

## PUBLICATION SCHEME

### INTRODUCTION

#### 1. Who we are

The College of Richard Collyer is a sixth form college whose main focus is the education of some 1520 full-time students aged between 16 and 19 years. The College also provides opportunities for adult education. It was founded in 1532 under the terms of the will of Richard Collyer of the Mercers' Company in the City of London, and is now funded by the Learning & Skills Council.

#### 2. Legal requirement

2.1 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.

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

#### 3. The 'model' publication scheme for further education

3.1 Collyer's has adopted the latest model publication scheme developed by the Information Commissioner's Office (ICO) and followed the guidance set out in the subsequent Definition Document for colleges of further education. The information covered is included in the classes of information below:

##### **Who we are and what we do.**

Organizational information, locations and contacts, constitutional and legal governance.

##### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

Strategy and performance information, plans, assessments, inspections and reviews.

##### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

##### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

##### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

##### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. The classes of information will not generally include:
- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
  - Information in draft form.
  - Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Full details of the model scheme can be found on the ICO website at [www.ico.gov.uk](http://www.ico.gov.uk).

## 5. Accessing information covered by the publication scheme

- 5.1 The information we publish is described in the attached Guide to Information.
- 5.2 Next to each class of information 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. Where cited as available 'At cost (A/c)' charges will be 5p per sheet plus any postage. Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to provision of the information.
- 5.3 To request information available through our publication scheme, please see our website or contact: **Karen Smith (Senior Administration Manager)** See paragraph 7.1 below for address or E-mail: [kes@collyers.ac.uk](mailto:kes@collyers.ac.uk). Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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

- 6.1 Under the Freedom of Information Act 2000 you have the right 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, public authorities have 20 working days to respond. They may charge a fee, which has to be calculated according to Fees Regulations. They are not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## 7. Feedback

- 7.1 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.

**Karen Smith (Senior Administration Manager)**  
**Collyer's, Hurst Road, HORSHAM, West Sussex, RH12 2EJ**

- 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  
Tel: 08456 30 60 60 or 01625 545745  
E: mail via website at [www.ico.gov.uk](http://www.ico.gov.uk)

# GUIDE TO INFORMATION GENERALLY AVAILABLE

## 1. WHO WE ARE AND WHAT WE DO

### *Organisational information, structures, locations and contacts*

<b>Documents</b>	<b>Manner</b>	<b>Fee</b>
<b>Legal framework</b> <ul style="list-style-type: none"> <li>• The Instrument and Articles of Government for the College</li> <li>• The Scheme of Management of the Collyer Endowment</li> <li>• Financial Regulations</li> </ul>	Web/Paper Paper Paper/Elec	Free or A/c At Cost A/c or free
<b>How the college is organised</b> <ul style="list-style-type: none"> <li>• History of Collyer's</li> <li>• Organisational structure charts (Senior Management, Pastoral, Academic, Adult Education, Support Staff)</li> <li>• The Rules and Bye-laws, which includes the college's committee structure, standing orders, terms of reference for committees and governors' code of conduct</li> </ul>	Web/Paper Paper/Elec  Web/Paper	Free or A/c A/c or free  Free or a/c
<b>Partnership organisations</b> <ul style="list-style-type: none"> <li>• Horsham partner schools (Prospectus)</li> <li>• Horsham District Community Partnership</li> <li>• Beacon Award status</li> <li>• List of Area partnerships</li> </ul>	Web/Paper Web/Paper Web/Paper Paper/Elec	Free or a/c Free or a/c Free or a/c A/c or free
<b>Location and contact details</b> <ul style="list-style-type: none"> <li>• College Location</li> <li>• College Site Map</li> <li>• College Contact details</li> <li>• Staff list with initials and job titles</li> </ul>	Web/Paper Paper/Elec Paper/Elec Paper/Elec	Free or A/c A/c or free A/c or free A/c or free
<b>Student activities</b> <ul style="list-style-type: none"> <li>• College Council Constitution</li> <li>• List of Officers</li> <li>• Minutes of College Council meetings and other related documents</li> <li>• Old Collyerians – description and membership form</li> </ul>	Paper/Elec Paper/Elec Paper/Elec Web/Paper	A/c or free A/c or free A/c or free Free or A/c

## GUIDE TO INFORMATION GENERALLY AVAILABLE

### 2. WHAT WE SPEND AND HOW WE SPEND IT (IFD)

*This class covers financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*

Documents	Manner	Fee
<b>Funding/Income</b> <ul style="list-style-type: none"> <li>• Report &amp; Financial Statements</li> </ul>	Paper/Elec	A/c or free
<b>Budgetary and Account Information</b> <ul style="list-style-type: none"> <li>• Report &amp; Financial Statements</li> </ul>	Paper/Elec	A/c or free
<b>Financial Audit reports</b> <ul style="list-style-type: none"> <li>• Internal Audit Service (IAS) annual report</li> <li>• Report and Financial Statements</li> </ul>	Paper Paper/Elec	At cost A/c or free
<b>Capital programme</b> <ul style="list-style-type: none"> <li>• Publicly available property strategy</li> <li>• Report &amp; Financial Statements</li> </ul>	Paper/Elec Paper/Elec	A/c or free A/c or free
<b>Financial Regulations and procedures</b> <ul style="list-style-type: none"> <li>• Financial Regulations and Procedures</li> </ul>	Paper/Elec	A/c or free
<b>Staff pay and grading structures</b> <ul style="list-style-type: none"> <li>• Pay policy</li> <li>• SFCF pay scale for teachers</li> <li>• SFCF pay scale for support staff</li> </ul>	Paper/Elec Paper Paper	A/c or free A/c A/c
<b>Register of suppliers</b> <ul style="list-style-type: none"> <li>• List of suppliers</li> </ul>	Paper/Elec	A/c or free
<b>Procurement and tender procedures and reports</b> <ul style="list-style-type: none"> <li>• Financial Regulations and Procedures</li> <li>• Premises Sub-Committee minutes</li> </ul>	Paper/Elec Web/Paper	A/c or free Free or A/c

## GUIDE TO INFORMATION GENERALLY AVAILABLE

### 3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

*This class covers strategies and plans, performance indicators, audits, inspections and reviews.*

Documents	Manner	Fee
<b>Annual Report</b> <ul style="list-style-type: none"> <li>• Principal's Reports to Governors</li> </ul>	Paper	At cost
<b>Corporate and Business Plans</b> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Strategic Plan 2006-2009</li> <li>• Strategic Plan 2009-2012</li> <li>• Publicly available property strategy</li> <li>• ILT strategy</li> </ul>	Web/Paper Paper/Elec Paper/Elec Paper Paper/Elec	Free or a/c A/c or free A/c or free At cost A/c or free
<b>Teaching and Learning Strategy</b> <ul style="list-style-type: none"> <li>• Excellence in Course Leadership</li> <li>• Excellence in Teaching &amp; Learning</li> <li>• Examinations Handbook</li> <li>• Effective Teaching &amp; Learning</li> </ul>	Paper/Elec Paper/Elec Paper/Elec Paper/Elec	A/c or free A/c or free A/c or free A/c or free
<b>Academic quality and standards</b> <ul style="list-style-type: none"> <li>• Quality Assurance Policy</li> <li>• Curriculum Policies</li> <li>• Curriculum quality assurance procedures</li> <li>• Principal's Reports to the Governing Body</li> <li>• Examination results</li> <li>• Lesson observation grades</li> <li>• Self-Assessment Report</li> </ul>	Web/Paper Paper/Elec Paper/Elec Paper Web/Paper Paper/Elec Paper/Elec	Free or a/c A/c or free A/c or free At cost Free or a/c A/c or free A/c or free
<b>External review information</b> <ul style="list-style-type: none"> <li>• Ofsted report (<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>).</li> </ul>	Web/Paper	Free or A/c
<b>Corporate Relations</b> <ul style="list-style-type: none"> <li>• Strategic Plan</li> </ul>	Paper/Elec	A/c or free
<b>Government and regulatory reports</b> <ul style="list-style-type: none"> <li>• Reports and returns to funding councils and government departments; e.g. FMCE, SAR, Audit report, Report &amp; Financial Statements</li> </ul>	Paper/Elec	A/c or free

## GUIDE TO INFORMATION GENERALLY AVAILABLE

### 4. HOW WE MAKE DECISIONS

*This class covers decision-making processes and records of decisions*

Documents	Manner	Fee
<b>Minutes from the governing body etc.</b> <ul style="list-style-type: none"> <li>• The agenda for every meeting of the Governing Body and its committees</li> <li>• The draft public minutes of every such meeting, if approved by the Chair of the meeting</li> <li>• The final public minutes of every such meeting</li> <li>• Any public report, document or other paper considered at such meeting</li> <li>• Principal's Reports to the Governing Body</li> </ul>	Paper/Elec  Paper/Elec  Web/Paper Paper  Paper	A/c or free  A/c or free  Free or a/c At cost  At cost
<b>Teaching and Learning Committee Minutes</b> <ul style="list-style-type: none"> <li>• Teaching and Learning Committee Minutes</li> <li>• Curriculum Committee Minutes</li> <li>• Quality and Standards Committee Minutes</li> </ul>	Paper/Elec Paper/Elec Paper/Elec	A/c or free A/c or free A/c or free
<b>Minutes of staff/student consultation meetings</b> <ul style="list-style-type: none"> <li>• Collyer's Association Constitution</li> <li>• Collyer's Association Terms of Reference</li> <li>• Collyer's Association Minutes</li> <li>• College Council Minutes</li> </ul>	Paper Paper Paper Paper	At cost At cost At cost At cost
<b>Appointment committees and procedures</b> <ul style="list-style-type: none"> <li>• The procedures for the appointment of governors</li> <li>• Public minutes of Nominations Committee</li> </ul>	Web/Paper Web/Paper	Free or a/c Free or a/c



<ul style="list-style-type: none"> <li>• Disciplinary &amp; Grievance policy and procedures</li> <li>• Public Interest Disclosure (Whistleblowing) policy and procedures</li> <li>• Guidelines on the receipt of Gifts and Hospitality</li> <li>• Premature Retirement Policy for Teaching Staff</li> <li>• Redundancy Policy</li> <li>• Appraisal handbook</li> <li>• Investors in People reports</li> <li>• Staff development policy including annual induction programmes</li> <li>• Staff Handbooks (Career &amp; Professional Development)</li> <li>• Policy for the Induction of NQTs</li> </ul>	Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec Paper/Elec	A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free
<p><b>P&amp;Ps relating to recruitment</b></p> <ul style="list-style-type: none"> <li>• Current vacancies</li> <li>• Generic recruitment documents e.g. :  Teachers' application form including EO monitoring form,  Support Staff application form including EO monitoring form,  Job vacancy adverts with equal opportunity statement,  Job descriptions/Person Specifications, Background  information sheet, Arrangements for payments of salary,  Amendment to Section 8 of the Asylum &amp; Immigration Act  1996 (i.e. list of documents)</li> <li>• Pay policy</li> <li>• Policy Statement on the recruitment of ex-offenders</li> <li>• Policy Statement on the secure storage, handling, use, retention  and disposal of Disclosures and Disclosure Information</li> </ul>	Web/Paper Paper/Elec           Paper/Elec Paper/Elec Paper/Elec	Free A/c or free           A/c or free A/c or free A/c or free
<p><b>Code of Conduct for members of Governing Bodies</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct (within Rules and Byelaws)</li> <li>• Principles of Public Life (within Rules and Byelaws)</li> </ul>	Web/Paper Web/Paper	Free or a/c Free or a/c
<p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>• Equality and Diversity Duty and Schemes (Gender, Race and Disability) Summary</li> <li>• Equality and Diversity Duty</li> <li>• Disability Equality Scheme</li> <li>• Gender Equality Scheme</li> <li>• Race Equality Scheme</li> <li>• Disability Statement</li> <li>• Equal Opportunities Reports</li> </ul>	Web/Paper           Web/Paper Web/Paper Web/Paper Web/Paper Web/Paper Paper/Elec.	Free or a/c           Free or a/c Free or a/c Free or a/c Free or a/c Free or a/c Free or a/c A/c or free
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety policy and procedures;</li> <li>• Child Protection Policy</li> </ul>	Paper/Elec. Paper/Elec.	A/c or free A/c or free
<p><b>Estate Management</b></p> <ul style="list-style-type: none"> <li>• Premises Sub-Committee minutes</li> <li>• Financial regulations and procedures</li> <li>• Publicly available property strategy</li> <li>• Planned maintenance schedule</li> <li>• Facilities SAR and QIP</li> </ul>	Web/Paper Paper/Elec Paper/Elec Paper/Elec Paper/Elec	Free or A/c A/c or free A/c or free A/c or free A/c or free

<b>Complaints</b> <ul style="list-style-type: none"> <li>The College's Complaints Policy.</li> </ul>	Web/Paper	Free or A/c
<b>Records Management and personal data policies</b> <ul style="list-style-type: none"> <li>Data Protection Policy (includes information security and records retention policies);</li> <li>Policy Statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information</li> </ul>	Paper/Elec  Paper	A/c or free  At cost
<b>Charging regimes and policies</b> <ul style="list-style-type: none"> <li>EU and Non-EU fees policy and procedures;</li> <li>Fees for evening courses;</li> <li>Publications Scheme</li> <li>Information on other charges.</li> </ul>	Paper/Elec Web/Paper Web/Paper Web/Paper	A/c or free Free or a/c Free or a/c Free or a/c

# GUIDE TO INFORMATION GENERALLY AVAILABLE

## 6. LISTS AND REGISTERS

*This class covers information contained in currently maintained lists and registers*

<b>Documents</b>	<b>Manner</b>	<b>Fee</b>
<b>Legally required to hold in publicly available registers</b> <ul style="list-style-type: none"><li>• The Register of Interests;</li><li>• The Register of Eligibility;</li></ul>	Paper/Elec. Paper/Elec.	A/c or free A/c or free
<b>Asset registers</b> <ul style="list-style-type: none"><li>• Report &amp; Financial Statements</li></ul>	Paper/Elec.	A/c or free
<b>Disclosure logs</b> <ul style="list-style-type: none"><li>• Disclosure log showing the information provided in response to request</li></ul>	Paper/Elec.	A/c or free

## GUIDE TO INFORMATION GENERALLY AVAILABLE

### 7. THE SERVICES WE OFFER

*This class covers information about the services we offer.*

Documents	Manner	Fee
<p><b>Prospectus and course content</b></p> <ul style="list-style-type: none"> <li>• Dates for the current academic year;</li> <li>• Dates for future academic years;</li> <li>• College calendar;</li> <li>• Examination timetable;</li> <li>• Library Information Leaflet</li> <li>• List of courses;</li> <li>• Subject information sheets;</li> <li>• Prospectus;</li> <li>• Adult Education Prospectus;</li> <li>• Enrolment Handbooks;</li> <li>• Student Diary;</li> <li>• Course syllabi;</li> <li>• Timetables;</li> <li>• Work experience handouts;</li> <li>• Trips and visits handouts e.g. Parent's Consent Forms, Student Code of Conduct for Residential Visits and Exchanges;</li> <li>• Amended Learner Agreements (re changing course).</li> </ul>	<p>Web/Paper Web/Paper Web/Paper Paper Paper Web/Paper Web/Paper Web/Paper Web/Paper Paper Paper Paper Paper Paper Paper Paper</p>	<p>Free or a/c Free or a/c Free or a/c A/c or free A/c or free Free or a/c Free or a/c Free Free A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free A/c or free</p>
<p><b>Student Welfare/Health</b></p> <ul style="list-style-type: none"> <li>• Student Enrolment Handbook</li> <li>• Student Diary</li> <li>• EMA</li> <li>• Learner Support Fund- help for adult students</li> <li>• Learner Support Fund- help for full-time 16-18 students</li> <li>• Transport leaflet</li> </ul>	<p>Paper Paper Web-own site Paper Paper Paper</p>	<p>A/c or free A/c or free Free A/c or free A/c or free A/c or free</p>
<p><b>Careers Advice</b></p> <ul style="list-style-type: none"> <li>• Careers advice (including Career Choice, Specific Careers, Apprenticeships, Local Job Market, Job-hunting, Voluntary Work and other choices)</li> <li>• Higher Education (including Student Finance, Choosing Courses, advice; Open days, Oxbridge, Medicine etc, Studying abroad and Clearing)</li> </ul>	<p>Web/Paper  Web/Paper</p>	<p>Free or a/c  Free or a/c</p>
<p><b>Chaplaincy Services</b></p>	N/A	
<p><b>Services for which the college is entitled to recover a fee</b> See 5 above</p> <ul style="list-style-type: none"> <li>• Examination resits processing documentation</li> </ul>	Paper	A/c or free
<p><b>Sports and recreational facilities</b></p> <ul style="list-style-type: none"> <li>• Sports Activities (including Apprenticeships, College Sport, Fitness Instructor Qualifications, Netball Umpiring Courses and Health &amp; Fitness Classes)</li> <li>• Recreational Activities</li> </ul>	<p>Web/Paper  Web/Paper</p>	<p>Free or a/c  Free or a/c</p>

<b>Availability and conditions of use of facilities</b> <ul style="list-style-type: none"> <li>• LRC user agreement</li> <li>• Network user agreement</li> </ul>	Paper/Elec Paper/Elec	A/c or free A/c or free
<b>Conference facilities</b>	N/A	
<b>Advice and guidance</b> <ul style="list-style-type: none"> <li>• Contact newsletters</li> <li>• Thinking, Learning and Studying (including Study Support, Learning Skills, Study Skills, Research Skills, Revision and Exam Technique)</li> </ul>	Web/Paper Web/Paper	Free or A/c Free or A/c
<b>Local campaigns</b> <ul style="list-style-type: none"> <li>• Promotional material relating to the college's fund-raising activities.</li> </ul>	Web/Paper	Free or A/c
<b>Media releases</b> <ul style="list-style-type: none"> <li>• Press releases</li> </ul>	Web/Paper	Free or a/c

A/c = At cost

Elec = Electronic