

FREEDOM OF INFORMATION ACT 2000
The College of West Anglia - Publication Scheme
2016

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	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	✓	✓	
1.3 Lists of and information relating to organisations the College works in partnership with and any companies wholly or partially owned by it	Engages with: SFA/EFA, 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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			Internet (no charge)	Paper (£25)	Paper (other)
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	Executive Director Finance and Resources	✓	✓	
2.2 Budgetary and account information	Members' Report and Published Accounts	Executive Director Finance and Resources	✓	✓	
	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 Finance and Resources	✓	✓	
2.4 Capital Programme	News Items	Head of Student Services & Marketing	✓	✓	
	Property Strategy (non-confidential items)	Executive Director Finance and Resources	X	✓	
2.5 Financial regulations and procedures	Governance and Financial Management Regulations	Clerk	✓	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
2.6 Staff pay,grading structures, allowances, expenses and pay policy	Pay scales Staff Handbook	Head of Human Resources	X	✓	
2.7 Governors' allowances	Allowances or expenses that can be claimed or incurred and paid to individual governors	Clerk	X	✓	
2.8 Register of suppliers	List of Suppliers	Head of Finance	X		✓ (£150)
2.9 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	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
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	Executive Director Finance and Resources	✓	✓	
3.2 Corporate and Business Plans	Strategic Plan Strategic Ambitions	Principal Principal	X X	✓ ✓	
3.3 Teaching and Learning strategy	Strategic Plan	Executive Director, Curriculum and Learning	X	✓	
3.4 Academic Quality and standards	Strategic Plan	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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			Internet (no charge)	Paper (£25)	Paper (other)
3.6 Corporate relations	Strategic Plan/ Strategic Ambitions	Principal	X	✓	
	Development of learner programmes	Executive Director, Curriculum and Learning	X	✓	
3.7 Government and regulatory reports	See 3.5	Head of Organisational Development and Quality	See 3.5	See 3.5	
3.8 Self-Assessment report	College Self-Assessment Executive Summary	Head of Organisational Development and Quality	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	Clerk	✓	✓	
	Corporation Committees	Clerk	✓	✓	
	Strategic Liaison Groups	Clerk	X	✓	
	Working Groups	Clerk	X	✓	
4.2 Teaching and Learning Committee minutes	Corporation Board Minutes	Clerk	✓	✓	
	Performance Review and Quality Committee Minutes	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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			Internet (no charge)	Paper (£25)	Paper (other)
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	X	✓	
	Governance and Financial Management Regulations	Clerk	✓	✓	
	Guide to the Freedom of Information Publication Scheme	Principal	✓	✓	
5.2 Procedures and policies relating to academic services	Assessment – Internal Verification (including appeal procedure)	Head of Organisational Development & Quality	X	✓	
	Assessment – External Verification (including appeal procedure)	Head of Organisational Development & Quality	X	✓	
	Assessment Malpractice Policy	Head of Organisational Development & Quality	X	✓	
	Quality Handbook	Head of Organisational Development & Quality	X	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
5.3 Procedures and policies relating to student services	Student Application and Enrolment	Head of Student Services and Marketing	X	✓	
	Complaints Procedure and appeals	Head of Organisational Development & Quality	X	✓	
	Student Disciplinary Code	Executive Director, Partnerships	X	✓	
	Quality Handbook	Head of Organisational Development & 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	X	✓	
	Quality Handbook	Head of Organisational Development & 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	✓	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
5.7 Equality and Diversity	Policies, statements, procedures and guidelines relating to equal opportunities	Executive Director, Partnerships	X	✓	
5.8 Health and Safety	Policies and procedures	Head of Human Resources	X	✓	
5.9 Estate Management	Disposals policy	Head of Finance	X	✓	
	Property Strategy (non-confidential items)	Executive Director Finance and Resources	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	Head of Organisational Development and Quality	✓	✓	
	Whistle-blowing policy	Clerk	✓	✓	
5.11 Records Management and Personal Data policies	Freedom of Information Publication Scheme	Principal	✓	✓	
	Data Protection Statement	Executive Director, Finance and Resources	✓	✓	
5.12 Charging regimes and policies	Fees Policy Charges for information routinely published	Executive Director, Partnerships	X	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
	Course Prospectuses	Head of Student Services and Marketing	✓		✓ (free)
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	Clerk	X	✓	
6.2 Asset registers	Land and buildings, plant, major equipment and vehicles	Head of Finance	X	✓	
6.3 Disclosure logs	Disclosure logs	Principal	X	✓	
6.4 CCTV	Locations of overt CCTV cameras by postcode and building	Head of Property Services	X	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
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	Head of Student Services and Marketing	✓		✓ (free)
	Health Advice	Head of Human Resources	✓	X	
	Careers Advice	Head of Student Services and Marketing	✓	X	
	Chaplaincy services	Head of Student Services and Marketing	✓	X	
	Sports and recreational facilities	Head of Faculty	✓	X	
	Library/resource centre	Head of Learning Resource Centre	✓	X	
	Advice and guidance (including welfare, counselling services, grants and bursaries information)	Head of Student Services and Marketing	✓	X	
	Media releases	Head of Student Services and Marketing	✓	✓	

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			Internet (no charge)	Paper (£25)	Paper (other)
	Conference facilities	Head of Student Services and Marketing	✓	X	