

## Freedom of Information Policy & Publication Scheme

West Nottinghamshire College is committed to openness and transparency in its affairs. As a public sector body in a community service environment, it perceives no benefit in secrecy or concealment except in issues concerning personal privacy and the wider public interest.

The college will publish, or otherwise make available, information about its performance, management, staffing, governance, finance, policies and procedures, which it may lawfully disclose.

Through a Publication Scheme, the college makes available a comprehensive range of documents used in, and describing, its business.

In addition, the college will respond to Individual Requests for information outside its normal publication scheme where these requests are fair and reasonable under the terms of the Freedom of Information Act (FOI).

Where the college is unable to provide information to an enquirer, it will give an appropriate justification.

The college will respond effectively to any complaints made under the provisions of the FOI Act.

If you are unhappy with the responses from the college then you have recourse to the Information Commissioner's Office.

## Publication Scheme

Listed below, are the items of published information, which are currently available from the college. If you would like to receive any of the items, please complete the Request Form. In most instances the documents will be posted or emailed to you free of charge. However, under the Act, we are able to make a charge for supplying information if we incur significant costs in producing or consigning the documents. If this is the situation, we will advise you of any cost in advance so that you have the opportunity to amend your request accordingly.

## Who are we and what we do

	Type	Description
1.1	Vision, mission and strategic objective	Strategic vision, Annual Report Organisational structure chart
1.2	How the college is organised	Directorate structure charts Board structure Board membership Terms of reference for standing committees of the board Corporation standing orders
1.3	Locations	College location maps and directions
1.4	Student activities	Students' Union Wider learning programme

### What we spend and how we spend it

2.1	Financial Information	Annual accounts
		Annual budgets
		Financial audit reports
		Accommodation Strategy
		Financial regulations including procurement

### What our priorities are and how we are doing

3.1	Corporation and business plans	Strategic plan & strategic vision
3.2	Academic quality and standards	Quality assurance/quality improvement procedure
		Quality improvement plan
		Self-assessment report
		Examination timetable
		Examination regulations
		Learner voice strategy
		Course review & evaluation reports
3.3	External review information	
		Standards committee minutes
	Ofsted Report	
	QAA Report	
		Corporation committees terms of reference
		Stakeholder Engagement Plan
3.4	Corporate relations	Links with employers
3.5	Government and regulatory	Ofsted inspection report
		QAA reviews of HE provision
		Annual accounts

### How we make decisions

	Class	Description
4.1	Governing body, academic boards and steering groups	Agendas and public minutes of full board and committee meetings (with the exception of confidential items)
		Learner Voice minutes
		Executive and other internal committee minutes

## Our policies and procedures

	<b>Class</b>	<b>Description</b>
5.1	Conducting college business	Instruments and articles of governance
		Code of conduct for governors
		Financial regulations
5.2	Relating to academic services	Self-assessment report
		Complaints procedure
		Internal verification and moderation guidelines
		Assessment guidelines for Higher Education
5.3	Relating to student services	Student admissions and enrolment
		Admissions policy and procedure
		Enrolment policy and procedure
		Fees policy
		Data protection guidelines and procedures
		Student handbook
		Student disciplinary code and procedures
		Alcohol drugs and policy
		Internet access use policy
		Procedure for academic and vocational appeals
		Additional learning support information
		Nursery services
		Current prospectus and course information
		Students' Union constitution and minutes
5.4	Relating to Human Resources	Human Resources Strategy
		Contract of employment
		Salary scales
		Grievance policy and procedure
		Disciplinary policy and procedure
		Harassment and Bullying at Work policy and procedure
		Capability procedure for staff
		Maternity scheme for staff
		Sickness Absence policy and procedure
		Stress Management policy
		Flexible Working guidelines

	<b>Class</b>	<b>Description</b>
		Whistle-blowing policy and procedures
5.5	Relating to recruitment	Recruitment procedure
		Recruitment guidance
		Job vacancies
		DBS guidelines
5.6	Code of conduct for governing bodies	Corporation code of conduct
5.7	Equality and diversity	Equality and diversity scheme
		Equality and diversity policy
		Workforce gender, Equality & Diversity data
		Student Equality and Diversity data
5.8	Health and safety	Health and safety policy
		Health and safety procedures manual
		Health and safety committee minutes
5.9	Estate management	Accommodation strategy
		Condition survey
5.10	Complaints	Complaints procedure
5.11	Personal data policies	Data protection policy – student data
		Data protection policy – Human Resources data
5.12	Fee policies	Fees policy
		Fee remissions policy
		Refunds policy
		Course fee information

### **Lists and registers**

6.1	Lists and registers	Register of interest
		Asset register

## The services we offer

7.1	Facilities	Overview
		Nursery
		Restaurant
		Hair and beauty salons
7.2	Student Support	Counselling
		IAG, careers and employability
		Health welfare and safety
		Financial support
7.3	Marketing	Prospectuses
7.4	Public relations	News and events
		Newsletters
		Media releases
		Key facts and figures

### Individual Requests for Information

If you require information about the college's activities, in the first instances please use our publication scheme above to identify whether an item of published information already exists, which could satisfy your enquiry.

If this appears not to be the case, or if you have difficulty finding the published information, then you should send your enquiry in writing to:

The FOI Information Officer  
West Nottinghamshire College  
Derby Road  
Mansfield  
Nottinghamshire  
NG18 5BH

Or complete the online form.

All requests will be responded to within 20 working days, or will be acknowledged and an explanation given if this is not possible.