



Warrington Collegiate

QUALITY ASSURANCE

PUBLICATIONS SCHEME [FREEDOM OF INFORMATION] – Policy Ref: CA/9/1

This Procedure relates to the above policy.

1 General Principles

- 1.1 The College recognises that it has a statutory obligation under the Freedom of Information Act 2000 to promote open access to information held by the College in carrying out its business activities.
- 1.2 The College will adhere to a Publication Scheme which will enable the direct download of publications and documents from its website or where necessary give direct contact details for information requests other than by download.
- 1.3 If the College cannot supply requested information an explanation will be given.
- 1.4 Information that is generally exempt from release:

Exemptions include:
 - Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.
 - Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.
 - Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
 - Investigations and proceedings. If an investigation is ongoing it is unlikely that we will be able to let you have information until all proceedings are finalised.
 - Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.
 - Information that the Principal of the College decides is not in the public interest to disclose.
- 1.5 Information provided on request will be free of charge [multiple copies will be charged per additional copy] unless otherwise indicated in the scheme.

2 Procedure

- 2.1 The College's Publication Scheme will be published on the College's website and updated as required.
- 2.2 The public can download all documents available on the website free of charge.
- 2.3 For information not available from the website the public can request copies in writing or by email. Contact details will be published under the Publication Scheme.
- 2.4 The request should include name and address or email address and a clear description of the information required.
- 2.5 The College will endeavour to supply the information requested within 5 working days of receipt of the request.

3 Publication Scheme

- 3.1 The College will adhere to the attached Publication Scheme at all times [see Appendix 1].

WARRINGTON COLLEGIATE

PUBLICATION SCHEME – INTRODUCTION

1. Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published as listed below:

Who we are and what we do
What we spend and how we spend it
What our priorities are and how we are doing
How we make decisions
Our Policies and Procedures
Lists and Registers
The services we offer

It must also make clear how the information described can be accessed and whether or not charges will be made. This is attached in the second part of the scheme.

3. The 'model' publication scheme for higher education/further education

3.1 Warrington Collegiate has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

3.2 This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However,

to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from JISC (Joint Information Systems Committee) website at <http://www.jisc.ac.uk/publications/publications/recordsmpsoverview.aspx>

4. Who we are/What We Do

Warrington Collegiate is a General Further Education College situated to the north of Warrington town centre. The College has a brand new £27m purpose built campus which was completed in 06/07. It is the largest provider of Vocational Training in the Warrington area for both 16-18 year olds and adults on a wide range of full and part-time courses.

The college provides Work-Based Learning in a number of vocational areas and is subcontracted to the Construction Industry Training Board [CITB] and works in partnership with the TUC.

In addition there is a range of provision for 14 to 16 year olds providing vocational courses for school pupils.

The College is an Associate College of the University of Chester and provides a varied HE vocational curriculum together with Access to HE courses.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through our publication scheme, please contact:

Lorraine Disney
Assistant Principal
Warrington Collegiate
Winwick Road
Warrington
WA2 8QA
Tel: 01925 494494
Email: ldisney@warrington.ac.uk

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

6.1 From 1 January 2005 individuals have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests have to be made in writing and, in general, the College has 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations. You should note we are not required to release information to which an exemption in the Act legitimately applies. However, where this is the case, we will explain to you why we are not releasing information and we may also have to justify this to the Information Commissioner.

Exemptions include:

- Information already available elsewhere. If this is the case we will, where we can, direct you to where you will find the information you are looking for.
- Information provided in confidence. You should note that certain information is supplied to us in confidence and the Act obliges us to hold things confidentially and not to disclose them.
- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
- Investigations and proceedings. If an investigation is ongoing it is unlikely that we will be able to let you have information until all proceedings are finalised.
- Information intended for future publications. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.
- Information that the Principal of the College decides is not in the public interest to disclose.

7. Our Policy on Charging for Information

7.1 Much of our information is available to you free of charge. However, Warrington Collegiate retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with that Act and any other relevant legislation.

8. Feedback

8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below:

Lorraine Disney
Assistant Principal
Warrington Collegiate
Winwick Road
Warrington
WA2 8QA

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at

www.informationcommissioner.gov.uk

WARRINGTON COLLEGIATE

PUBLICATION SCHEME – Part 2

The seven classes of information outlined below form the Publication Scheme.

Class	Information Available	Manner	Fee
Who we are and what we do: This section covers information related to the way the College is organised, its structure and key contacts			
• Legal Framework			
• How the College is organised			
• Partners			
• Location and Contact details			
• Student contacts and activities			
What we spend and how we spend it: This section covers financial information relating to income and expenditure, procurement, contracts and audit			
• Funding / income			
• Accounts			
• Financial audit reports			
• Capital programme			
• Financial regulations & procedures			
• Staff pay and grading structures			
• Register of suppliers			
• Procurement and tender procedures & reports			
• Contracts			
What our priorities are and how we are doing: This section covers strategies and plans, performance indicators, audits, inspections and reviews			
• Annual report			
• Corporate and business plans			
• Teaching and learning strategy			
• Academic quality and standards			
• External review information			
• Corporate relations			
• Government and regulatory reports			
How we make decisions: This section covers decision making processes and records of decisions			
• Minutes from governing body, academic boards and steering groups			
• Teaching and learning committee minutes			

Class	Information Available	Manner	Fee
<ul style="list-style-type: none"> Minutes of staff/student consultation meetings 			
<ul style="list-style-type: none"> Appointment committees and procedures 			
Our policies and procedures: This section covers current written protocols, policies and procedures for delivering services and responsibilities			
<ul style="list-style-type: none"> Conducting college business 			
<ul style="list-style-type: none"> Academic services 			
<ul style="list-style-type: none"> Student services 			
<ul style="list-style-type: none"> Human resources 			
<ul style="list-style-type: none"> Recruitment 			
<ul style="list-style-type: none"> Code of conduct for members of governing bodies 			
<ul style="list-style-type: none"> Equality & diversity 			
<ul style="list-style-type: none"> Health & Safety 			
<ul style="list-style-type: none"> Estate management 			
<ul style="list-style-type: none"> Complaints 			
<ul style="list-style-type: none"> Records management & Personal data 			
<ul style="list-style-type: none"> Charging regimes (statutory) 			
Lists and registers			
<ul style="list-style-type: none"> Information legally required to hold in publicly available registers 			
<ul style="list-style-type: none"> Asset registers 			
<ul style="list-style-type: none"> Disclosure logs 			
The services we offer: This section covers leaflets, guidance and newsletters			
<ul style="list-style-type: none"> Prospectus 			
<ul style="list-style-type: none"> Health advice 			
<ul style="list-style-type: none"> Careers advice 			
<ul style="list-style-type: none"> Chaplaincy services 			
<ul style="list-style-type: none"> Services for which the College is entitled to recover a fee 			
<ul style="list-style-type: none"> Sports & recreation facilities 			
<ul style="list-style-type: none"> Libraries, special collections & Archives 			
<ul style="list-style-type: none"> Conference facilities 			
<ul style="list-style-type: none"> Advice & guidance 			
<ul style="list-style-type: none"> Local campaigns 			
<ul style="list-style-type: none"> Media releases 			