalley.ac.uk/media/8027/cm603-tuition-fees-flyer-ita.pdf</a>

## 2.2 Services

2.2.1	List of services, including statutory basis for them, where applicable	<a href="https://www.forthvalley.ac.uk/media/8726/highlights-report_21_22_external.pdf">https://www.forthvalley.ac.uk/media/8726/highlights-report_21_22_external.pdf</a> <a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a>
2.2.2	Service policies and internal staff procedures, including allocation, quality and standards	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a> Internal staff procedures are available on request via the contact details in section 1.1.9
2.2.3	Service schedules and delivery plans	<a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a>
2.2.4	Information for service users, including how to access the services	Information on contacts, campus locations and individual departments is available via <a href="https://www.forthvalley.ac.uk/about-us/">https://www.forthvalley.ac.uk/about-us/</a>
2.2.5	Service fees and charges, including bursaries	<a href="https://www.forthvalley.ac.uk/about-us/publications-forms/">https://www.forthvalley.ac.uk/about-us/publications-forms/</a> Specifically - <a href="https://www.forthvalley.ac.uk/media/8423/tuition-fee-waiver-policy-2022-23.docx">https://www.forthvalley.ac.uk/media/8423/tuition-fee-waiver-policy-2022-23.docx</a> <a href="https://www.forthvalley.ac.uk/media/8751/tuition-fee-procedure.pdf">https://www.forthvalley.ac.uk/media/8751/tuition-fee-procedure.pdf</a> <a href="https://www.forthvalley.ac.uk/media/8027/cm603-tuition-fees-flyer-ita.pdf">https://www.forthvalley.ac.uk/media/8027/cm603-tuition-fees-flyer-ita.pdf</a>

## Guide to Information available under the MPS classes Class 3: How we take decisions and what we have decided

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

3.1	Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Copies of agendas, minutes and papers used for decision making by the Board of Management and Board Committees can be downloaded from – <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
3.2	Public consultation and engagement strategies	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
3.3	Reports of regulatory inspections, audits and investigations carried out by the authority	Audit reports (internal and external) can be found in the Audit Committee papers available via <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a> External reports can be found at <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a>
3.4	Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.

## Guide to Information available under the MPS classes Class 4: What we spend and how we spend it

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

4.1	Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	Financial statements are available via <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a> Budget and other reporting is available via the Finance Committee papers on <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
4.2	Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
4.3	Financial policies and procedures for budget allocation	This information is contained within the Finance Committee papers which are available at <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
4.4	Budget allocation to key policy / function / service areas	This information is contained within the Finance Committee papers which are available at <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
4.5	Purchasing plans and capital funding plans	This information is contained within the Finance Committee papers which are available at <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>  Procurement information is also available via <a href="https://www.forthvalley.ac.uk/about-us/procurement/">https://www.forthvalley.ac.uk/about-us/procurement/</a>
4.6	Financial administration manual / internal financial regulations	<a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a>
4.7	Expenses policies and procedures	<a href="https://www.forthvalley.ac.uk/media/9036/travel-and-expenses-policy-2022.pdf">https://www.forthvalley.ac.uk/media/9036/travel-and-expenses-policy-2022.pdf</a>
4.8	Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	<a href="https://www.forthvalley.ac.uk/media/9037/senior-management-and-board-expenses.pdf">https://www.forthvalley.ac.uk/media/9037/senior-management-and-board-expenses.pdf</a>
4.9	Board member remuneration other than expenses	The only member of the Board of Management who is remunerated is the Chair. Information on remuneration by year can be accessed via the financial statements at <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a>

4.10	Pay and grading structure (levels of pay rather than individual salaries)	This information is available on request via the contact details in section 1.1.9
4.11	Investments, summary information about endowments, investments and authority pension fund	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
4.12	Funding awards available from the authority, how to apply for them and funding awards made by the authority	Information on student funding is available via <a href="https://www.forthvalley.ac.uk/student-info/student-funding/">https://www.forthvalley.ac.uk/student-info/student-funding/</a>

## Guide to Information available under the MPS classes Class 5: How we manage our human, physical and information resources

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

### 5.1 Human Resources

5.1.1	Strategy and management of human resources	<p>The People Strategy is available at <a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a></p> <p>Information on College staffing and management is available via the HR Committee papers on <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a></p>
5.1.2	Staffing structure	<p>This information is available on request via the contact details in section 1.1.9</p>
5.1.3	Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	<p>The policies the College holds can be found here <a href="https://www.forthvalley.ac.uk/about-us/plans-policies/">https://www.forthvalley.ac.uk/about-us/plans-policies/</a></p> <p>Staff record privacy notice can be found here <a href="https://www.forthvalley.ac.uk/privacy/data-protection/">https://www.forthvalley.ac.uk/privacy/data-protection/</a></p>
5.1.4	Employee relations structures and agreements reached with recognised trade unions and professional organisations	<p>Relations with recognised trade unions are primarily managed by College's Scotland via the National Bargaining process - <a href="http://collegesscotland.ac.uk/National-Bargaining/nb-our-work.html">http://collegesscotland.ac.uk/National-Bargaining/nb-our-work.html</a></p> <p>Information on trade union facilities time is available at <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a></p>

### 5.2 Physical Resources

5.2.1	Management of the authority's land and property assets, including environmental / sustainability reports	<p>Sustainability information is available at <a href="https://www.forthvalley.ac.uk/about-us/sustainability/">https://www.forthvalley.ac.uk/about-us/sustainability/</a></p>
5.2.2	Description of the authority's land and property holdings	<p>College assets are included in the financial accounts - <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a></p>
5.2.3	Estate development plans	<p>Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.</p>

5.2.4	Maintenance arrangements	Maintenance at the College is managed via a procured FM service. The current provider of this service is Servest. More information on this arrangement is available via the procurement contracts register at <a href="https://www.forthvalley.ac.uk/about-us/procurement/">https://www.forthvalley.ac.uk/about-us/procurement/</a>
-------	--------------------------	---

### 5.3 Information Resources

5.3.1	Records management policy and records management plan, including records retention schedule	This information is available on request via the contact details in section 1.1.9
5.3.2	Information governance / asset management policies and procedures, information asset list	This information is available on request via the contact details in section 1.1.9
5.3.3	Knowledge management policies and procedures	Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.
5.3.4	List of statistical information published by the authority	Performance indicators are available at <a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a>  A range of statistics are compiled annually by the Scottish Funding Council and can be accessed via <a href="https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx">https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx</a>
5.3.5	Freedom of information policies and procedures	The College Model Publication Scheme is available at <a href="https://www.forthvalley.ac.uk/about-us/governance/freedom-of-information/">https://www.forthvalley.ac.uk/about-us/governance/freedom-of-information/</a>
5.3.6	Data protection or privacy policy	Data protection information is available at <a href="https://www.forthvalley.ac.uk/privacy/data-protection/">https://www.forthvalley.ac.uk/privacy/data-protection/</a>

## Guide to Information available under the MPS classes Class 6: How we procure goods and services

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

6.1	Procurement policies and procedures	<a href="https://www.forthvalley.ac.uk/media/8435/procurement-policy-2022.pdf">https://www.forthvalley.ac.uk/media/8435/procurement-policy-2022.pdf</a>
6.2	Invitations to tender	<a href="https://www.forthvalley.ac.uk/about-us/procurement/">https://www.forthvalley.ac.uk/about-us/procurement/</a>
6.3	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	<a href="https://www.forthvalley.ac.uk/about-us/procurement/">https://www.forthvalley.ac.uk/about-us/procurement/</a>
6.4	Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	<a href="https://www.forthvalley.ac.uk/media/8861/fvc-annual-procurement-report-fy2021-2022.pdf">https://www.forthvalley.ac.uk/media/8861/fvc-annual-procurement-report-fy2021-2022.pdf</a>
6.5	Links to procurement information the authority publishes on the Public Contracts Scotland website	<a href="http://www.publiccontractsscotland.gov.uk/authority/authority_buyerprofile.aspx">http://www.publiccontractsscotland.gov.uk/authority/authority_buyerprofile.aspx</a>

## Guide to Information available under the MPS classes Class 7: How we are performing

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

7.1	External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	<a href="https://www.forthvalley.ac.uk/about-us/reports-and-performance/">https://www.forthvalley.ac.uk/about-us/reports-and-performance/</a>
7.2	Performance indicators and performance against them.	<p>Information on performance against outcome agreement targets and other metrics are available via the Learning &amp; Student Experience Committee papers at <a href="https://www.forthvalley.ac.uk/about-us/governance/board-of-management/">https://www.forthvalley.ac.uk/about-us/governance/board-of-management/</a></p> <p>A range of statistics are compiled annually by the Scottish Funding Council and can be accessed via <a href="https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx">https://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx</a></p>
7.3	Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	<a href="https://www.forthvalley.ac.uk/about-us/equality-diversity/">https://www.forthvalley.ac.uk/about-us/equality-diversity/</a>
7.4	Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	<a href="https://www.forthvalley.ac.uk/about-us/equality-diversity/">https://www.forthvalley.ac.uk/about-us/equality-diversity/</a>

## Guide to Information available under the MPS classes Class 8: Our commercial publications

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

8.1	College commercial and training information	<a href="https://www.forthvalley.ac.uk/training/">https://www.forthvalley.ac.uk/training/</a> <a href="https://www.forthvalley.ac.uk/apprenticeships/">https://www.forthvalley.ac.uk/apprenticeships/</a>
-----	---	--

## Guide to Information available under the MPS classes Class 9: Our open data

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.

9.1	The authority's open data publication plan	<p>The College does not hold a data publication plan at this time. College information is published as outlined in 7.1 and 7.2 above in accordance with external requirements from bodies such as the Scottish Funding Council. The majority of College data deals with individual students or staff and is exempt from publication under section 38 (1) (b) of the Freedom of Information (Scotland) Act 2002.</p> <p>General enquires can be made via the contact details in 1.1.9 above</p> <p>Details on how to make a request under Data Protection legislation for individuals is available at <a href="https://www.forthvalley.ac.uk/privacy/data-protection/">https://www.forthvalley.ac.uk/privacy/data-protection/</a></p>
9.2	Open data sets and their metadata, or links to where they are accessible	<p>Not Applicable - Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that Forth Valley College does not hold information of this type/classification.</p>