

**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 ReportOrganisational 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**

|  | **Class** | **Description** |
| --- | --- | --- |
| 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 |
|  |  | 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 |
| --- | --- | --- |
|  |  | 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.