



Freedom of Information Act 2000 Publication Scheme

Approved by the Corporation March 2016

PUBLICATION SCHEME PART ONE

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available. To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational 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.

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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

PUBLICATION SCHEME PART TWO

Accessing information covered by the publication scheme

The classes of information we publish as Godalming College are described below.

Next to each class 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.

To request information available through our publication scheme please contact

Martin McCarthy
Freedom of Information Officer
Godalming College
Tuesley Lane
Godalming
Surrey GU7 1RS

Telephone 01483 423526
Fax 01483 417079
Email martinmccarthy@godalming.ac.uk

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

Charges

Information on courses and services offered by the College together with details of College policies is available free of charge via the College website, as are packs issued to people responding to advertisements for job vacancies.

Where information is not available on the website or in electronic or paper format that is readily available a reasonable charge may be made for costs of photocopying, postage or for the costs of collating the information requested and converting it into an appropriate format. The minimum charge will be £10.00.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Feedback

Any questions, comments or complaints about this scheme should be sent in writing to Martin McCarthy, Freedom of Information Officer (details above).

If we are unable to resolve any complaint, you can complain to:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further Information – see www.informationcommissioner.gov.uk

PUBLICATION SCHEME PART TWO

CLASSES OF INFORMATION

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Class One - Who we are and what we do

This section covers organisational information, locations, contacts and constitutional and legal governance.

Class		Description	Manner
1.1	Legal framework	The Education Reform Act of 1988 The Further and Higher Education Act 1992.	HMSO www.legislation.hmso.gov.uk/acts.htm
1.2	How the College is organised	Organisational structure chart	Paper and electronic
1.3	Information on the institutional context	Mission Statement Charter Strategic Aims and Objectives	Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk
1.4	Structure	Godalming College Corporation Membership Senior Management Team (organisational chart in 1.2 above)	Website www.godalming.ac.uk Paper and electronic
1.5	Location	Location map Main address and any other locations	Website www.godalming.ac.uk Website www.godalming.ac.uk
1.6	History	Archive photographs and other information	Website www.godalming.ac.uk

Class Two - What we spend and how we spend it

This section covers information on Godalming College's strategy and management of financial resources. Information that may damage the institution's commercial interests will be excluded from publication as will personal information relating to members of staff.

Class		Description	Manner
2.1	Expenditure	Annual Budget as approved by the Corporation Annual Audited Accounts Annual Report Audit Reports Catering Contract Specification (as used for most recent tender) Cleaning Contract Specification (as used for most recent tender) Grounds Maintenance Contract Specification Ten year pre-planned maintenance programme	Paper Paper Paper and Website www.godalming.ac.uk Paper Paper and electronic Paper and electronic Paper Paper
2.2	Planning and use of resources	Financial Regulations Anti-Fraud Policy Remuneration of senior staff as published in annual accounts and report	Paper and electronic Paper and electronic Paper and electronic

Class Three - What our priorities are and how are we doing

This section provides details on our strategic planning, assessments, inspections and reviews.

Class		Description	Manner
3.1	Corporate plans and self assessment	Mission Statement Annual Report Strategic Objectives Development Plan Environmental Policy Statement	Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk
3.2	External and internal assessment reports	Ofsted reports Self assessment reports Staff Development Handbook	Website www.godalming.ac.uk and www.ofsted.gov.uk Paper and electronic Paper and electronic

Class Four – How we make decisions

This section provides details on our Corporation and committee structure and decision making process.

Class		Description	Manner
4.1	Structure	Corporation and committees Corporation Instrument and Articles of Government Corporation Standing Orders Terms of Reference – Corporation and committees Minutes of Corporation and committees – current and archive Corporation agenda papers Corporation Code of Conduct	Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk Website www.godalming.ac.uk Public File (paper) Website www.godalming.ac.uk
4.2	Student Voice and Activities	Student Union – Membership and activities Clubs and societies	Website www.godalming.ac.uk Website www.godalming.ac.uk

Class Five – Our policies and procedures

This section covers written protocols for delivering our functions and responsibilities. Information relating to individual members of staff which is exempt from disclosure as personal information is excluded.

Class		Description	Manner
5.1	Employment and employee relations	Generic terms and conditions of employment Salary scales Employment Committee membership and terms of reference Employment procedures Employment procedures (Senior Post holders) Harassment policy Adoption leave policy Paternity leave policy Maternity Scheme Professional Duties policy Staff Absence policy Staffing and Remuneration Policy Employment Policy (Senior Post Holders) Recruitment Policy Remuneration Policy (Senior Post Holders) Health and Safety Policy and Procedures Whistle-blowing Policy (Public Interest Disclosure Act) Generic Job Descriptions	Paper Paper Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic Paper and electronic
5.2	Equality and diversity	Equality and Diversity Policy Gender Re-assignment Identification Equality Scheme	Paper and electronic Paper and electronic
5.3	Child Protection	Child Protection Policy & compliance with “Every Child Matters” DBS Checks Policy Safeguarding Policy Social Media Policy	Paper and electronic Paper and electronic Paper and electronic Paper and electronic
5.4	Staff development	Staff Development Handbook	Paper and electronic

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5.5	Risk management	Risk Management Policy Risk register	Paper and electronic Paper and electronic
5.6	Financial management	See class two above	
5.7	Disaster recovery	Major Incident Recovery Plan (including Snow Procedure)	Paper and Electronic
5.8	Student discipline	<ul style="list-style-type: none"> ▪ The Student Contract and Disciplinary process ▪ College policies on: <ul style="list-style-type: none"> Substance Abuse Use of computers ▪ Student complaints procedure 	Website www.godalming.ac.uk Paper and electronic Paper and electronic Website www.godalming.ac.uk
5.9	Smoking	<ul style="list-style-type: none"> ▪ Smoke free Policy 	Paper and electronic
5.10	Student liaison	<ul style="list-style-type: none"> ▪ Minutes of meetings of Student Union ▪ College clubs and societies. 	Paper & electronic Website www.godalming.ac.uk

Class Six - Lists and registers

This section covers information we hold relating to administration and progression of our students from admission to course completion, including student support services. It also includes information relating to staff. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

Class	Description	Manner
6.1	Information on student admission, progression and completion <ul style="list-style-type: none"> ▪ Admissions Policy ▪ Course Fees for overseas students ▪ MIS data on student gender, ethnicity. ▪ MIS course retention and completion data ▪ Exams Policy ▪ Exam results data. ▪ Destinations data. ▪ Numbers of applicants ▪ Parents' consultation and report dates ▪ Parents newsletters 	Website www.godalming.ac.uk Website www.godalming.ac.uk Paper and electronic Paper and electronic Website www.godalming.ac.uk Website www.godalming.ac.uk Paper and electronic Paper and electronic Website www.godalming.ac.uk Paper and electronic
6.2	Data Protection <ul style="list-style-type: none"> ▪ Data Protection Policy & Statement 	Website www.godalming.ac.uk
6.3	Staff Information <ul style="list-style-type: none"> ▪ Analysis of Staff <ul style="list-style-type: none"> ○ Gender ○ Full time/part time ○ Age distribution ○ Ethnicity ○ Sickness absence ▪ Staff Development Handbook 	Paper and electronic Paper and electronic

Class Seven - The services we offer

This section covers advice and guidance, information leaflets and media releases.

Class		Description	Manner
7.1	Courses	Term dates Open evenings Prospectus (requests can be made via website) College Calendar	Website www.godalming.ac.uk Website www.godalming.ac.uk Paper and Website www.godalming.ac.uk Website www.godalming.ac.uk
7.2	Student Contract and Agreements	Student Code of Conduct Student Contract Student Regulations for Use of Computers Protocol on Charging	Paper and electronic Paper and electronic Paper and electronic Website www.godalming.ac.uk
7.3	Student learning support services	<ul style="list-style-type: none"> ▪ Organisational structure of the Learning Support Team. ▪ Set Lists and Personal tutors ▪ Organisational structure of the careers department ▪ Counselling service ▪ Learning Support Department Leaflet 	Paper and electronic Paper and electronic Paper and electronic Paper (leaflet) Paper (leaflet)
7.4	Policies with regard to data and information	Data Protection Policy & Statement Major Incident Recovery Plan (Summary Version) Freedom of Information Social Media Policy	Website www.godalming.ac.uk Paper and electronic Website www.godalming.ac.uk Paper and electronic
7.5	Media Releases & Marketing	Publicity information circulated to local Newspapers, radio stations, television stations, etc Marketing Plan	Website www.godalming.ac.uk Paper and electronic
7.6	Hire of Rooms & Facilities	Facilities for Hire, conditions of hire and charges	Website www.godalming.ac.uk