

Policy/Procedure title	Freedom Of Information		
Review Cycle *Please specify	3 years	Responsible Department	Corporate Services
Procedure Owner *overall responsibility	Head of Governance		
Responsible Person (if different to above) *responsibility for communicating changes and staff training where appropriate			
Types of provision this procedure applies to: (delete as appropriate)	14-16 Study Programmes 19+ Apprenticeships Higher Education		
Revision Record			
Rev. No.	Date of Issue	Details and purpose of Revision:	
1	Feb 2023	Review	
2	April 2024	Changes made to include OU compliance feedback	

Equality Impact Assessment

Whenever a policy is reviewed or changed, it's impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date	Action and Monitoring:
April 2024	No Actions Required HP

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Introduction

The College of West Anglia is committed to making as much information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

2 Freedom of Information Act 2000

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000 (FoIA).

The College of West Anglia has adopted the Model Publication Scheme prepared by the Information Commissioner's Office (ICO) and the most recent definition document provided by the ICO for colleges of further education (August 2013). The definition document provides examples of the kinds of information that the ICO expects colleges to provide in order to meet their commitments under the FOIA. Routine publication is not expected where:

- Colleges do not hold the information.
- The information is exempt under one of the FoIA exemptions or Environmental Information Regulations 2004 (EIRs) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided either by the college or on its behalf. In these circumstances, the college must provide a direct link to that information.
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release.

The College of West Anglia's Publication Scheme, which identifies documents that are available on the website and those that are only available in hard copy, can be accessed from its website:

<https://cwa.ac.uk/about/governance/policies-and-statements>

3 Information to be made available by the College

Specific information that colleges routinely publish fall under the following seven categories:

3.1 Who we are and what we do

Organisational information, structures, locations, and contacts:

- Legal framework, Instrument and Articles of Government
- Organisational Structure

- Gender Pay Gap Reporting
- Lists of and information relating to organisations the College works in partnership with and companies the College owns
- Location and contact details
- Student activities

3.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit:

- Funding and income
- Budgetary and account information
- Expenditure
- Financial audit reports
- Financial regulations and procedures
- Staff pay and grading structures
- Staff allowances and expenses
- Governors' allowances
- Register of suppliers
- Procurement and tender procedures and reports, and contracts
- Trades union facility time reporting

3.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections, and reviews:

- Annual report
- Self-assessment report
- Corporate and business plans
- Teaching and learning strategy
- Academic quality and standards
- Most recent Ofsted, Estyn or Education and Training Inspectorate inspection report
- Exam and assessment results
- Performance tables
- Data protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant
- Quality assurance procedures

- External review information
- Corporate relations
- Government and regulatory reports

3.4 How we make decisions

Decision making processes and records of decisions:

- Minutes, agendas, and papers from the governing body, academic boards, steering groups, and committees.

3.5 College policies and procedures

Current written protocols for delivering our functions and responsibilities:

- Policies and procedures for conducting college business
- Procedures and policies relating to academic services
- Procedures and policies relating to student services
- College policies and other documents
- Procedures and policies relating to human resources
- Pay policy
- Code of Conduct for members of governing bodies
- Health and safety
- Estate management
- Complaints policies and procedures
- Records management, personal data, and access to information policies
- Charging regimes and policies

3.6 Lists and registers

Information contained in currently maintained lists and registers:

- Any information you are currently legally required to hold in publicly available registers
- Asset registers
- Information asset register
- CCTV
- Any register of interests you keep
- Senior staff declaration of interests
- Register of gifts and hospitality provided to senior staff

3.7 The services we offer

Information about the services the College offers:

- Prospectus and course content
- Services for outside bodies
- Health, including medical services
- Welfare and counselling services
- Funding, such as grants and bursaries, available to students from the college
- Careers advice and careers programme information
- Chaplaincy services and multi-faith provision
- Services for which you are entitled to recover a fee together with those fees
- Sports and recreational facilities
- Facilities relating to music, art, and other cultural activities
- Libraries, special collections, and archives

4 How to obtain information

- Via the College website – <https://cwa.ac.uk/about/governance/policies-and-statements>
- By e-mail to – FOI@cwa.ac.uk
- In writing to:
The Freedom on Information Officer
The College of West Anglia
Tennyson Avenue
King's Lynn
Norfolk PE30 2QW

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

or via the internet at www.ico.gov.uk

5 Routinely published documents

Appended to the guide is a list of documents routinely published by the College, of West Anglia categorised in accordance with the ICO's model.

6 Accessible information

If you require information in a particular format, such as large text, or in translation or if you require assistance with reading, please contact the College (on 01553 815361) for assistance.

7 Charges for information

Documents available via the College website are free of charge. The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be identified in the detailed Scheme. For items not routinely available we will calculate direct labour costs based on the time spent researching and collecting the information which will be charged at a flat rate of £25 per hour. There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450, but we may be able to indicate what information could be provided within this cost ceiling.

8 Response times to requests for information

- The College will acknowledge requests for information on receipt.
- Direct access to many documents is provided via the College website.
- If information has to be posted it will be sent promptly and within 20 working days of receipt of any applicable charge.
- If information has to be viewed at college premises, the individual making the request will be contacted within five working days to make a convenient appointment.

9 Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with within the parameters of the College's Complaints Procedure which can be viewed at any of the College campuses or made available on request.

Complaints, in writing, should be made to the Principal/CEO at the address above or e-mailed to david.pomfret@cwa.ac.uk. The complaint will be acknowledged within 15 working days, naming the investigating manager and noting the appeals procedure.

10 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	✓	✓	

Category	Description	Responsible Officer	Access Arrangements		
			Internet (no charge)	Paper (£25)	Paper (other)
	Other clubs, associations, activities	Head of Learner Experience	✓	✓	
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	✓	
2.7 Governors' allowances	Allowances or expenses that can be claimed or incurred and paid to individual governors	Head of Governance	x	✓	

Category	Description	Responsible Officer	Access Arrangements		
			Internet (no charge)	Paper (£25)	Paper (other)
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	✓	✓	

Category	Description	Responsible Officer	Access Arrangements		
			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	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	✓	
	Development of learner programmes	Deputy CEO/Vice Principal - Curriculum and Quality	x	✓	

Category	Description	Responsible Officer	Access Arrangements		
			Internet (no charge)	Paper (£25)	Paper (other)
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	✓	
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	✓	✓	

Category	Description	Responsible Officer	Access Arrangements		
			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	✓	✓	
	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	✓	
	Complaints Procedure and appeals	Deputy CEO/Vice Principal – Curriculum and Quality	x	✓	

Category	Description	Responsible Officer	Access Arrangements		
			Internet (no charge)	Paper (£25)	Paper (other)
	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	✓	✓	
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	✓	

Category	Description	Responsible Officer	Access Arrangements		
			Internet (no charge)	Paper (£25)	Paper (other)
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)
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	

Category	Description	Responsible Officer	Access Arrangements		
			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	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	