



CANTERBURY COLLEGE

January 2009

Freedom of Information Act 2000

Canterbury College Publications Scheme Guidance

This guidance gives examples of the kinds of information that the College may provide in order to meet its commitments under the Information Commissioner's Office Model Publication Scheme. Information is available under a range of categories unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

This is not a definitive list of what may be available on request via FOI@cant-col.ac.uk.

Additionally a great deal of the items listed below may be available via the College's website (as indicated) and is accordingly free of charge should you decide to print it. Fees may be applicable for some exceptional items and to cover photocopying, printing and postage on a discretionary basis. Generally a charge will not be made for the provision of single copies of existing hard copies of documents. Any fees will be confirmed before supply.

Our legal commitment is to the Model Publication Scheme, and the College will look to provide as much information as possible on a routine basis.

1. Who we are and what we do Organisational information, structures, locations and contacts:	Format/Fee
<ul style="list-style-type: none"> <li data-bbox="188 304 472 331"> • Legal framework Information relating to the legal and corporate status of the institution. <li data-bbox="188 440 647 467"> • How the College is organised Information about the management structure of the institution, including a description of the Statutory Body and the organisational structure together with a description of work and the names or roles and responsibilities of key personnel. Terms of reference, membership and description of Corporation Board and Committees. <li data-bbox="188 715 1715 778"> • Lists of and information relating to organisations the College works in partnership with and any companies wholly owned by it On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college. <li data-bbox="188 954 633 981"> • Location and contact details Key contacts, contact phone numbers and email addresses. <li data-bbox="188 1090 483 1117"> • Student activities Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college. 	<p data-bbox="1740 331 1928 359">On-line – free</p> <p data-bbox="1740 504 1928 531">On-line – free</p> <p data-bbox="1740 639 1928 667">On-line – free</p> <p data-bbox="1740 807 2049 938">Hard copy – single set free Some on-line info is available free</p> <p data-bbox="1740 1011 1928 1038">On-line – free</p> <p data-bbox="1740 1150 2049 1313">On-line – free (additional info can be obtained direct from the SU – a fee may apply).</p>

2. What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Format/Fee
<ul style="list-style-type: none"> • Funding / income Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy). • Budgetary and account information Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included. • Financial audit reports • Capital programme Information on major plans for capital expenditure including any public private partnership contracts. • Financial regulations and procedures • Staff pay and grading structures This may be provided as part of the organisational structure and indicates levels of pay rather than individual salaries. • Register of suppliers • Procurement and tender procedures and reports Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders. 	<p>Hard Copy (supply fee may apply up to £5)</p> <p>Hard Copy (supply fee may apply up to £5) See Annual Report on-line – free</p> <p>Hard Copy on request (fee may apply)</p> <p>Hard Copy if commercially available (fee applies)</p> <p>On-line – free</p> <p>Hard-copy – free</p> <p>Hard-copy – fee may apply</p> <p>On-line policy – free / hard copy of reports etc subject to fees.</p>

- **Contracts**

Details of contracts that are of sufficient size to have gone through a formal tendering process.

**Hard copy on request
(free)**

3. What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.	Format/Fee
<ul style="list-style-type: none"> • Annual report • Corporate and business plans • Teaching and learning strategy • Academic quality and standards • External review information <p>This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.</p> <ul style="list-style-type: none"> • Corporate relations <p>Information relating to the college's links with employers and the development of learning programmes.</p> <ul style="list-style-type: none"> • Government and regulatory reports <p>For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.</p>	<p>On-line – free On-line – free On-line – free On-line – free</p> <p>On-line – free or Hard Copy</p> <p>On-line – free</p> <p>On-line – free or hard copy on request (fee may apply)</p>

<p>4. How we make decisions Decision making processes and records of decisions.</p>	<p>Format/Fee</p>
<ul style="list-style-type: none"> • Minutes from governing body <p>Minutes (approved) of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private (confidential), is readily available to the public.</p> <ul style="list-style-type: none"> • Teaching and learning committee minutes • Minutes of staff / student consultation meetings • Appointment committees and procedures 	<p>On-line – free</p> <p>On request On-line – free On-line –free</p>

5. Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	Format/Fee
<ul style="list-style-type: none"> <li data-bbox="188 336 1715 435"> <p>• Policies and procedures for conducting college business Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information. Procedures for handling requests for information.</p> <li data-bbox="188 475 1715 639"> <p>• Procedures and policies relating to academic services Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.</p> <li data-bbox="188 679 1715 810"> <p>• Procedures and policies relating to student services This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.</p> <li data-bbox="188 850 1715 981"> <p>• Procedures and policies relating to human resources This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).</p> <li data-bbox="188 1021 1715 1086"> <p>• Procedures and policies relating to recruitment If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> 	<p data-bbox="1738 368 1928 400">On-line – free</p> <p data-bbox="1738 504 1928 536">On-line – free</p> <p data-bbox="1738 703 1928 735">On-line – free</p> <p data-bbox="1738 871 1928 903">On-line – free</p> <p data-bbox="1738 1038 1928 1070">On-line - free</p>

6. Our policies and procedures (continued)	Format/Fee
<ul style="list-style-type: none"> • Code of Conduct for members of governing bodies • Equality and Diversity <p>This will also include policies, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> • Health and Safety Policy statement and policy documents • Estate management <p>This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.</p> <ul style="list-style-type: none"> • Complaints policies and procedures <p>Complaints procedures will include those covering requests for information and operating the publication scheme.</p> <ul style="list-style-type: none"> • Records management and personal data policies <p>This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> • Charging regimes and policies <p>Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.</p>	<p>On-line – free hard copy may be subject to fee.</p> <p>On-line – free</p> <p>On-line - free</p> <p>On-line – free (some specific items may be hard copy only and subject to fee)</p> <p>On-line – free</p> <p>On-line – free</p> <p>On-line - free</p>

7. Lists and registers	Format/Fee
<ul style="list-style-type: none"> <li data-bbox="188 304 1444 336">• Any information we are currently legally required to hold in publicly available registers Declarations of Interests. Gift registers etc <li data-bbox="188 408 450 440">• Asset registers We would not expect colleges to publish all details from all asset registers. We would expect some information from capital asset registers to be available. <li data-bbox="188 579 456 611">• Disclosure logs Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice. 	<p data-bbox="1738 304 2018 336">On request for view</p> <p data-bbox="1738 472 2018 504">On request for view</p> <p data-bbox="1738 639 2018 671">On request for view</p>

8. The services we offer Information about the services we offer, including leaflets, guidance and newsletters.	Format/Fee
<p>Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes.</p> <p>Examples of other services included are:</p> <ul style="list-style-type: none"> • Prospectus and course content • Health advice Health policy • Services for which the college is entitled to recover a fee together with those fees • Sports and recreational facilities • Libraries and archives • Conference facilities • Advice and guidance • Local campaigns • Media releases 	<p>On-line – free and hard copy free</p> <p>On-line – free</p> <p>TBC</p> <p>Fees apply for some provision and private use</p> <p>Access subject to student / staff status</p> <p>On-line info - Fees apply</p> <p>Most info and services free to students</p> <p>See minutes and web press releases on-line - free</p>