

Tresham College FoI Publication Scheme – Dec 2012

Who we are and what we do

Class	Description	Manner Available
Legal Framework	Further and Higher Education Act 1992	HMSO Website
	Instruments and Articles of Government	Available on College website
How the College is organised	Organisation Chart	Request information in writing
	Board Structure	Available on College website
	Board Membership	Available on College website
	Terms of Reference for Standing Committees of the Board	Available on the College website
	Corporation Standing Orders	Available on the College website
Organisations the College works in partnership with	Business/Community organisations	Request information in writing
Location and Contact details	College campus location maps and directions	Available on College website
Student Activities	Student Union	Available on College website
	Enrichment Programme	Available on College website

What we spend and how we spend it

Class	Description	Manner Available
Financial Information	Annual accounts	Request information in writing
	Annual budget	Request information in writing
	Financial audit reports	Request information in writing
	Capital expenditure budget	Request information in writing
	Capital programme	Request information in writing
	Financial regulations including procurement procedures	Request information in writing
	Staff pay and grading structures	Request information in writing
	Pensions-details of LG/Teachers pension scheme	Request information in writing
	Register of suppliers	Request information in writing
	Contracts	Request information in writing
	Travel and subsistence allowances	Request information in writing

What our priorities are and how we are doing

Corporation and business plans	College Strategic Plan	Request information in writing
	Corporation business plan	Request information in writing
	Annual Report	Available on College website
Teaching and learning strategy/academic quality and standards	Quality Manual	Request information in writing
	Quality Improvement Plan	Request information in writing
	Self Assessment Report	Request information in writing
	Curriculum Development Plan	Request information in writing
	Examination regulations/timetable	Request information in writing
External review information	Board minutes/Monitoring reports	Available on College website
	Ofsted AAV reports	Request information in writing
	Links with stakeholders	Request information in writing
College relations	Ofsted Inspection Reports	Request information in writing
Government and regulatory reports	QAA reviews of HE provision	Request information in writing
	Annual accounts	Request information in writing

How we make decisions

Board minutes and other groups	Public minutes of full Board meetings	Available on College website
	Public minutes of Board Committees	Available on College website
	Equality and Diversity management group minutes	Request information in writing
	Students' Union meeting minutes	Request information in writing
	Safeguarding Group	Request information in writing

Our policies and procedures

Policies and procedures for conducting college business	Governance and Powers (Scheme of delegation)	Available on College website
	Standing orders	Available on College website
	Instruments and articles of government	Available on College website
	Financial regulations	Request information in writing
	Manual of Governance	Request information in writing
	Corporation code of conduct	Available on College website
Procedures and policies relating to academic services	Complaints procedure for students	Available on College website
	Appeals procedure for students	Request information in writing
Procedures and policies - Learner Services	Full and part time course fees information	Available on College website
	Admissions and enrolment information	Available on College website
	Data protection guidelines	Request information in writing
	Student Charter/Handbook	Request information in writing
	Student disciplinary code/procedures	Request information in writing
	Alcohol and drugs policy	Request information in writing
	Additional Learning Support information	Request information in writing Request information in writing
	Child Protection	Request information in writing
	Equality and Diversity	Request information in writing
	Current prospectus and course information	Available on College website
	Student Union constitution	Request information in writing
	Human Resources Strategy	Request information in writing
	Procedures and policies relating to human resources	Generic terms and conditions of employment
Grievance procedures		Request information in writing
Probationary		Request information in writing
Disciplinary procedures		Request information in writing
Harassment guidelines		Request information in writing
Sickness absence policy and procedure		Request information in writing
Staff development policy		Request information in writing
Capability procedures		Request information in writing
Staff Vacancies		Available on College website
Staff appraisal scheme		Request information in writing
CRB guidelines		Request information in writing
Single Equality Scheme		Request information in writing
Staff/Student profiles		Request information in writing
Health and Safety Policy		Request information in writing
Health and Safety	Health and Safety Committee	Request information in writing
	Disaster management and business continuity plan	Request information in writing
	Student complaints procedure	Request information in writing

Complaints policies and procedures	Academic and vocational appeals procedure	Request information in writing
	Data protection policy-student data	Request information in writing
Data policies	Data protection policy-human resources data	Request information in writing
	Fees policy	Request information in writing
Fees policies	Course fee information	Request information in writing

Lists and registers

Lists and registers	Corporation Members register of interests	Request information in writing
	Asset register	Request information in writing
Disclosure logs	Freedom of information disclosure log	Request information in writing

The Services We offer

Facilities	College campuses	Available on College website
	Refectories	Available on College website
	Manor House Restaurant, Hair and Beauty Salons, Sports facilities	
Learner Services	Advice and Guidance	Available on College website
Marketing	Access/facilities for learners with disabilities	Request information in writing
	Enrichment programme	Request information in writing
	Welfare facilities	Request information in writing
	Prospectuses and online course information	Available on College website
	Open evenings	Available on College website
	Information for learners	Available on College website
	Events schedule	Available on College website
	Newsletters	Available on College website
	Media releases	Available on College website