GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2018

General information about Ayrshire College

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme.

Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available
- Tell the public how to access the information and what it might cost

Ayrshire College has adopted the **Model Publication Scheme 2018** produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at https://www.foi.scot/publication-schemes

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class.
- State what charges may be applied
- Explain how you can find the information easily
- Provide contact details for enquiries and to get help with accessing the information
- Explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. 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).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document 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 redact the information before publication but we will explain why.

Copyright

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

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

Where Ayrshire College 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 eg 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
A1	Not available
A2	Not available
A3	10p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	30p
A4	30p
A5	30p

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.

Charges for information which is not available under the scheme:

The charges for information which is available under this scheme are set out in the "Charging Policy" section of this document. If you submit a request to the College for information under both The Freedom of Information (Scotland) Act 2002 and The Environmental Information (Scotland) Regulations 2004, which is not available under the scheme, the charges will be based on the following calculations:

General information requests:
- There will be no charge for information requests which cost the College £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 the College £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.
- The College is not obliged to respond to requests which will cost it 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.
- The College will not charge for the time to determine whether it holds the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that the College decides to impose a charge it 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.

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 bookshops, academic journal websites or museum shops and their price reflects a 'market value; which may include the cost of production.

Contact Us

You can contact us for assistance with any aspect of this publication scheme:

Allyson Sharp
Information and Customer Relations Officer
Ayrshire College
Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

By email to – foi@ayrshire.ac.uk

By phone – 0300 303 0303 or 01563 523501

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Terms Used

Term used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the type of information authorities must publish (if they hold it)
Copyright law	The Copyright, Designs and Patents Act 1988

Class 1: About Ayrshire College

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

General Information about Ayrshire College

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.1.1	The name of the college and the address of all Ayrshire campuses	**Ayrshire College – General Enquiries** Tel: 0300 303 0303 Email: info@ayrshire.ac.uk Ayrshire College – Ayr Campus Dam Park Ayr KA8 0EU Tel: 01292 265184 Email: info@ayrshire.ac.uk Ayrshire College – Kilmarnock Campus Hill Street Kilmarnock KA1 3HY Tel: 01563 523501 Email: info@ayrshire.ac.uk Ayrshire College – Kilwinning Campus Lauchlan Way Kilwinning KA13 6DE Tel: 01294 559000 Email: info@ayrshire.ac.uk This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/contact-us/ https://www1.ayrshire.ac.uk/campuses-and-community Information can also be requested by email to – foi@ayrshire.ac.uk

1.1.2	Names of the principal officers of the college including Principal, Vice Principals, Board Secretary, and Directors	**Principal and Chief Executive** Angela Cox **Board Governance Adviser** Hilary Denholm **Vice Principals** VP Skills and Enterprise – Anne Campbell VP People, Performance and Transformation – David Davidson VP Finance and Infrastructure – Alan Ritchie **Assistant Principals** Assistant Principal of Curriculum (Creative, Hair, Beauty, Makeup Artistry and Complementary Therapies, Sport & Fitness and Hospitality, Early Years, Health & Social Care) – Jennifer Anderson Assistant Principal of Curriculum (Aerospace, Construction, Engineering, Science, Motor Vehicle, Land, Social Science, Computing, Games Development, Business including Travel & Tourism - Gavin Murray Assistant Principal of Student Experience and Quality Enhancement – Doreen Wales Director of Enterprise Development (Apprenticeships and Work Based Learning, Business Growth, Marketing and Communication) – Alistair Rodgers Director of Digital Infrastructure – Brad Johnstone This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/meet-the-senior-leadership-team Information can also be requested by email to - foi@ayrshire.ac.uk
1.1.3	Roles and responsibilities of principal officers • Organisational structure charts • Description of responsibilities/activities • Contact information	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/information-on-the-board-of-management/ https://www1.ayrshire.ac.uk/about-us/meet-the-senior-leadership-team Information can also be requested by email to – foi@ayrshire.ac.uk

1.1.4	Information on how to contact the college – initial point of contact covering areas likely to be of interest to enquirers – e.g. admissions	**Ayrshire College – General Enquiries** Tel: 0300 303 0303 Email: info@ayrshire.ac.uk https://www1.ayrshire.ac.uk/contact-us **Ayr Campus** Student Engagement & Wellbeing Email: se@ayrshire.ac.uk Tel No: 01294 555333 Careers & Employability Email: se@ayrshire.ac.uk Tel No: 01294 555333 Student Funding Email: studentfunding_ayr@ayrshire.ac.uk Tel: 01292 293577 Finance (Fee Payment) Email: coursefees@ayrshire.ac.uk Tel: 01563 537871 Education Support Email: se@ayrshire.ac.uk Tel: 01294 555333 **Kilmarnock Campus** Student Engagement & Wellbeing Email: se@ayrshire.ac.uk Tel: 01294 555333 Careers & Employability Email: se@ayrshire.ac.uk Tel No: 01294 555333 Student Funding Email: studentfunding_kilmarnock@ayrshire.ac.uk Tel: 01563 495033 Finance (Fee Payment) Email: coursefees@ayrshire.ac.uk Tel: 01563 537871 Education Support Email: se@ayrshire.ac.uk Tel: 01294 555333

		Kilwinning Campus
		Student Engagement & Wellbeing Email: se@ayrshire.ac.uk Tel: 01294 555333 Careers & Employability Email: se@ayrshire.ac.uk Tel No: 01294 555333 Student Funding Email: studentfunding_kilwinning@ayrshire.ac.uk Tel: 01294 555326 Finance (Fee Payment) Email: coursefees@ayrshire.ac.uk Tel: 01563 537871 Education Support Email: se@ayrshire.ac.uk Tel: 01294 555333
1.1.5	Information on the college's principal and other main locations, including campus maps	See above for information on the College's campuses. This information can be accessed from the Ayrshire College website using the links below: **How to Find Us** https://www1.ayrshire.ac.uk/contact-us Information can also be requested by email to – foi@ayrshire.ac.uk
1.1.6	Opening hours of the college's campuses	**Kilmarnock Campus** Monday/Tuesday/Wednesday/Friday 8.30am – 5pm Thursday 8.30am – 9pm **Kilwinning Campus** Monday/Wednesday/Thursday/Friday 8.30am – 5pm Tuesday 8.30am – 9pm **Ayr Campus** Monday/Wednesday/Friday 8.30am – 5pm Tuesday/Thursday 8.30am – 9pm

1.1.7	Information on the dates of the college's academic years including dates for the current academic year and college calendar	The curriculum/academic calendar can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/key-dates-and-holidays Information can also be requested by email to - foi@ayrshire.ac.uk
1.1.8	Dates of closure of the college, college calendar.	The curriculum/academic calendar can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/key-dates-and-holidays Information can also be requested by email to - foi@ayrshire.ac.uk
1.1.9	Procedures on how to complain about the college	This information can be accessed from the Ayrshire College website using the link below:- https://www1.ayrshire.ac.uk/contact-us/complaints-and-compliments Information can also be requested by email to - complaints@ayrshire.ac.uk
1.1.10	Arrangements for serving official documents on the college	All official documents to be served to the College should be sent to – The Executive Office Ayrshire College Kilmarnock Campus Hill Street Kilmarnock KA1 3HY
1.1.11	Customer codes or charters	This information can be requested by email to – foi@ayrshire.ac.uk

Access to Information

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.2.1	Details of how to request information from the college – name, address and contact information of the College's main contact point for requests	In writing to – Allyson Sharp Information and Customer Relations Officer Ayrshire College Kilmarnock Campus Hill Street Kilmarnock KA1 3HY Information can also be requested by email to – foi@ayrshire.ac.uk

1.2.2	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	In writing to – Allyson Sharp Information and Customer Relations Officer Ayrshire College Kilmarnock Campus Hill Street Kilmarnock KA1 3HY This information can be accessed from the Ayrshire College website using the link below:- https://www1.ayrshire.ac.uk/data-protection/your-rights Information can also be requested by email to – dataprotection@ayrshire.ac.uk
1.2.3	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	In writing to – Allyson Sharp Information and Customer Relations Officer Ayrshire College Kilmarnock Campus Hill Street Kilmarnock KA1 3HY Information can also be requested by email to – foi@ayrshire.ac.uk
1.2.4	Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	This information can accessed from the Ayrshire College website using the link below:- https://www1.ayrshire.ac.uk/contact-us/foi Information can also be requested by email to - foi@ayrshire.ac.uk
1.2.5	Institutional Data Protection policies and procedures including procedures for dealing with subject access requests	This information can accessed from the Ayrshire College website or found in documents using the links below: https://www1.ayrshire.ac.uk/data-protection Ayrshire College - Data Protection Policy – policy currently under review Information can also be requested by email to - foi@ayrshire.ac.uk

1.2.6	Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints	This information can be requested by email to – foi@ayrshire.ac.uk Information on requesting a review or making a complaint can be accessed from the Ayrshire College website using the link below:- https://www1.ayrshire.ac.uk/contact-us/foi Information can also be requested by email to - foi@ayrshire.ac.uk
1.2.7	Single Model Publication Scheme 2018 and Ayrshire College Guide to Information	Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation, using the link below: https://www.foi.scot/publication-schemes
1.2.8	Charging schedule for environmental information provided in response to requests under the EIRs	See charging information in the introductory section of this publication. (Pages 2 and 3)

Our Constitution

	DESCRIPTION	**LINKS / WHERE TO FIND INFORMATION**
1.3.1	Information on how the College was established and its standing from a legal perspective eg Institutional status under the Further and Higher Education (Scotland) Act 1992	Ayrshire College is an incorporated College under the Further and Higher education (Scotland) Act 1992. Ayrshire College was vested as the regional college for Ayrshire in August 2013, under the Post 16 Education (Scotland) Act 2013. Its vesting incorporated the former Ayr and Kilmarnock Colleges and the Kilwinning Campus of the former James Watt College. The College is a registered charity (SCO21177) Further information about Ayrshire College can be found on the college website using the link below:- https://www1.ayrshire.ac.uk/about-us Information can also be requested by email to - foi@ayrshire.ac.uk

Corporate Planning

	DESCRIPTION	**LINKS / WHERE TO FIND INFORMATION**
1.4.1	Ayrshire College's Vision, Mission Statement and Values	Ayrshire College's Statement of Ambition 2030 is that: Ayrshire College will be an inspirational place of learning where individuals can excel and realise their full potential. A place where businesses and communities can access skills, expertise and innovation that supports local and national economic development and inclusive growth." "We will achieve this through strong collaboration and partnership working and by investing in and valuing our staff and students."

1.4.2	Ayrshire College's Corporate or Strategic Plan	This information can accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/strategic-ambition Ayrshire College - Strategic Ambition 2024-2027 Ayrshire College - Statement of Ambition Strategic Objectives & Measures of Success 2021-2024 Ayrshire College - Statement of Ambition 2030 Ayrshire College - Refresh & Renew Plan 2021-2024 Ayrshire College - Outcome Agreement 2023-2024 Ayrshire College - Outcome Agreement 2021-2022 Information can also be requested by email to - foi@ayrshire.ac.uk
1.4.3	Corporate strategies eg Estate Strategy, Human Resources Strategy	This information can be accessed from the Ayrshire College website using the links below: Ayrshire College - Learning, Teaching and Student Engagement Strategy 2021-2024 Ayrshire College - People Strategy 2022-2025 Ayrshire College - Digital Strategy 2022-2025 Ayrshire College - Sustainability Strategy 2023-2025 Information can also be requested by email to – foi@ayrshire.ac.uk
1.4.4	Corporate policies eg HSE, Equality	This information can accessed from the Ayrshire College website or found in documents using the links below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report https://www1.ayrshire.ac.uk/campuses-and-community/college-visitors Ayrshire College - Promoting Wellbeing Action Plan 2021-2024 Ayrshire College - Corporate Parenting Plan 2021-24

		Ayrshire College - Health, Safety and Wellbeing Policy
		Ayrshire College - Equality, Diversity and Inclusion Policy
		Ayrshire College - Gender Based Violence Staff Policy – policy currently under review
		Ayrshire College - Staff Menopause Policy
		Information can also be requested by email to - foi@ayrshire.ac.uk
1.4.5	Internal procedures for planning and resource allocation	Outcome Agreements and associated financial plans, strategic objectives and operational plans are reviewed and approved as appropriate by the board, committee structure and executive management team. One of the outcomes of our planning process is the creation of the Outcome Agreement this can be accessed from the Ayrshire College website using the links below: Ayrshire College - Outcome Agreement 2023-2024 Ayrshire College - Outcome Agreement 2021-2022 Information can also be requested by e-mail to - foi@ayrshire.ac.uk

How Ayrshire College is run

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.5.1	The College's governance structures and operational procedures eg • Description of Statutory Bodies (eg Board of Management). • 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). • Standing orders (or similar) that describe operational procedures.	Information about the Ayrshire College Board of Management can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/information-on-the-board-of-management/ The Board of Management Constitution and Standing orders can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/media/11144/board-responsibilities-and-standing-orders-v12-approved-141223.pdf Information can also be requested by e-mail to - foi@ayrshire.ac.uk
1.5.2	The College's conflict of interests policies eg • 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. • Codes of conduct governing conflict of interest issues.	This information can accessed from the Ayrshire College website using the links below:- https://www1.ayrshire.ac.uk/media/11144/board-responsibilities-and-standing-orders-v12-approved-141223.pdf https://www1.ayrshire.ac.uk/about-us/board-of-management-documents/ https://www1.ayrshire.ac.uk/about-us/information-on-the-board-of-management/ Information can also be requested by email to – foi@ayrshire.ac.uk

1.5.3	Register of interests for members of the governing body, executive management, and any other bodies or offices covered by the College's conflict of interest policies.	This information can accessed from the Ayrshire College website using the links below:- https://www1.ayrshire.ac.uk/about-us/information-on-the-board-of-management/ Information can also be requested by email to – foi@ayrshire.ac.uk

Diversity

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.6.1	Policies, procedures and guidelines relating to support and equality for disabled people	Information can be accessed from the Ayrshire College website or found in documents using the links below:: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity https://www1.ayrshire.ac.uk/college-life/education-support https://www1.ayrshire.ac.uk/accessibility Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Ayrshire College - Ayrshire Shared BSL Local Plan 2024-2030 Ayrshire Shared British Sign Language Local Plan 2018-2024 Ayrshire Shared British Sign Language Local Plan 2018-2024 Summary Ayrshire College - Equality, Diversity and Inclusion Policy Ayrshire College - Gender Based Violence Staff Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk

1.6.2	A description of the College's support structures for disability issues	Ayrshire College provides inclusive learning support services for disabled people and people with additional learning support needs. Support is available for students across all Ayrshire College Campuses. Information about how to access support for disabled people can be found from the Ayrshire College website using the link below:- https://www1.ayrshire.ac.uk/college-life/education-support Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Ayrshire College is a Disability Confident Employer. Information can be requested by email to – foi@ayrshire.ac.uk
1.6.3	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).	Information about how to access support for disabled people can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/education-support **Education Support** Ayr Campus Dam Park Ayr KA8 0EU Tel: 01294 555333 Email: se@ayrshire.ac.uk Kilwinning Campus Campuses Lauchlan Way Kilwinning KA13 6DE Tel: 01294 555333 Email: se@ayrshire.ac.uk Kilmarnock Campus Hill Street Kilmarnock KA1 3HY Tel: 01294 555333 Email: se@ayrshire.ac.uk

1.6.4	The levels of accessibility of each of the College's main buildings and services. (Colleges should provide broad information about accessibility eg including information for people with hearing or vision impairments.	This information can be requested by email to – foi@ayrshire.ac.uk
1.6.5	The College's diversity and equality strategies.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Ayrshire College - Corporate Parenting Plan 2021-24 Ayrshire College - Outcome Agreement 2023-2024 Ayrshire College - Outcome Agreement 2021-2022 Ayrshire College - Ayrshire Shared BSL Local Plan 2024-2030 Ayrshire Shared British Sign Language Local Plan 2018-2024 Ayrshire Shared British Sign Language Local Plan 2018-2024 Summary Information can also be requested by email to - foi@ayrshire.ac.uk
1.6.6	Summary statistics on support for disability within the College eg statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	Further information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity Information can also be requested by email to – foi@ayrshire.ac.uk

Health and Safety

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.7.1	Policies, procedures and guidelines relating to health and safety	This information can accessed from the Ayrshire College website or found in documents using the links below: https://www1.ayrshire.ac.uk/campuses-and-community/college-visitors Ayrshire College - Promoting Wellbeing Action Plan 2021-2024 Ayrshire College - Health, Safety and Wellbeing Policy Information can also be requested by email to – foi@ayrshire.ac.uk
1.7.2	Annual reports to governing body on health and safety issues	Regular reports are presented to the Business, Resources and Infrastructure Committee of the College Board of Management on Health, Safety and Wellbeing. These reports can be accessed from the Ayrshire College website using the following link: https://www1.ayrshire.ac.uk/about-us/board-of-management-documents/ Information can also be requested by email to – foi@ayrshire.ac.uk
1.7.3	Mechanisms for monitoring and reporting on health and safety issues eg how the College complies with Health and Safety Executive guidelines and targets.	Regular reports will be presented to the Business, Resources and Infrastructure Committee of the College Board of Management on Health, Safety and Wellbeing. These reports can be accessed from the Ayrshire College website using the following link: https://www1.ayrshire.ac.uk/about-us/board-of-management-documents/ Information can also be requested by email to – foi@ayrshire.ac.uk
1.7.4	Summary statistics on accidents and incidents within the College.	This information can be requested by email to – foi@ayrshire.ac.uk
1.7.5	Information on the College's support structures for health and safety eg • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s).	This information can accessed from the Ayrshire College website or found in documents using the links below: https://www1.ayrshire.ac.uk/campuses-and-community/college-visitors Ayrshire College - Promoting Wellbeing Action Plan 2021-2024 Ayrshire College - Health, Safety and Wellbeing Policy https://www1.ayrshire.ac.uk/about-us/board-of-management-documents/ Information can also be requested by email to – foi@ayrshire.ac.uk

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.7.6	Contact details of how to get information about health and safety issues.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/campuses-and-community/college-visitors Information can also be requested by email to – foi@ayrshire.ac.uk

External and community relations

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.8.1	Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni	This information can be requested by email to – foi@ayrshire.ac.uk
1.8.2	Facilities and services available to the local community.	This information can be accessed from the Ayrshire College website using the links below: Hair, Beauty and Nail Salons https://www1.ayrshire.ac.uk/campuses-and-community/restaurants-and-salons/hair-and-beauty-salons Restaurants https://www1.ayrshire.ac.uk/campuses-and-community/restaurants-and-salons/restaurants Venue Hire https://www1.ayrshire.ac.uk/campuses-and-community/venue-hire Information can also be requested by email to – foi@ayrshire.ac.uk
1.8.3	Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/news Information can also be requested by email to – foi@ayrshire.ac.uk
1.8.4	Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	This information can be accessed from the Ayrshire College website using the following links:- https://www1.ayrshire.ac.uk/news https://www1.ayrshire.ac.uk/college-life/student-association https://www1.ayrshire.ac.uk/events Information can also be requested by email to – foi@ayrshire.ac.uk
1.8.5	Subsidiary companies (wholly and part owned) and other significant financial interests.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.

| 1.8.6 | Strategic agreements with other bodies. | **Community Planning Partnerships**
The Ayrshire Community Planning Partnerships (CPP) work together to collaboratively develop good employment prospects, low crime rates and an attractive environment in which to live, study and work. Each CPP within Ayrshire works with their community partners to create a Community Plan and a Single Outcome Agreement. These documents outline how the partners will work together to achieve the identified outcomes for Ayrshire.

Ayrshire College's commitment to the CPP work is reflected in the College's Outcome Agreement and can be accessed from the Ayrshire College website using the links below:-

Outcome Agreement

Ayrshire College - Outcome Agreement 2023-2024

Ayrshire College - Outcome Agreement 2021-2022

Please note that some information within this class is exempt from publication under the Freedom of Information (Scotland) Act 2002 – Section 33: Commercial Interests and the Economy

Information can also be requested by email to – foi@ayrshire.ac.uk |

Government and Regulator Relations

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.9.1	Funding body statistical reports and returns information that the College is legally obliged to make available to its funding body eg Scottish Funding Council statistical returns.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/college-policies-and-reports Information can also be requested by email to – foi@ayrshire.ac.uk
1.9.2	Reports on College by Education Scotland - Her Majesty's Inspectorate of Education (HMIE) • College reviews and follow-up reports • Subject reviews and follow-up reports	This information can be accessed from the Ayrshire College website using the links below: https://education.gov.scot/Documents/MAreportAutomotive280717.pdf Information can also be requested by email to – foi@ayrshire.ac.uk
1.9.3	Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	Information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Sustainability Strategy 2023-2025 https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/college-policies-and-reports Ayrshire College - Public Bodies Climate Change Duties 2022-2023 Ayrshire College - Public Bodies Climate Change Duties 2022 Ayrshire College - Public Bodies Climate Change Duties 2021

		Ayrshire College - Public Bodies Climate Change Duties 2020
		Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that the Climate change report is available via another organisation.
		Ayrshire College Climate Reports
		https://sustainablescotlandnetwork.org/reports/ayrshire-college
		Information can also be requested by email to – foi@ayrshire.ac.uk
1.9.4	Statistical information on student admission, progression and completion which the College is required by the Funding Council to publish eg • Student qualifications on entry • The range of student entrants classified by age, sex, ethnicity, disability and geographical origin • Student progress and retention data for each year of each course/programme • Data on student completion • Data on qualifications awarded • Data on employment/training outcomes for students	This information can be accessed from the Ayrshire College website using the following links: Ayrshire College - Performance Indicators 2022-23 Ayrshire College - Performance Indicators 2021-22 Ayrshire College - Performance Indicators 2020-21 Information can also be requested by email to – foi@ayrshire.ac.uk Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is also available via another organisation. Please see below a link/address to where this information can be obtained. https://www.sfc.ac.uk/publications/statistical-publication-schedule/

Class 2: How we deliver our functions and services

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

Student Administration & Support

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

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.1.1	Programmes offered by the College including structure and broad content of each programme and qualification gained if successful	This information is can be accessed from the Ayrshire College website and the Regional Prospectus using the links below: https://www1.ayrshire.ac.uk/apply/the-application-process https://www1.ayrshire.ac.uk/apply/qualifications-explained https://www1.ayrshire.ac.uk/courses/ Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.2	The College's admissions procedures and policies including: • Information on how to obtain a prospectus, attend an open day, visit the College, apply for admission. • General/course-specific entry requirements. • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. • The College's widening participation policies.	This information can be accessed by calling Ayrshire College General Enquiries on 0300 303 0303 or through the College website using the links below:- https://www1.ayrshire.ac.uk/courses/ https://www1.ayrshire.ac.uk/apply/the-application-process Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.3	Tuition fees and other charges to students, including information on: • The College's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory). • When payment must be made, how payments can be made, and whether instalment options are available.	This information can accessed from the Ayrshire College website or found in documents using the links below: https://www1.ayrshire.ac.uk/courses/tuition-fees Ayrshire College - Tuition Fee Policy Payment Information is available on request by calling the Finance Team on 01563 523501 ext 8549.

2.1.4	The College's arrangements for registering students including policies and procedures covering student enrolment.	This information can accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/getting-ready Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.5	Arrangements for assessments and examinations. Examination periods/timetables. • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures.	This information can accessed from the Ayrshire College website or found in documents using the links below: Ayrshire College - Assessment Policy Ayrshire College - Assessment Malpractice and Maladministration Policy Ayrshire College - Academic Appeals Policy Ayrshire College - Internal Verification Policy Information can also be requested by email to – foi@ayrshire.ac.uk **SQA Examination Information** Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. https://www.sqa.org.uk/sqa/41619.7651.html
2.1.6	• Regulations governing student progression • Regulations governing access to courses • Regulations about availability of resit examination • Regulations and practices governing changes of programme	Information about access to courses and progression opportunities can be accessed from the Ayrshire College website using the links below:- https://www1.ayrshire.ac.uk/courses/ https://www1.ayrshire.ac.uk/apply/the-application-process Information about examination regulations and practices can be found in the following documents using the links below: Ayrshire College - Assessment Policy Ayrshire College - Assessment Malpractice and Maladministration Policy Ayrshire College - Academic Appeals Policy Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.7	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.	Information about academic and non-academic learning support services can be accessed from the Ayrshire College website using the links below:- https://www1.ayrshire.ac.uk/college-life Information can also be requested by email to – foi@ayrshire.ac.uk

2.1.8	Student liaison including: • The structure and functioning meetings of staff/student consultative committees or other liaison groups. • Terms of Reference of staff/student liaison committee(s). • Minutes and papers of staff/student liaison committee(s) meetings.	The college has a Student Association with its own constitution and committees. The minutes and other information are available by e-mail to – foi@ayrshire.ac.uk Further information about our Student Association can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/student-association
2.1.9	A description of the availability and range of the College's welfare and advice services.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life Information can also be found in the following documents using the links below: Ayrshire College - Safeguarding Policy and Procedure Ayrshire College - Fitness to Study Policy – policy currently under review Ayrshire College - Prevent Position Statement Ayrshire College - Statement on Exercise of Functions Period Products Free Provision Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.10	A description of the College's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	This information can be requested by email to – foi@ayrshire.ac.uk
2.1.11	A description of the medical support services provided by the College for students.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/engagement-and-wellbeing-support Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.12	Availability, conditions of use and range of services offered by the College's careers service, including opening hours and location.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/careers-and-employability Information can also be requested by email to – foi@ayrshire.ac.uk **Student Experience Opening Times** Monday – Friday 8.30am to 5pm

2.1.13	Availability, conditions of use and range of sporting and recreational facilities offered by the College, including information about entitlement to use facilities, facilities available, charges, etc.	This information can be requested by email to – foi@ayrshire.ac.uk
2.1.14	The College's policies on the collection, maintenance and use of personal information about students. • 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. • Arrangements for the provision of data to SQA, SFC, and other bodies with statutory rights to data.	This information can accessed from the Ayrshire College website or found in documents using the links below: Ayrshire College - Privacy Notices https://www1.ayrshire.ac.uk/data-protection Ayrshire College - Data Protection Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.15	The College's policies and procedures for disciplinary proceedings against students. • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures.	This information can be found in the following document using the link below: Ayrshire College - Student Conduct Policy Ayrshire College - Assessment Malpractice and Maladministration Policy Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.16	• Availability, conditions of use and range of accommodation services offered by the College • Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.
2.1.17	Information about awards ceremonies • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, academic dress information, costs. • Information on photographic and video facilities	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/events Information can also be requested by email to – foi@ayrshire.ac.uk

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.1.18	Procedures for dealing with student complaints about the College • Information on how to register a complaint. • Procedural information on how complaints will be dealt with. • Procedural information on any internal and external appeals mechanisms. • Where different arrangements apply to different types of complaints (eg accommodation, learning support, examinations) Colleges should provide information about all of these.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/contact-us/complaints-and-compliments/ Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.19	The legal and structural basis of the College's relationships with the Students' Union/Association • Agreements, protocols, etc governing the College's relationship with the Union. • Details of Union representation on institutional committees etc and institutional representation on Union boards or committees. • Funding provided to the Union.	President of the Student Association is a member of the College board of management and attends all Board of Management meetings. The students' association has its own constitution Ayrshire College contributes towards the running of the Student Association and funds 2 full time sabbatical posts and 1 full time post. Further information about our Student Association can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/student-association Information can also be requested by email to – foi@ayrshire.ac.uk
2.1.20	Information on the operation and activities of the Students Union and other student clubs including • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/college-life/student-association Information can also be requested by email to – foi@ayrshire.ac.uk

Teaching Quality

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.2.1	Programme approval and monitoring arrangements: • Programme specifications. • Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. • Key outcomes of programme approval, and annual monitoring and review processes. • Periodic reports of departmental major programme reviews.	All new college programmes are required to be approved by the Ayrshire College Approval Committee. Programmes are monitored through the annual team evaluation process. Programmes are also monitored periodically through scheduled internal reviews. Information be requested by email to – foi@ayrshire.ac.uk

2.2.2	Anonymous summary results of surveys of student satisfaction with Ayrshire College eg Student perceptions of: • Arrangements for academic support and guidance. • Library services and IT support. • Suitability of accommodation, equipment and facilities for teaching and learning. • Quality of teaching and the range of teaching and learning methods. • Assessment arrangements. • Quality of pastoral support.	The college undertakes several surveys of its students throughout the academic year – at both course and cross-college level. The cross-college results are reported to the Learning, Teaching and Quality Committee and course results are disseminated to Curriculum Teams. The College participates in the annual Scottish Funding Council Student Satisfaction and Engagement survey. The results of this are reported to the Learning, Teaching and Quality Committee and the Scottish Funding Council. Information can be requested by email to – foi@ayrshire.ac.uk

2.2.3	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	The College has accreditation from various awarding bodies to deliver and assess a wide range of programmes and levels. These bodies include:-
		    Scottish Qualifications Authority (SQA)
		    EAL Awards
		    City and Guilds
		    Association of Accounting Technicians (AAT)
		    NEBOSH
		    Association of Chartered Certified Accountants (ACCA)
		    British Computer Society (BCS)
		    Council for the Advancement of Communication with Deaf People (CACDP)
		    Institute of the Motor Industry (IMI)
		    Construction Industry Training Board (CITB)
		    British Institute of Innkeeping Awarding Body (BIIAB)
		    GQA Qualifications Ltd
		    Rehis
		    Institute of Leadership and Management (ILM)
		    Vocational Training Charitable Trust (VTCT)
		
		Information can be requested by email to – foi@ayrshire.ac.uk
		
		Monitoring reports are made available to the appropriate staff and inform quality reports to the Learning and Teaching Committee.

2.2.4	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.	This information can be requested by email to – foi@ayrshire.ac.uk

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.2.5	Quality assurance assessments of the College's provision eg • Reports submitted to (and received from) external accreditation bodies relating to assessment of the College's provision. • Reports from bodies such as SQA, Scottish Quality Management Systems (SQMS), Charter Mark, Investors in People etc.	The College receives reports from external bodies such as SQA, Investors in People, City and Guilds and others following audits/reviews/assessments. These are reported to the Learning and Teaching Committee. The College produces an annual quality report, required by Education Scotland. The College also participates in annual engagement activities with Education Scotland Information can be accessed using the link below: https://education.gov.scot/Documents/MAreportAutomotive280717.pdf Information can also be requested by email to – foi@ayrshire.ac.uk
2.2.6	Institutional internal reviews eg • Summary of the findings and evidence presented to teams undertaking the College's own internal reviews of quality and standards. • Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response.	As part of the Quality Assurance process the College operates a programme of internal audit and review. Each curriculum, with input from service areas, produces a team evaluation report annually which reflects on the quality of the learner's experience. Ayrshire College is also subject to external audit by a range of awarding bodies. The College provides a wide range of staff development opportunities and regular reports and statistics are provided to the Board of Management. This information can be requested by email to – foi@ayrshire.ac.uk

Information Services

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.3.1	Availability and conditions of use of library facilities. Library catalogue if publicly available. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • General rules and conditions of use (eg on smoking. Drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services)	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/campuses-and-community/college-campuses-and-facilities/learning-resource-centres Information can also be requested by email to – foi@ayrshire.ac.uk

2.3.2	Availability and conditions of use of computing facilities. Including: • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (eg on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/bombing) • Computing code of practice. • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (eg RIPA).	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/campuses-and-community/college-campuses-and-facilities/learning-resource-centres https://www1.ayrshire.ac.uk/college-life/digital-life Information can be found in the following documents using the links below: Ayrshire College - ICT Acceptable Use Policy – policy currently under review Ayrshire College - ICT Security Policy – policy currently under review Ayrshire College - Network Security Policy – policy currently under review Ayrshire College - Copyright Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
2.3.3	High-level aims and strategies of information services units and definition of the service provided.	Aims of the department in context of its place in the organisation is available on request. This information can be requested by email to – foi@ayrshire.ac.uk
2.3.4	Information services policies and procedures. Including: • Use of social media • Notice and take-down procedures	This information can be found in the following document using the link below: Ayrshire College - Social Media Staff Personal Use Policy Ayrshire College - Social Media Staff Corporate Use Policy Information can also be requested by email to – foi@ayrshire.ac.uk

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

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

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
3.1.1	The activities of major committees with devolved decision-making powers • Committee memberships and remits (eg Board of Management and Committees, Academic Board, Health and Safety Committee). • Committee appointments procedures. • Standing orders, codes of conduct and other papers describing operations of major committees. • Agenda of meetings of Board of Management and other major committees. • Minutes and papers of meetings of Board of Management and other major committees. • Calendar of meeting dates for Board of Management and other major committees.	**Committees and Members** • **Audit & Risk Committee** Sharon Morrow (Chair) Jane Grant (Vice Chair) Jason Currie Chris Boyce Gillian Longmuir • **Business, Resources & Infrastructure Committee** Matthew Wilson (Chair) Norman Bone (Vice Chair) Michael Ross Tracey Dalling Faroque Hussain Angela Cox Darcie Hamilton Connor Skipsey Lisa Keggans Janette Moore Gordon Neil • **Learning, Teaching & Quality Committee** Alison Sutherland (Chair) Sharon Morrow (Vice Chair) Ian Shearer Michael Ross Chris Boyce Norman Bone Gillian Longmuir Jane Grant Angela Cox Darcie Hamilton Connor Skipsey Lisa Keggans Janette Moore • **Performance, Review and Remuneration Committee** Alison Sutherland (Chair) Fiona McQueen Matthew Wilson

		Sharon Morrow • **Search and Nomination Committee** Fiona McQueen (Chair) Alison Sutherland Matthew Wilson Sharon Morrow 1 External Member Information can be accessed from the Ayrshire College website using the links below: Board of Management Information https://www1.ayrshire.ac.uk/about-us/information-on-the-board-of-management Agendas and Minutes of Board of Management Meetings https://www1.ayrshire.ac.uk/about-us/board-of-management-documents Information can also be requested by email to – foi@ayrshire.ac.uk
3.1.2	Public consultation and engagement strategies.	This information can be accessed from the Ayrshire College website using the links below:- **Public Consultations** https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/college-policies-and-reports **Engagement Activities** https://www1.ayrshire.ac.uk/business-and-industry/business-support-and-services Information can also be requested by email to – foi@ayrshire.ac.uk
3.1.3	Reports of regulatory inspections, audits and investigations carried out by Ayrshire College.	This information can be requested by email to – foi@ayrshire.ac.uk
3.1.4	Environmental impact studies and risk assessments which underpin decisions that Ayrshire College takes, including the facts and analysis.	This information can be requested by email to – foi@ayrshire.ac.uk
3.1.5	Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2017	This information can be requested by email to – foi@ayrshire.ac.uk

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).

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
4.1.1	Financial statements approved by the governing body eg Ayrshire College's annual accounts.	This information can be accessed from the Ayrshire College website using the link below: Ayrshire College Accounts 2022-23 Ayrshire College Accounts 2021-22 Ayrshire College Accounts 2020-21 Ayrshire College Accounts 2019-20 Ayrshire College Accounts 2018-19 Ayrshire College Accounts 2017-18 Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.2	Policies and procedures for making budgetary allocations to major budgetary units.	This information can be found in the following document using the link below: Ayrshire College - Financial Regulations – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.3	Summary of budgetary allocations to major budgetary units.	This information can be requested by email to – foi@ayrshire.ac.uk
4.1.4	Financial regulations: College's financial administration manual, including eg information on purchasing goods and services, and on reclaiming expenses.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/procurement Ayrshire College - Procurement Strategy & Action Plan – policy currently under review Information can be found in the following document using the link below: Ayrshire College - Financial Regulations – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk

4.1.5	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.	Name of insurer: Aviva Insurance Ltd Pitheavlis PERTH PH2 0NH Information can be requested by email to – foi@ayrshire.ac.uk
4.1.6	Summary information on institutional endowments and investments.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.
4.1.7	Plans for use of major external capital and other sources of external funding eg information relating to external funding received by the College eg European Social Fund, European Regional Development Fund.	The sources of capital and revenue funding received by the College are shown in the College's annual financial statements which can be accessed from the Ayrshire College website using the links below: Ayrshire College Accounts 2022-23 Ayrshire College Accounts 2021-22 Ayrshire College Accounts 2020-21 Ayrshire College Accounts 2019-20 Ayrshire College Accounts 2018-19 Ayrshire College Accounts 2017-18 Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.8	Expenses policies and procedures.	This information can be found in the following document using the link below: Ayrshire College - Travel and Subsistence Expenses for Business Users – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.9	Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation.	Information on the Chair's and Principal's expenses can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/expenses Information can also be requested by email to – foi@ayrshire.ac.uk

4.1.10	Board member remuneration, other than expenses.	Information on the Chair's remuneration can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/expenses Information on the remuneration of all Board members is shown in the College's Annual Financial Statements which can be accessed from the Ayrshire College website using the links below: Ayrshire College Accounts 2022-23 Ayrshire College Accounts 2021-22 Ayrshire College Accounts 2020-21 Ayrshire College Accounts 2019-20 Ayrshire College Accounts 2018-19 Ayrshire College Accounts 2017-18 Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.11	Pay and grading structures (levels of pay, rather than individual salaries).	This information can be requested by email to – foi@ayrshire.ac.uk
4.1.12	Salary awards, bonuses and staff benefits.	This information can be requested by email to – foi@ayrshire.ac.uk
4.1.13	Senior staff salaries e.g. principal and senior management team	This information can be found in the College Board of Management and Financial Statements which can be accessed from the Ayrshire College Website using the links below: Ayrshire College Accounts 2022-23 Ayrshire College Accounts 2021-22 Ayrshire College Accounts 2020-21 Ayrshire College Accounts 2019-20 Ayrshire College Accounts 2018-19 Ayrshire College Accounts 2017-18 Information can also be requested by email to – foi@ayrshire.ac.uk
4.1.14	Funding awards made by Ayrshire College, how to apply for them and funding awards made by Ayrshire College.	This information can be requested by email to – foi@ayrshire.ac.uk

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.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.1.1	Statistical information on staff – at institutional level by grade, sex, etc.	This information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.2	Staffing structure.	This information can be requested by email to – foi@ayrshire.ac.uk
5.1.3	Policies, statements, procedures and guidelines relating to recruitment.	This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/work-for-us Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.4	Policies and procedures relating to performance management eg information on probation and appraisal arrangements.	This information can be found in the following documents using the links below: Ayrshire College - Staff Capability Policy – policy currently under review Ayrshire College - Staff Learning and Development Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.5	Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes.	This information can be requested by email to – foi@ayrshire.ac.uk

5.1.6	Policies and guidelines on pension arrangements for staff eg • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes.	There are currently two pension schemes available for Ayrshire College Employees: **Strathclyde Pension Fund -** Strathclyde Pension Fund offer services to employers who are members of the Local Government Pension Scheme as well as their employees, ex-employees and pensioners who are (or have been) paying into the scheme. http://www.spfo.org.uk/ **Scottish Teachers Superannuation Scheme** The Scottish Public Pensions Agency is an executive Agency of the Scottish Government. The Agency administers and regulates the NHS and teachers' pension schemes in Scotland, and other occupational pension schemes for which the Scottish Ministers are responsible. It also regulates the local government, police and fire pension schemes administered by Scottish local authorities. https://pensions.gov.scot/teachers/about-teachers-pensions/scottish-teachers-superannuation-scheme Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.7	Disciplinary procedures and policies eg • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.	This information can be found in the following documents using the links below: Ayrshire College - Staff Disciplinary Policy – policy currently under review Ayrshire College - Staff Grievance Policy – policy currently under review Ayrshire College - Staff Capability Policy – policy currently under review Ayrshire College - Dignity at Work Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.8	Grievance procedures and policies.	This information can be found in the following documents using the links below: Ayrshire College - Staff Disciplinary Policy – policy currently under review Ayrshire College - Staff Grievance Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.9	Race equality policies as required under the Race Relations amendment Act 2000.	Further information can be accessed from the Ayrshire College website or found in the following document using the link below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity Ayrshire College - Equality, Diversity and Inclusion Policy Information can also be requested by email to – foi@ayrshire.ac.uk

5.1.10	Equality and diversity policies, statements, procedures and guidelines.	Further information can be accessed from the Ayrshire College website or found in the following document using the link below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/equality-and-diversity Ayrshire College - Equality, Diversity and Inclusion Policy Ayrshire College - Gender Based Violence Staff Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.11	Information required for compliance with the Public Interest Disclosure Act.	This information can be found in the following documents using the links below: Ayrshire College - Raising Matters of Concern Whistleblowing Policy Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.12	Policies and procedures relating to the on-going development of staff • Induction arrangements. • Access to internal and external training opportunities	This information can be found in the following documents using the links below: Ayrshire College - Staff Learning and Development Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.1.13	Description of the facilities and services available to members of staff	This information can be requested by email to – foi@ayrshire.ac.uk
5.1.14	Employee relations structures and agreement reached with trade unions and professional organisations	This information can be requested by email to – foi@ayrshire.ac.uk

Physical Resources

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.2.1	Overview of the College's estate eg • Location, size, usage and condition of major buildings. • Details of listed buildings.	This information can be requested by email to – foi@ayrshire.ac.uk
5.2.2	Plans for major changes to the estate eg additions to/disposals of major components of estate.	This information can be requested by email to – foi@ayrshire.ac.uk
5.2.3	Summary information about buildings under construction.	This information can be requested by email to – foi@ayrshire.ac.uk

5.2.4	Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	This information can be requested by email to – foi@ayrshire.ac.uk
5.2.5	Performance indicators on major estates functions.	This information can be requested by email to – foi@ayrshire.ac.uk
5.2.6	The College's environmental policies, practices and overview of their impact • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation.	Information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Sustainability Strategy 2023-2025 Ayrshire College - Public Bodies Climate Change Duties 2022-2023 Ayrshire College - Public Bodies Climate Change Duties 2022 Ayrshire College - Public Bodies Climate Change Duties 2021 Ayrshire College - Public Bodies Climate Change Duties 2020 Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that the Climate change report is available via another organisation. Ayrshire College Climate Reports https://sustainablescotlandnetwork.org/reports/ayrshire-college Information can also be requested by email to – foi@ayrshire.ac.uk

Information resources (DA/GR)

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.3.1	The College's policy on the collection, maintenance and use of personal information about staff. • 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. • Arrangements for making subject access requests.	This information can accessed from the Ayrshire College website or found in documents using the links below: Ayrshire College - Privacy Notices https://www1.ayrshire.ac.uk/data-protection/ Ayrshire College - Data Protection Policy – policy currently under review Information can also be requested by email to – foi@ayrshire.ac.uk
5.3.2	Records management policy, including records retention schedule.	This information can be requested by email to – foi@ayrshire.ac.uk

5.3.3	Information governance/asset management policies and procedures.	This information can be requested by email to – foi@ayrshire.ac.uk
5.3.4	Knowledge management policies and procedures.	This information can be requested by email to – foi@ayrshire.ac.uk
5.3.5	List of statistical information published by Ayrshire College.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/ Information can also be requested by email to - foi@ayrshire.ac.uk

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

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

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
6.1.1	College's policies on major procurement exercises.	The College has access to the following : National Further and Higher Education Contracts Scottish Public Sector Contracts established by Procurement Scotland Crown Commercial Service Contracts Ayrshire College is a member of Advanced Procurement for Universities and Colleges (APUC) Ltd who works collaboratively with Colleges and Universities in setting up contracts on behalf of the Further and Higher Education Sectors in Scotland. Where the College requires to procure goods, services or works that are not covered by agreements set up by the above, the College complies with the following procedure: **Goods and Services** • Spend £0-£5,000 – 1 Quotation • Spend above £5,000 but below £35,000 – 3 Quotations • Spend above £35,000 - Competitive Tender via Public Contracts Scotland **Works** • Spend above £35,000 – Competitive Tender via Public Contracts Scotland This information can be accessed from the Ayrshire College website using the link below: https://www1.ayrshire.ac.uk/about-us/procurement Ayrshire College - Procurement Strategy & Action Plan – policy currently under review Information can also be found in the following document using the link below: Ayrshire College - Financial Regulations – policy currently under review Information can be requested by email to – foi@ayrshire.ac.uk Further information on public procurement is available at http://www.gov.scot/Topics/Government/Procurement

6.1.2	Procurement procedures: • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers.	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/procurement Ayrshire College - Procurement Strategy & Action Plan Information can be requested by email to – foi@ayrshire.ac.uk
6.1.3	Procurement contacts: • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing.	Tender opportunities are posted on the Public Contracts Scotland website at www.publiccontractsscotland.gov.uk **Procurement Advice for Suppliers and Contractors** Contact the Procurement Manager at Kilmarnock Campus – 0300 303 0303 Ext 8546 email: procurement@ayrshire.ac.uk **Procurement Advice for Staff** Contact the Procurement Manager at Kilmarnock Campus using internal contact numbers. Email procurement@ayrshire.ac.uk
6.1.4	Planned procurements: Summary information about the College's significant planned procurements (ie those subject to formal procurement processes) required by procurement legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in UK tender e-notification service.	Planned Procurements are posted on the Public Contracts Scotland website at www.publiccontractsscotland.gov.uk Information can also be requested by email to – foi@ayrshire.ac.uk
6.1.5	Tender documentation – procurement legislation prescribed documentation for significant procurements, which the College is required to publish in the UK e-notification service.	The Procurement Manager holds responsibility to publish relevant tender documentation in the EU Journal as outlined in the College Financial Regulations. Ayrshire College - Financial Regulations Information can also be requested by email to – foi@ayrshire.ac.uk
6.1.6	Supplier contracts: • Prescribed award notices of major contracts over procurement thresholds. • 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.	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. Information of Supplier Contracts can be found at: https://www.publiccontractsscotland.gov.uk/search/Search_MainPageAdv.aspx

6.1.7	Procurement information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015	This information can be accessed from the Ayrshire College website using the links below: https://www1.ayrshire.ac.uk/about-us/procurement/ https://www1.ayrshire.ac.uk/about-us/governance-and-reporting/ Information can also be requested by email to – foi@ayrshire.ac.uk
6.1.8	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. http://www.apuc-scot.ac.uk/#!/institution?inst=39 Information can also be requested by email to – foi@ayrshire.ac.uk
6.1.9	Procurement information published on the Public Contracts Scotland website	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. https://www.publiccontractsscotland.gov.uk/search/Search_MainPageAdv.aspx Information can also be requested by email to – foi@ayrshire.ac.uk

Class 7: How we are performing

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

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
7.1.1	Indicators used by the governing body and senior management to measure overall institutional performance.	This information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Performance Indicators 2022-23 Ayrshire College - Performance Indicators 2021-22 Ayrshire College - Performance Indicators 2020-21 Information can also be requested by email to – foi@ayrshire.ac.uk
7.1.2	Actual performance against performance indicators.	This information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Performance Indicators 2022-23 Ayrshire College - Performance Indicators 2021-22 Ayrshire College - Performance Indicators 2020-21 Information can also be requested by email to – foi@ayrshire.ac.uk
7.1.3	Environmental reports e.g. • 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. • Data or summaries of data derived from the monitoring of activities that affect or are likely to affect the Environment.	Information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Public Bodies Climate Change Duties 2022-2023 Ayrshire College - Public Bodies Climate Change Duties 2022 Ayrshire College - Public Bodies Climate Change Duties 2021 Ayrshire College - Public Bodies Climate Change Duties 2020 Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that the Climate change report is available via another organisation. Ayrshire College Climate Reports https://sustainablescotlandnetwork.org/reports/ayrshire-college Information can also be requested by email to – foi@ayrshire.ac.uk

7.1.4	Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	This Information can be accessed from the Ayrshire College website using the links below: Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Information can also be requested by email to – foi@ayrshire.ac.uk
7.1.5	Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	This Information can be accessed from the Ayrshire College website using the link below: Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College – Mainstreaming Equality 2021-2023 and Equality Outcomes 2021-2025 Report Ayrshire College - Mainstreaming Equality and Equality Outcomes 2021-2025 Progress Report Ayrshire College - Mainstreaming Equality 2019-2021 and Equality Outcomes 2021-2025 Report Information can also be requested by email to – foi@ayrshire.ac.uk

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 eg bookshop, museum or research journal.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
8.1.1	Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.

Class 9: Our open data

Open data made available by Ayrshire College as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
9.1.1	Open data publication plan	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.
9.1.2	Open data sets, metadata or links to where they are accessible	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.