

GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the College. Some information may in some circumstances be exempt from disclosure

*Items with an asterisk * are held on the College website at :*

www.s-cheshire.ac.uk

1 Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instrument and Articles of Governance • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.hmso.gov.uk/acts.htm • Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992
1.2	How the institution is organised	<ul style="list-style-type: none"> • College structure Charts • Introduction to the College • College Calendar • College Policies* • List of Governors* • Register of Interests of Governors • Governing Body and Committee structure chart* • Standing Orders* • Terms of reference & membership of Governing Body and committees* • College Charter
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	<ul style="list-style-type: none"> • LSC • HCFE • Ofsted • DIUS • DCSF • Examining Boards • Schools • Employers • Local Authorities • Sector Skills Councils • South Cheshire College Enterprises Ltd (SCEL)

1.4	Location and contact details	<p>Reception and Information Centre: 01270 654654</p> <p>email : info@s-cheshire.ac.uk</p> <p>website (including contact details)</p> <p>www.s-cheshire.ac.uk</p> <p>Address: South Cheshire College Dane Bank Avenue Crewe CW2 6AB</p>
1.5	Student activities	<ul style="list-style-type: none"> • Student Council Constitution* • List of Officers
2 What we spend and how we spend it		
Sub classes		Documents
2.1	Funding/ income	<ul style="list-style-type: none"> • Annual Budget as approved by Corporation • Annual audited financial statements • Contracting and tendering procedures • Investment Strategy
2.2	Budgetary and account information	<ul style="list-style-type: none"> • Annual audited financial statements • Annual budget as approved by Corporation • Management accounts as reported to Corporation
2.3	Financial audit reports	<ul style="list-style-type: none"> • Annual financial statements and regularity audit report • Annual internal audit report
2.4	Capital programme	<ul style="list-style-type: none"> • Project Manager reports to Corporation on progress of capital projects • Annual capital budget as approved by Corporation
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> • Financial regulations, including procurement policy • Procurement Strategy • Value for Money Reports • Fraud Policy • Treasury Management Policy
2.6	Staff pay and grading structures	<ul style="list-style-type: none"> • Job families and harmonised pay spine • Remuneration of senior staff as published in annual accounts • Pension Scheme

2.7	Register of suppliers	<ul style="list-style-type: none"> • Purchase Ledger Annual List of Suppliers
2.8	Procurement and tender procedures and reports	<ul style="list-style-type: none"> • Financial Regulations • Contracting and tendering procedures
2.9	Contracts	<ul style="list-style-type: none"> • Annual report on approved projects
3 What our priorities are and how we are doing		
Sub classes		Documents
3.1	Annual Report	<ul style="list-style-type: none"> • Annual report*
3.2	Corporate and Business Plans	<ul style="list-style-type: none"> • Strategic plan • Risk Management Plan
3.3	Teaching & Learning Strategy	<ul style="list-style-type: none"> • Framework for Excellence Performance Indicators • Classroom Observation Reports • Student Retention/Achievement Statistics • Success Rates • Student Destination Analysis • Student Attendance Reports
3.4	Academic Quality & Standards	<ul style="list-style-type: none"> • Annual Self Assessment Report • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Student Perception Survey • Community Perception Survey • Appeals policy • Quality policy
3.5	External Review Information	<ul style="list-style-type: none"> • List of external reviews and outcomes (reported to Quality & Standards Committee)
3.6	Corporate Relations	<ul style="list-style-type: none"> • Marketing strategy • Employer Perception Survey • Employer Liaison • Schools Liaison • Franchise Agreements
3.7	Government & Regulatory Reports	<ul style="list-style-type: none"> • Ofsted Inspection Report *

4 How we make decisions		
Sub classes		Documents
4.1	Minutes from governing body, council, academic boards and steering groups	<ul style="list-style-type: none"> Minutes* of Governing Body meetings and sub-committees. Remuneration Committee minutes are confidential due to Data Protection issues. Very occasionally minutes will be identified as confidential but the reasons for this will be given, including the date of review or release.
4.2	Teaching and learning committee minutes	<ul style="list-style-type: none"> Minutes of Senior Management Team (SMT) meeting
4.3	Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> Minutes of Staff Forum and Student Council
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> Recruitment Policies and procedures* Appointment procedures for Governors and External Members* Search Committee minutes
5 Our policies and procedures		
Sub classes		Documents
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> College Policies* Terms of Reference for all Corporation committees <ul style="list-style-type: none"> Corporation Finance Organisational Development Audit Quality and Standards Search Campus Development <ul style="list-style-type: none"> Standing Orders Whistle blowing Policy Critical Incident Policy College Disability Statement* and Reports

5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Examination management • Examinations special arrangements • Admissions & Enrolment Guidelines • Policy on plagiarism • External examination bodies regulations • Student Attendance Policy* • Student Work Experience Policy • Residential and Day Trips Code of Practice and Procedures • Academic Appeals Policy* • Internet and E-Mail Policy
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> • Student Handbook including information on <ul style="list-style-type: none"> ❖ Welfare/advice services ❖ Health services ❖ Careers services ❖ Sports and recreational facilities ❖ Finance • Learning development and support* • Services for students with special needs* • Nursery* • Opening hours of Learning Resource Centre (LRC) • Guide to Library Services • Copyright guidelines • IT usage - codes of practice • College Charter • Student Disciplinary Code of Practice • Financial Support for Students Policy and Procedures* • Transport Information and advice * • Student Harassment/Bullying Policy* • Student Resources Information* • Student Calendar* • Substance Misuse Policy* • Child Protection Policy* • Enhanced Activities for Students*
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Terms and conditions of employment • Local recognition and procedural agreement • Grievance policy* • Disciplinary & Performance policy* • Harassment and bullying policy* • Sickness Absence/Leave Policy* • Health and safety policy* • Public interest disclosure (for compliance with the Public Interest Disclosure Act)* • Staff Training and Development Policy* • Induction • Probationary review* • Performance Development Review Scheme • Investors in People Assessment report

5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> Recruitment Policies and procedures
5.6	Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> Code of Conduct for members of governing body*
5.7	Equality and Diversity	<ul style="list-style-type: none"> Disability Equality Duty* Equal Opportunities Policy* Gender Equality Duty* Race Equality Policy* Annual Equalities Reports
5.8	Health and Safety	<ul style="list-style-type: none"> Health & Safety Policy*
5.9	Estate management	<ul style="list-style-type: none"> Accommodation strategy and plan Tendering policies Disposal policies CCTV Surveillance Policy
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> Complaints Procedure Standing Orders Whistle Blowing Policy
5.11	Records management and personal data policies	<ul style="list-style-type: none"> IT Security policies Data retention and archive policy Data protection policy * Requests for Information about students procedures
5.12	Charging regimes and policies	<ul style="list-style-type: none"> Tuition Fees Policy including <ul style="list-style-type: none"> ➤ Information for home/EU students ➤ Information for international students ➤ Information on other charges, including HE fees

6 Lists and Registers

We expect this to be information contained only in currently maintained lists and registers.

Sub classes		Documents
6.1	Any information we are currently legally required to hold in publicly available registers	<ul style="list-style-type: none"> Register of Interests
6.2	Asset registers	<ul style="list-style-type: none"> Capital Asset register Summary

6.3	Disclosure logs	<ul style="list-style-type: none"> • Freedom of Information/ Data Protection Requests log
7 The services we offer		
Sub classes		Documents
7.1	Prospectus and Course content	<ul style="list-style-type: none"> • Course leaflets* • Prospectus including* <ul style="list-style-type: none"> ❖ Term dates ❖ Structure of courses ❖ Qualification gained ❖ Changing courses ❖ Work experience
7.2	Health Advice	<ul style="list-style-type: none"> • Student Handbook • Staff induction materials
7.3	Careers Advice	<ul style="list-style-type: none"> • Student Handbook • Careers Team
7.4	Chaplaincy Services	<ul style="list-style-type: none"> • None
7.5	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> • Tuition fee policy • Examinations for 19+ students • Nursery • Training Restaurant • Hair and Beauty Salons
7.6	Sports & recreational facilities	<ul style="list-style-type: none"> • Student Handbook* • Facilities Information*
7.7	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> • Library catalogues
7.8	Conference facilities	<ul style="list-style-type: none"> • None at present
7.9	Advice and guidance	<ul style="list-style-type: none"> • Student Handbook • Careers Advice
7.10	Local campaigns	<ul style="list-style-type: none"> • Marketing strategy
7.11	Media releases	<ul style="list-style-type: none"> • Press releases

South Cheshire College

**Freedom of Information Act 2000
Information Access Request Form**

Please read carefully the College Access to Information Policy/ Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)	
First Name	Surname
Address	
Telephone	E-mail address

2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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3. Other Information (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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4. Data Protection Notice – The personal details you have provided to South Cheshire College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature
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Date
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Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment

Please send your completed request form to :

Graham Bebbington
South Cheshire College
Dane Bank Avenue
Crewe CW2 8JD

Tel 01270 654654
Fax 01270 651515
Email g-bebbington@s-cheshire.ac.uk