

FREEDOM OF INFORMATION ACT 2000
The College of West Anglia - Publication Scheme
2011

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)	Paper Charge (other)
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 Modification Order 1 April 2010	Clerk	✓	✓	
	Incorporation and Merger	Principal/Clerk	X	✓	
1.2 How the College is organised	Management/organisation structure	Head of Human Resources	X	✓	
	List of Board members	Clerk	✓	✓	
	Board and Committee Terms of Reference & structure (contained in Governance & Financial Management Regulations)	Clerk	✓	✓	

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Category	Description	Responsible Officer	Access Arrangements		
			Internet (No charge)	Paper (Charge £25)	Paper Charge (other)
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 Companies wholly owned by the College	Principal Head of Finance	X X	✓ ✓	
1.4 Locations and contact details	College campuses	Head of Student Services and Marketing	✓	✓	
1.5 Student activities	Operation and activities of the SU Other clubs, associations, activities	Head of Student Services and Marketing Head of Student Services and Marketing	X 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)	Paper Charge (other)
2.1 Funding/income	Members' Report and Published Accounts	Executive Director of Finance	✓	✓	
2.2 Budgetary and account information	Members' Report and Published Accounts	Executive Director of Finance	✓	✓	
	Minutes of Finance and General Purposes Committee	Clerk	✓	✓	
2.3 Financial Audit Reports	Annual Financial Statements and Regularity Report (contained in Members' Report and Published Accounts)	Executive Director of Finance	✓	✓	
2.4 Capital Programme	News Items	Head of Student Services/Marketing	✓	✓	
	Property Strategy (non-confidential items)	Director of Resources	X	✓	

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Category	Description	Responsible Officer	Access Arrangements		
			Internet (No charge)	Paper (Charge £25)	Paper Charge (other)
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	✓	
2.7 Register of suppliers	List of Suppliers	Head of Finance	X	X	✓ (£150)
2.8 Procurement and tender Procedures	Procedures for acquisition of goods and services	Head of Finance	X	✓	
	Contracts available for public tender/contracts awarded	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)	Paper Charge (other)
3.1 Annual Report	Members' Report and Published Accounts	Executive Director of Finance	✓	✓	
3.2 Corporate and Business Plans	Strategic Plan Priority Objectives	Principal Principal	X X	✓ ✓	
3.3 Teaching and Learning strategy	Strategic Plan (Curriculum section)	Executive Director, Curriculum and Learning	X	✓	
3.4 Academic Quality and standards	Strategic Plan (Quality section)	Head of Organisational Development and Quality	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 (also Ofsted website)	Principal	✓	✓	

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Category	Description	Responsible Officer	Access Arrangements		
			Internet (No charge)	Paper (Charge £25)	Paper Charge (other)
3.6 Corporate relations	Strategic Plan/Priority Objectives Development of learner programmes	Principal Executive Director, Curriculum and Learning	X	✓	
			X	✓	
3.7 Government and regulatory reports	See 3.5	Head of Organisational Development and Quality	-	-	

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4 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)	Paper Charge (other)
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)	Paper Charge (other)
5.1 Policies and procedures for conducting College business	Subsidiary Company Memoranda of understanding	Head of Finance	X	✓	
	Governance and Financial Management Regulations	Clerk	✓	✓	
	Procedures for requests for Information	Principal	✓	✓	
5.2 Procedures and policies relating to academic services	Assessment – Internal Verification (including appeal procedure)	HoOD&Q	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	HoOD&Q	X	✓	
	Student Disciplinary Code	Executive Director, Partnerships	X	✓	
	Quality Handbook	HoOD&Q	X	✓	

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Category	Description	Responsible Officer	Access Arrangements		
			Internet (No charge)	Paper (Charge £25)	Paper Charge (other)
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)	Head of Human Resources	X	✓	
	Quality Handbook	HoOD&Q	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	Executive Director, Partnerships	X	✓	
	Statements		X	✓	
	Procedures and guidelines relating to equal opportunities		X	✓	
5.8 Health and Safety	Policies	Head of Human Resources	X	✓	
	Procedures	Health and Safety Officer	X	✓	

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Category	Description	Responsible Officer	Access Arrangements		
			Internet (No charge)	Paper (Charge £25)	Paper Charge (other)
5.9 Estate Management	Disposals policy Property Strategy (non-confidential items) Facilities management Grounds and building maintenance	Head of Finance Director of Resources Head of Property Services Head of Property Services	X X X X	✓ ✓ ✓ ✓	
5.10 Complaints policies and procedures	Complaints Policy Whistle-blowing policy	Head of Organisational Development and Quality Head of HR	✓ X	✓ ✓	
5.11 Records Management and personal data policies	Freedom of Information – Publication Scheme Data protection/sharing policies (under development)	Principal Executive Director, Finance and Information	✓ X	✓ X	
5.12 Charging regimes and policies	Fees Policy Charges for information routinely published Course Prospectuses	Executive Director, Partnerships 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)	Paper Charge (other)
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, major 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)	Paper Charge (other)
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	✓	