

FREEDOM OF INFORMATION ACT 2000
The College of West Anglia - Model Publication Scheme
2009

1 Who we are and what we do

This category includes organisational information: Structures, locations, contacts

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
1.1 Legal Framework	Further and Higher Education Act 1992	Clerk	✓	✓
	Instrument and Articles of Government 1 January 2008	Clerk	✓	✓
	Instrument and Articles of Government Amendment Order 1 April 2008	Clerk	X	✓
	Incorporation and Merger	Principal/Clerk	X	✓
1.2 How the College is organised	Management/organisation structure	Head of Human Resources	X	✓
	Board and Committee structure	Clerk	✓	✓
	Board and Committee Terms of Reference	Clerk	✓	✓
1.3 Information relating to organisations College works in partnership with and any companies wholly owned by it	Engages with: LSC, County, Borough and District Councils, Employers, Local Schools, Anglia Ruskin University, other trainers, government agencies and the community	Principal	X	✓
	Companies wholly owned by the College	Head of Finance	X	✓

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1.4 Locations and contact details	College campuses	Head of Student Services and Marketing	✓	✓
1.5 Student activities	Operation and activities of the SU	Head of Student Services and Marketing	X	✓
	Other clubs, associations, activities	Head of Student Services and Marketing	X	✓

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2 What we spend and how we spend it

This category includes: income and expenditure, procurement, contracts and financial audit

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
2.1 Funding/income	Published Accounts	Executive Director of Finance	X	✓
2.2 Budgetary and account information	Published Accounts	Executive Director of Finance	X	✓
	Minutes of Finance and General Purposes Committee	Clerk	✓	✓
2.3 Financial Audit Reports	Exempt confidential information	Executive Director of Finance	X	X
2.4 Capital Programme	"Big Build" published Progress Reports and media releases	Director of Capital/Educational Developments	X	✓
2.5 Financial Regulations and procedures	Governance and Financial Management Regulations	Clerk	✓	✓
2.6 Staff pay and grading structures	Pay scales	Head of Human Resources	X	✓

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2.7 Register of suppliers	Exempt confidential information	Head of Finance	X	X
2.8 Procurement and tender Procedures	Procedures for acquisition of goods and services Contracts available for public tender/contracts awarded	Head of Finance	X	✓
		Head of Finance	X	✓

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3 What our priorities are and how we are doing

This category includes: Strategies and plans, performance indicators, audit, inspections and reviews

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
3.1 Annual Report	Members' Report and Accounts	Executive Director of Finance	X	✓
3.2 Corporate and Business Plans	Strategic Plan Corporate Goals	Principal Principal	X X	✓ ✓
3.3 Teaching and Learning strategy	Under development	Executive Director, Curriculum and Learning	X	X
3.4 Academic Quality and standards	Quality Strategy (under development)	Head of Organisational Development and Quality	X	X
	Quality Procedures	Head of Organisational Development and Quality	X	✓
	Minutes of Performance Review and Quality Committee	Clerk	✓	✓
3.5 External review information	BSI/QAA reports	Head of Organisational Development and Quality	X	✓
	Ofsted reports	Principal	✓	✓

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3.6 Corporate relations	Strategic Plan/Corporate Goals Development of learner programmes	Principal Executive Director, Curriculum and Learning	X	✓
3.7 Government and regulatory reports	See 3.5	Head of Organisational Development and Quality	-	-

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How we make decisions

This category includes: decision-making processes and records of decisions

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
4.1 Corporation Minutes	Governing Body Corporation Committees Liaison Groups Working Groups	Clerk Clerk Clerk Clerk	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
4.2 Teaching and learning committee Minutes	Corporation Board Minutes Performance Review and Quality Committee Minutes	Clerk Clerk	✓ ✓	✓ ✓
4.3 Minutes of Staff/student consultation meetings	Minutes of Student Reps' Meetings	Head of Student Services and Marketing	X	✓
4.4 Appointment procedures	Recruitment and selection procedures	Head of Human Resources	X	✓

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5 Our Policies and procedures

This category includes: protocols, policies and procedures for delivery of College services

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
5.1 Policies and procedures for conducting College business	Memoranda of understanding Governance and Financial Management	Head of Finance	X	✓
	Regulations	Clerk	✓	✓
	Procedures for requests for Information	Principal	✓	✓
5.2 Procedures and policies relating to academic services	Assessment – Internal Verification (including appeal procedure)	Head of Organisational Development and Quality	X	✓
	Assessment – External Verification (including appeal procedure)	HoOD&Q	X	✓
	Assessment Malpractice Policy	HoOD&Q	X	✓
	Quality Handbook	HoOD&Q	X	✓
5.3 Procedures and policies relating to student services	Student Application and Enrolment	Head of Student Services and Marketing	X	✓
	Plaxtole House Residential Provision	Head of Foundation and Skills for Life	X	✓
	Complaints Procedure and appeals	Head of Organisational Development and Quality	X	✓
	Student Disciplinary Code	Executive Director Customer Services and		

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	Quality Handbook	Cambridgeshire HoOD&Q	X X	✓ ✓
5.4 Procedures and policies relating to human resources	HR policies and procedures (Including: Generic terms and conditions of Employment, Collective bargaining, Grievance, Discipline, Harassment and bullying, Public interest disclosure) Quality Handbook	Head of Human Resources	X	✓
		Head of Organisational Development and Quality	X	✓
5.5 Procedures and policies relating to recruitment	Recruitment Policy (Including:CRB, Data Protection Disclosure of Criminal Convictions)	Head of Human Resources	X	✓
5.6 Code of Conduct for governing body	Governance and Financial Management Regulations	Clerk	✓	✓
5.7 Equality and Diversity	Policies Statements Procedures and guidelines relating to equal opportunities	Executive Director,	X	✓
		Customer Services and Cambridgeshire	X	✓
			X	✓
5.8 Health and Safety	Policies Procedures	Head of Human Resources	X	✓
		Health and Safety Officer	X	✓
5.9 Estate Management	Disposals policy Estates strategy and plan Facilities management Grounds and building maintenance	Head of Finance	X	✓
		Head of Property Services	X	✓
		Head of Property Services	X	✓
		Head of Property Services	X	✓

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5.10 Complaints policies and procedures	Complaints Policy Whistle-blowing policy	Head of Organisational Development and Quality Principal	✓ ✓	✓ ✓
5.11 Records Management and personal data policies	Freedom of Information – Publication Scheme Information security Data protection/sharing policies (under development)	Principal Head of IT Services Principal	✓ X X	✓ ✓ X
5.12 Charging regimes and policies	Fees Policy Charges for information routinely published Course Prospectuses	Executive Director, Customer Services and Cambridgeshire Principal Head of Student Services and Marketing	X ✓ ✓	✓ ✓ free

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6 Lists and Registers (current information only)

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
6.1 Information legally required to be held in publicly available registers	Register of Members (Governing Body) Register of Interests	Clerk Clerk	X X	n/a n/a
6.2 Asset registers	Land and buildings, plant, equipment and vehicles	Head of Finance	X	✓
6.3 Disclosure logs	Disclosure logs	Principal	X	✓

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7 The Services we offer

This category includes: information not provided elsewhere in other categories

Category	Description	Responsible Officer	Access Arrangements	
			Internet (No charge)	Paper (Charge £25)
7.1 Other services offered	Prospectus and course content	Head of Student Services and Marketing	✓	
	Health Advice	Head of Human Resources	✓	
	Careers Advice	Head of Student Services and Marketing	✓	
	Chaplaincy services	Head of Student Services and Marketing	✓	
	Sports and recreational facilities	Head of Faculty	✓	
	Library/resource centre	Head of Learning Resource Centre	✓	
	Advice and guidance	Head of Student Services and Marketing	✓	
Media releases	Head of Student Services and Marketing	X	✓	