

Freedom of Information Publication Scheme

| Category | Description | Responsible Officer | Access Arrangements | | |
|--|--|--|-------------------------|----------------|------------------|
| | | | Internet (no charge) | Paper (£25) | Paper (other) |
| 1 Who we are and what we do | <i>This category includes organisational information, structures, locations and contacts</i> | | | | |
| 1.1 Legal Framework | CWA Instrument and Articles of Government | Head of Governance | ✓ | ✓ | |
| | Incorporation and Merger | Principal/Head of Governance | ✓ | ✓ | |
| 1.2 How the College is organised | Management/organisation structure | Head of Human Resources | ✓ | ✓ | |
| | List of Board members | Head of Governance | ✓ | ✓ | |
| | Board and Committee Terms of Reference & structure (contained in Standing Orders) | Head of Governance | ✓ | ✓ | |
| 1.3 Gender pay gap reporting | Current gender pay gap | Head of Human Resources | ✓ | ✓ | |
| 1.4 Lists of and information relating to organisations the College works in partnership with and any companies wholly or partially owned by it | Engages with: ESFA, 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 | ✓ | ✓ | |
| 1.5 Locations and contact details | College campuses | Assistant Principal - Student Services | ✓ | ✓ | |
| 1.6 Student activities | Operation and activities of the Student Union | Head of Learner Experience | ✓ | ✓ | |
| | Other clubs, associations, activities | Head of Learner Experience | ✓ | ✓ | |

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| 2 What we spend and how we spend it | <i>This category includes: income and expenditure, procurement, contracts and financial audit</i> | | | | |
| 2.1 Funding/income | Members' Report and Published Accounts | Vice Principal - Corporate Services | ✓ | ✓ | |
| 2.2 Budgetary and account information | Members' Report and Published Accounts | Vice Principal - Corporate Services | ✓ | ✓ | |
| | Minutes of Finance and General Purposes Committee | Head of Governance | ✓ | ✓ | |
| 2.3 Financial Audit Reports | Annual Financial Statements and Regularity Report (contained in Members' Report and Published Accounts) | Vice Principal - Corporate Services | ✓ | ✓ | |
| 2.4 Capital Programme | News Items | Assistant Principal - Student Services | ✓ | ✓ | |
| | Property Strategy (non-confidential items) | Vice Principal - Corporate Services | x | ✓ | |
| 2.5 Financial regulations and procedures | Financial Regulations | Vice Principal - Corporate Services | ✓ | ✓ | |
| 2.6 Staff pay, grading structures, allowances, expenses and pay policy | Pay scales Staff Handbook | Head of Human Resources | x | ✓ | |

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| 2.7 Governors' allowances | Allowances or expenses that can be claimed or incurred and paid to individual governors | Head of Governance | x | ✓ | |
| 2.8 Staff allowances | Allowances or expenses that can be claimed or incurred and paid to staff | Vice Principal – Corporate Services | x | ✓ | |
| 2.9 Register of suppliers | List of Suppliers | Head of Finance | ✓ | | ✓ |
| 2.10 Procurement and tender procedures and the associated reports and contracts | Procedures for acquisition of goods and services | Head of Finance | x | ✓ | |
| | Contracts available for public tender/contracts awarded | Head of Finance | x | ✓ | |
| 2.11 Trades union facility time | Included in Members' Report and Published Accounts | Vice Principal - Corporate Services | ✓ | ✓ | |

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| 3 What our priorities are and how we are doing | <i>This category includes: Strategies and plans, performance indicators, audits, inspections and reviews</i> | | | | |
| 3.1 Annual Report | Members' Report and Published Accounts | Vice Principal - Corporate Services | ✓ | ✓ | |
| 3.2 Corporate and Business Plans | Strategic Plan | Principal | ✓ | ✓ | |
| | Strategic Ambitions | Principal | ✓ | ✓ | |
| 3.3 Teaching and Learning strategy | Strategic Plan | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| 3.4 Academic Quality and standards | Strategic Plan | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Quality Procedures | Deputy CEO/Vice Principal – Curriculum and Quality | ✓ | ✓ | |
| | Minutes of Performance Review and Quality Committee | Head of Governance | ✓ | ✓ | |
| 3.5 External review information | QAA reports (link to QAA website) | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Ofsted reports (also Ofsted website) | Principal | ✓ | ✓ | |
| 3.6 Corporate relations | Strategic Plan/ Strategic Ambitions | Principal | x | ✓ | |

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| | Development of learner programmes | Deputy CEO/Vice Principal - Curriculum and Quality | x | ✓ | |
| 3.7 Government and regulatory reports | See 3.5 | Deputy CEO/Vice Principal - Curriculum and Quality | See 3.5 | See 3.5 | |
| 3.8 Self-Assessment report | College Self-Assessment Executive Summary | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| 3.9 Impact assessments | Data protection, health and safety, equality etc | Vice Principal - Corporate Services | x | ✓ | |

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| | | | Internet (no charge) | Paper (£25) | Paper (other) |
| 4 How we make decisions | <i>This category includes: decision-making processes and records of decisions</i> | | | | |
| 4.1 Corporation Minutes | Governing Body | Head of Governance | ✓ | ✓ | |
| | Corporation Committees | Head of Governance | ✓ | ✓ | |
| | Strategic Liaison Groups | Head of Governance | x | ✓ | |
| | Working Groups | Head of Governance | x | ✓ | |
| 4.2 Teaching and Learning Committee minutes | Corporation Board Minutes | Head of Governance | ✓ | ✓ | |
| | Performance Review and Quality Committee Minutes | Head of Governance | ✓ | ✓ | |
| 4.3 Minutes of staff/student consultation meetings | Minutes of Student Reps' Meetings | Head of Learner Experience | ✓ | ✓ | |
| 4.4 Appointment procedures | Recruitment and selection procedures | Head of Human Resources | ✓ | ✓ | |

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| 5 Our Policies and procedures (current information only) | <i>This category includes: protocols, policies and procedures for delivery of College services</i> | | | | |
| 5.1 Policies and procedures for conducting College business | Subsidiary Company Memoranda of Understanding | Head of Finance | ✓ | ✓ | |
| | Financial Standing Orders | Vice Principal – Corporate Services Head of Governance | ✓ | ✓ | |
| | Guide to the Freedom of Information Publication Scheme | Principal | ✓ | ✓ | |
| 5.2 Procedures and policies relating to academic services | Assessment – Internal Verification (including appeal procedure) | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Assessment – External Verification (including appeal procedure) | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Assessment Malpractice Policy | Deputy CEO/Vice Principal – Curriculum and Quality | ✓ | ✓ | |
| | Quality Handbook | Deputy CEO/Vice Principal - Curriculum and Quality | x | ✓ | |
| 5.3 Procedures and policies relating to student services | Student Application and Enrolment | Assistant Principal - Student Services | x | ✓ | |

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| | | | Internet (no charge) | Paper (£25) | Paper (other) |
| | Complaints Procedure and appeals | Deputy CEO/Vice Principal – Curriculum and Quality | x | ✓ | |
| | Student Disciplinary Code | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Quality Handbook | Deputy CEO/Vice Principal – Curriculum and Quality | 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) | Head of Human Resources | ✓ | ✓ | |
| | Quality Handbook | Deputy CEO/Vice Principal - Curriculum 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 | ✓ | ✓ | |
| 5.6 Code of Conduct for governing body | Standing Orders | Head of Governance | ✓ | ✓ | |
| 5.7 Equality and Diversity | Policies, statements, procedures and guidelines relating to equal opportunities | Head of Human Resources/Head of Learner Experience | ✓ | ✓ | |
| 5.8 Health and Safety | Policies and procedures | Health and Safety Officer | ✓ | ✓ | |

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| 5.9 Estate Management | Disposals policy | Head of Finance | ✓ | ✓ | |
| | Property Strategy (non-confidential items) | Vice Principal - Corporate Services | x | ✓ | |
| | Facilities management | Head of Property Services | x | ✓ | |
| | Grounds and building maintenance | Head of Property Services | x | ✓ | |
| 5.10 Complaints policies and procedures | Complaints Policy | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | ✓ | |
| | Whistle-blowing policy | Head of Governance | ✓ | ✓ | |
| 5.11 Records Management and Personal Data policies | Freedom of Information Publication Scheme | Head of Governance | ✓ | ✓ | |
| | Data Protection Statement | Head of Governance | ✓ | ✓ | |
| 5.12 Charging regimes and policies | Fees Policy | Assistant Principal - Student Services | x | ✓ | |
| | Course Prospectuses | Marketing Manager | ✓ | | ✓ (free) |

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| 6 Lists and registers (current information only) | | | | | |
| 6.1 Information legally required to be held in publicly available registers | Register of Members (Governing Body) Register of Interests Senior staff gifts and hospitality declarations | Head of Governance | x | ✓ | |
| 6.2 Asset registers | Land and buildings, plant, major equipment and vehicles | Head of Finance | x | ✓ | |
| 6.3 Disclosure logs | Disclosure logs | Vice Principal – Corporate Services | ✓ | ✓ | |
| 6.4 CCTV | Locations of overt CCTV cameras by postcode and building | Head of Property Services | x | x | |

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| 7 The Services we offer | <i>This category includes: information not provided elsewhere in other categories</i> | | | | |
| 7.1 Other services offered | Prospectus and course content | Assistant Principal - Student Services | ✓ | | ✓ (free) |
| | Student Health Advice | Assistant Principal - Student Services | ✓ | x | |
| | Careers Advice | Assistant Principal - Student Services | ✓ | x | |
| | Sports and recreational facilities | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | x | |
| | Library/resource centre | Deputy CEO/Vice Principal - Curriculum and Quality | ✓ | x | |
| | Advice and guidance (including welfare, counselling services, grants and bursaries information) | Assistant Principal - Student Services | ✓ | x | |
| | Media releases | Marketing Manager | ✓ | ✓ | |
| | Conference facilities | Head of Property Services | ✓ | x | |