

FREEDOM OF INFORMATION PUBLICATION SCHEME

Class	Name of Document/Description	Manner <i>i.e. paper, electronic, internet</i>	Fee
WHO WE ARE AND WHAT WE DO			
<i>Organisational information, structures, locations and contracts</i>			
	Instruments & Articles of Government	Paper/Electronic	£10 for paper copy Electronic copy free
	Mission statement	Paper/Electronic	
	Organisation chart / Who's Who	Paper/Electronic	
	Location details	Paper/Electronic	
WHAT WE SPEND AND HOW WE SPEND IT			
<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</i>			
	Financial regulations	Paper/Electronic	£10 for paper copy Electronic copy free
	Annual Financial Statements	Paper/Electronic	
	Annual Budgets (3 year financial forecasts)	Paper/Electronic	
	Capital programme	Paper/Electronic	
	Insurance guidelines	Paper/Electronic	
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING			
<i>Strategies and plans, performance indicator, audits, inspections and reviews</i>			
	Annual Report	Paper/Electronic	£10 for paper copy Electronic copy free
	Strategic Plan	Paper/Electronic	
	External review information including OFSTED Inspection and annual assessment report	Paper/Electronic	
	Quality Improvement Strategy	Paper/Electronic	
HOW WE MAKE DECISION			
<i>Decision making process and records of decisions</i>			
	Minutes of the meetings of: <ul style="list-style-type: none"> • Corporation Board and the following Corporation Sub-committees • Resources • Audit • Curriculum and quality • Search 	Paper/Electronic	£10 for paper copy Electronic copy free
	Terms of reference for the Corporation and its committees.	Paper/Electronic	
OUR POLICIES AND PROCEDURES			
<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>			
	Standing Orders of the Corporation	Paper/Electronic	£10 for paper copy Electronic copy free
	Code of Conduct for Governors	Paper/Electronic	
	Governance Policies: <ul style="list-style-type: none"> • Governor Training • Removal of a Governor 	Paper/Electronic	

	<ul style="list-style-type: none"> • Whistle blowing 		
	<p>College Policies</p> <ul style="list-style-type: none"> • Equality and Diversity • Race equality • Academic standards • Child protection • Customer care • Disability statement • Careers education and guidance • Teaching and learning policy • Student retention and achievement policy • Fees • Treasury management • Risk management 	Paper/Electronic	£10 for paper copy Electronic copy free
	<p>Procedures relating to Student Services:</p> <ul style="list-style-type: none"> • College charter • Student induction procedure • Student disciplinary procedures • Learner support fund • Personal counselling support • Student Union • Complaints procedure • Code of conduct • Substance misuse and abuse policy 	Paper/Electronic	£10 for paper copy Electronic copy free
	<p>Procedures/policies relating to Human Resources:</p> <ul style="list-style-type: none"> • Generic terms and conditions of employment • Absence from work reporting • Adoption policy • Bad weather policy • Below standard performance • Car allowance scheme • Code of conduct for staff • Equal opportunities policy • Flexible working • Grievance procedure • Harassment policy • Health and safety policy • Internet usage and security policy • Leave of absence policy • Long term sickness policy • Maternity policy • Parental leave policy • Payroll procedures • Retirement policy (for employees) 	Paper/Electronic	£10 for paper copy Electronic copy free

	reaching the age of 65) <ul style="list-style-type: none"> • Security policy • Short term sickness absence policy • Sick leave and pay policy • Staff development policy • Staff probationary policy • Standards of business conduct • Time of in lieu policy • Fire evacuation policy • Staff vacancies 		
LISTS AND REGISTERS			
	Declaration of interests	Paper	£10 for paper copy Electronic copy free
	Asset Register	Paper/Electronic	
THE SERVICES WE OFFER <i>Information about the services we offer, including leaflets, guidance and newsletters.</i>			
	Full time and part-time guide	Paper/Electronic	£10 for paper copy Electronic copy free
	Course information sheets	Paper/Electronic	
	What the papers say	Paper/Electronic	