



## **Access to Information Policy and Procedure for Using the Publication Scheme**

### **Summary**

This policy document defines the procedures for making requests for information under the Freedom of Information Act 2000 and includes the procedures for using the Publication Scheme.

Policy Owner	Clerk to the Corporation
Review / Approval Body	Corporation (via Audit Committee)
Date of last approval	13 May 2015
Frequency of Review	Annual review – next review Autumn Term 2016
<i>Date / Status of this version</i>	<i>APPROVED 13 MAY 2015</i>

## **Aims**

This policy document has been prepared in compliance with the Freedom of Information Act 2000 to describe the College's policies with regard to making information available to the public and in dealing with requests for information.

The document also sets out the procedures for using the publication scheme to access information about College activities and services.

### **1. Introduction**

- 1.1 City of Westminster College is committed to making as much information about the College activities as possible generally available to the public either through published documents or on request.
- 1.2 The College published a Publication Scheme in 2005 to make it easier for members of the public to access information about College activities and services. In 2008, the College adopted the revised model publication scheme for FE Colleges published by the Office of the Information Commissioner.

### **2. Freedom of Information Act 2000: Publication Scheme**

- 2.1 The Freedom of Information Act 2000 (FOIA) came into force in the UK on 1 January 2005 and provides individuals or organisations with the right to request information held by a public authority. The public authority must tell the applicant whether it holds the information requested and must normally supply the information, in the requested format, within 20 working days. The purpose of the FOIA is to promote greater openness by public authorities, which include further education colleges.
- 2.2 All public bodies, including FE Colleges, are required to adopt a publication scheme under Section 19 of the Freedom of Information Act 2000. City of Westminster College has adopted the model publication scheme for FE Colleges published by the Information Commissioner's Office in 2008. The scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges to make available to the public. The Information Commissioner's Office published a definition document for Further Education Colleges in England, Wales and Northern Ireland in 2013: [http://ico.org.uk/for\\_organisations/sector\\_guides/~media/documents/library/Freedom\\_of\\_Information/Detailed\\_specialist\\_guides/definition-document-colleges-of-further-education.pdf](http://ico.org.uk/for_organisations/sector_guides/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/definition-document-colleges-of-further-education.pdf)

This guidance is intended to assist FE colleges by giving examples of the kinds of information that they are expected to provide in order to meet their commitments under the Freedom of Information Act model publication scheme. The College's Publication Scheme has been amended to reflect this guidance (Appendix A).

- 2.3 In addition to the model publication scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is included in Appendix A to this policy document.

### **3. How to access information**

- 3.1 City of Westminster College will make available information it holds whether or not listed in the Publication Scheme unless identified as not available under one or more of the exemptions set out in the FOIA. Any documents routinely available to the public are noted in the Publication Scheme under the descriptions of the "classes" of information.
- 3.2 Some of the documents listed in the scheme are published in electronic format on the College's website – [www.cwc.ac.uk](http://www.cwc.ac.uk) - and these are indicated throughout the scheme. Other documents are available on request and will be provided in the requested format,

either in a hard copy or an electronic copy. These are listed in the scheme together with details of any fee payable (see section 4 on Fees Policy).

- 3.3 If the information being sought is not listed in the publication scheme, individuals may still request the information under the terms of the FOIA. Requests must be made in writing and these may include correspondence by email. Persons requesting the information must provide a name and address and must clearly state the information being requested, including the desired format of the information. Persons requesting information need not disclose the reasons for requesting information. A Freedom of Information Request Form is attached to this policy as Appendix B. This form has been designed to make requesting information not listed on the publication scheme easier, but the use of this form is not mandatory for requests to be processed by the College.

#### **4. Fees Policy**

- 4.1 Printed information on courses and services offered by the College is available free of charge as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so and may charge a fee to cover any additional costs of preparing the information in required format.
- 4.2 Whilst most information included in the Publication Scheme will be provided free of charge, the College reserves the right to charge a fee for responding to all Freedom of Information requests. The College will be guided by the advice of the Information Commissioner in setting any fee and any such fee would normally be required to cover any administrative, printing or copying costs. On receipt of a Freedom of Information request the College will keep the requester informed if a fee is likely to be liable and what it might be.

#### **5. Timescales for dealing with requests for information**

- 5.1 The College will normally reply to all requests made under the FOIA within the time limit set out in the legislation of 20 working days. However, when it is necessary to apply a public interest test under an exemption set out in the legislation, the College may apply for an extension to the 20 working days in compliance with the Information Commissioner's guidance. However, in such cases, the applicant will be informed of the extension and will be given an estimate of the date by which the College expects to make its decision on supplying the requested information.
- 5.2 In responding to requests for information, the College will provide the applicant with confirmation of whether or not the information being requested is held and will, where possible to do so, supply the information in the desired format. When the information is exempt under the FOIA, the College will issue a refusal notice to the applicant stating the specific exemption that has been applied.

#### **6. Contacts and Complaints**

- 6.1 The contact for requests for information, either through the Publication Scheme or under the terms of the FOIA, and any comments or questions about the policy and procedures is:

Christina Price  
Clerk to the Corporation  
City of Westminster College  
Paddington Green Campus  
Paddington Green  
London W2 1NB

Tel: 020 7258 2952  
Email: christina.price@cwc.ac.uk

- 6.2 If you are unhappy with the way in which the College has dealt with a request for information, you are entitled to write, in the first instance, to:

The College Principal  
City of Westminster College  
Paddington Green Campus  
Paddington Green  
London W2 1NB

Tel: 020 7723 8826

- 6.3 The College will do everything in its power to meet the needs of individuals or organisations requesting information. However, if the College is unable to resolve a complaint under the process set out in this policy document, the applicant has the right to write to the Information Commissioner, an independent body which oversees the implementation of the Freedom of Information Act. The address to write to is:

Information Commissioner  
Wycliffe House Water Lane  
Wilmslow Cheshire  
SK9 5AF

Website – [www.ico.gov.uk](http://www.ico.gov.uk)

## **7. Policy Delivery**

- 7.1 The Clerk to the Corporation / Freedom of Information Officer shall be responsible for reviewing and updating this policy and procedures document.
- 7.2 The Corporation, via the Audit Committee, shall be responsible for approving any amendments to the policy document.
- 7.3 The policy and procedures document and the publication scheme shall be reviewed on an annual basis.



## APPENDIX A

### Guide to the information included in the College's Publication Scheme

City of Westminster College's Publication Scheme comprises seven classes of information.

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

The columns used in this Publication Scheme are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

The College's Publication Scheme complies with the model Publication Scheme for FE Colleges and the definition document for Further Education Colleges in England, Wales and Northern Ireland which were published by the Information Commissioner's Office in 2008 and 2013 respectively.

#### **Fees Policy**

Whilst most information on the Publication Scheme will be provided free of charge, the College reserves the right to charge a fee for responding to all Freedom of Information requests. The College will be guided by the advice of the Information Commissioner in setting any fee and any such fee would normally be required to cover any administrative, printing or copying costs. On receipt of a Freedom of Information request the College will keep the requester informed if a fee is likely to be liable and what it might be.

## Guide to information available under the City of Westminster College's Publication Scheme.

Please note that this is not an exhaustive list but indicative of the types of information available. If the information that you require is not shown in this Publication Scheme, please contact the Freedom of Information Officer to make a request. Some information may in some circumstances be exempt from disclosure under the terms of the Freedom of Information Act 2000.

<b>1. Who we are and what we do – Information on the College, structures, locations and contacts.</b>				
	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal Framework	<p>Legal Status – conferred by the Further and Higher Education Act 1992: The Act is available at the HMSO site: <a href="http://www.legislation.hmso.gov.uk/acts">www.legislation.hmso.gov.uk/acts</a></p> <p>Instrument and Articles of Government</p> <p>Charitable status – The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</p>	<p>Internet</p> <p>Email or paper</p> <p>Website</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p>
1.2	How the College is organised	<p>College structure charts including descriptions of the work of each area and names and responsibilities of key personnel</p> <p>General information and introduction to College Corporation and Committee Structures including terms of reference and membership</p>	<p>Website, email or paper</p> <p>Website, email or paper</p>	<p>n/a or Fees Policy</p> <p>n/a</p>
1.3	Our Partnership Organisations	<p>Skills Funding Agency - <a href="https://www.gov.uk/government/organisations/skills-funding-agency">https://www.gov.uk/government/organisations/skills-funding-agency</a></p> <p>OFSTED - <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p> <p>Department for Business, Innovation and Skills - <a href="https://www.gov.uk/government/organisations/department-for-business-innovation-skills">https://www.gov.uk/government/organisations/department-for-business-innovation-skills</a></p> <p>Department for Education - <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></p> <p>The Education &amp; Training Foundation - <a href="http://www.et-foundation.co.uk/">http://www.et-foundation.co.uk/</a></p> <p>Association of Colleges - <a href="http://www.aoc.co.uk">www.aoc.co.uk</a></p> <p>Information about working with schools, universities, employers and community</p> <p>CWC Enterprises Ltd - a wholly owned subsidiary of City of Westminster College established for the purpose of management of letting facilities and</p>	<p>Internet</p> <p>Internet</p> <p>Internet</p> <p>Internet</p> <p>Internet</p> <p>Internet</p> <p>Internet</p> <p>Website or paper</p> <p>Email or paper</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a or Fees Policy</p> <p>n/a or Fees</p>

		ancillary services		Policy
1.4	Location and Contact Details	Contact information for all of our sites can be obtained from our website: <a href="http://www.cwc.ac.uk">www.cwc.ac.uk</a>  Main switchboard number – 020 7723 8826  Contact us: <a href="http://www.cwc.ac.uk/contactus/Pages/default.aspx">http://www.cwc.ac.uk/contactus/Pages/default.aspx</a>	Website	n/a
1.5	Student Associations and Activities	Student Council Constitution, Student Council Annual Reports and details of current activities or events	Email or paper	n/a or Fees Policy

**2. What we spend and how we spend it – Information on the College finances, income and expenditure, procurement, contracts and audits.**

	Class	Description	Manner	Fee
2.1	Funding / income	Sources of funding and income, such as funding grants, tuition fees, endowment, rents and investment income (including investment strategy)	Email or paper	n/a or Fees Policy
2.2	Budgetary and account information	<ul style="list-style-type: none"> <li>Annual audited financial statements</li> <li>Annual Budget as approved by Corporation Management accounts as reported to Corporation</li> <li>Budgeting and Planning procedures</li> <li>Contracting and tendering procedures</li> </ul>	Website Email or paper	n/a n/a or Fees Policy
2.3	Financial audit reports	<ul style="list-style-type: none"> <li>Annual financial statements and regularity audit report (once approved by Corporation)</li> <li>Annual Internal Audit Service Report</li> <li>Annual Report from Audit Committee</li> </ul>	Website Email or paper	n/a n/a or Fees Policy
2.4	Capital Programme	Summary information on major plans for capital expenditure	Paper	Fees Policy
2.5	Financial Regulations and procedures	Information on our financial procedures including: <ul style="list-style-type: none"> <li>Standing Financial Instructions</li> <li>Skills funding Agency Financial Memorandum</li> </ul>	Email or paper	n/a or Fees Policy
2.6	Pay policy	Statement of our policy and procedures regarding staff pay	Email or paper	n/a or Fees Policy
2.7	Staff pay and grading structures	Levels of pay scales as part of organisational structure	Paper	Fees Policy
2.8	Staff Allowances and Expenses	Details of the allowances and expenses that can be incurred or claimed	Email or paper	n/a or Fees Policy
2.9	Governors' Allowances	<ul style="list-style-type: none"> <li>Details of the allowances and expenses that can be incurred or claimed</li> <li>The total payments made to individual Governors</li> </ul>	Email or paper	n/a or Fees Policy

2.10	Register of suppliers	List of current suppliers (summary level only)	Paper	Fees Policy
2.11	Procurement and tender procedures	<ul style="list-style-type: none"> <li>Financial Regulations including procurement policy and procedures</li> <li>Contracts available for public tender</li> <li>Reports of successful tenders</li> </ul>	Paper	Fees Policy
2.12	Contracts	List of current major contracts (summary level only of sufficient size to have gone through a formal tendering process)	Email or paper	n/a or Fees policy

**3. What our priorities are and how we are doing – Information on the College's strategies and plans, performance indicators, audits, inspections and reviews.**

	Class	Description	Manner	Fee
3.1	Annual Reports	Annual reports and financial statements	Website	n/a
3.2	Self Assessment Report	Annual Self Assessment Report	Paper	Fees Policy
3.3	Corporate and business plans	Current and recent past information relating to: <ul style="list-style-type: none"> <li>Our Mission, Vision and Values</li> <li>Our Strategic Plan and our Business Plans</li> </ul>	Website Paper	n/a Fees Policy
3.4	Teaching and Learning Strategy	Our Teaching and Learning Strategies and periodic reviews of their progress, which includes summary information on Self Assessment, Quality Improvement Planning and Post Inspection Action Plans.	Paper	Fees Policy
3.5	Academic Quality & Standards	<ul style="list-style-type: none"> <li>Annual Self Assessment Report</li> <li>Course Evaluation and Improvement</li> <li>Annual Self Assessment for Learning Areas</li> <li>Learning Area Moderation</li> <li>Standards Moderation procedures</li> <li>Course Reviews</li> <li>Validation procedures</li> </ul>	Paper	Fees Policy
3.6	Most recent Ofsted inspection Report	OFSTED Inspection reports from website – <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	Website or paper	n/a or Fees Policy
3.7	External Review Information	Information relating to OFSTED Inspections, Teaching Quality Assessment and Research Assessment Exercise Policies. OFSTED Inspection reports from website – <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> QAA reviews on HE Provision at the College from the website – <a href="http://www.qaa.ac.uk">www.qaa.ac.uk</a>	Paper	Fees Policy
3.8	Corporate Relations	<ul style="list-style-type: none"> <li>Information relating to the College's links with employers and sponsors and the development of learning programmes</li> <li>Marketing Communications Strategy</li> </ul>	Paper Email or paper	Fees Policy n/a or Fees Policy
3.9	Government and regulatory reports	Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the College is legally obliged to make available to its funding and/or monitoring	Paper or link to appropriate website	Fees Policy or n/a

		bodies. Such material may provide information as to how well the College is performing. Examples of the type of information in this class include reports/returns to funding bodies, inspectorates, standards bodies, research councils, professional bodies, government departments etc.	where information to such bodies is publicly available	
<b>4. How we make decisions – Information on the College’s decision-making processes and records of decisions.</b>				
	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees	<p>Minutes of Governing Body meetings are published on the website – <a href="http://www.cwc.ac.uk">www.cwc.ac.uk</a>:</p> <p>Minutes of the following are available:</p> <ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Finance &amp; General Purposes Committee</li> <li>• Quality Standards &amp; Student Affairs Committee</li> <li>• Audit Committee</li> <li>• Search &amp; Governance Committee</li> <li>• Strategy &amp; Estates Committee</li> </ul> <p>All Remuneration Committee meeting minutes and some Governing Body and Committee minutes are confidential due to the Data Protection and Commercial Sensitivity issues.</p> <p>Papers from meetings are available on request unless identified as confidential but the reasons for this will be given including the date of review or release.</p>	<p>Website or email</p> <p>Email or paper</p>	<p>n/a</p> <p>n/a or Fees Policy</p>
<b>5. Our policies and procedures – Information on current written protocols, policies and procedures for delivering our services and responsibilities.</b>				
	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	The way in which college business is conducted	<p>Current information relating to the way in which College business is conducted including:</p> <ul style="list-style-type: none"> <li>• Codes of Practice</li> <li>• Governors’ Code of Conduct</li> <li>• Corporation Standing Orders</li> <li>• Committee Terms of Reference</li> <li>• Procedural rules and guidance on range of topics relevant to College business</li> <li>• Procedures for handing requests for information</li> </ul>	Email or paper	n/a or Fees Policy
5.2	Delivery of academic services	<p>Current policy information relating to the delivery of academic services which may include:</p> <ul style="list-style-type: none"> <li>• Guidelines for the Observation of Teaching and Learning</li> <li>• Basic and Key Skills Policies</li> <li>• Higher Education Policies</li> <li>• Procedures relating to quality</li> <li>• Policies on changing course</li> <li>• Policies on student assessment</li> </ul>	Email or paper	n/a or Fees Policy

		<ul style="list-style-type: none"> <li>• Appeal procedures</li> <li>• Policy on breach of assessment regulations</li> </ul>		
5.3	Delivery of student services.	Current policy information relating to the delivery of student services	Email or paper	n/a or Fees Policy
5.4	Human Resources	Current policy information relating to the full range of human resources policies:	Email or paper	n/a or Fees Policy
5.5	Recruitment	Current policy information relating to recruitment of staff and governors. Current vacancies on website – <a href="http://www.cwc.ac.uk">www.cwc.ac.uk</a>	Email or paper	n/a or Fees Policy
5.6	Code of Conduct for members of Governing Body	<ul style="list-style-type: none"> <li>• Governors' Code of Conduct</li> <li>• Corporation Standing Orders</li> <li>• Committee Terms of Reference</li> </ul>	Email or paper	n/a or Fees Policy
5.7	Equality and Diversity	Current policy information relating to Equality and Diversity and the College's Single Equality Scheme.	Email or paper	n/a or Fees Policy
5.8	Health and Safety	Current policy information relating to Health and Safety including: <ul style="list-style-type: none"> <li>• H&amp;S Policy</li> <li>• H&amp;S Reports</li> <li>• No Smoking Policy</li> <li>• H&amp;S Induction Procedures</li> <li>• Details of current health and safety projects</li> <li>• H&amp;S Committee Terms of Reference</li> </ul>	Email or paper	n/a or Fees Policy
5.9	Estates Management	Current policy information relating to Estates Management including: <ul style="list-style-type: none"> <li>• Disposals Policy</li> <li>• Estates Strategy and Plan</li> <li>• Facilities management policies</li> <li>• Grounds and building maintenance</li> </ul>	Email or paper	n/a or Fees Policy
5.10	Complaints Policies and Procedures	<ul style="list-style-type: none"> <li>• Student Complaints Procedure</li> <li>• Staff Complaints Procedure</li> <li>• Complaints against Governing Body</li> <li>• Complaints against Freedom of Information procedures – in Publication Scheme.</li> </ul>	Email or paper	n/a or Fees Policy
5.11	Records Management and Personal Data Policies	Current policy information including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention and archive policies</li> <li>• Data Protection (including data sharing).</li> </ul>	Email or paper	n/a or Fees Policy
5.12	Fileplans	Current policy information concerning fileplans	Email or paper	n/a or Fees Policy
5.13	Charging Regimes and Policies	Current policy information on charging policies including Tuition Fees Policies and Publication Scheme Fees.	Email or paper	n/a or Fees Policy

**6. Lists and Registers** – Information held in currently maintained lists and registers to conform with legal requirements.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Assets	Asset / Capital Register (summary level only) and information asset register	Email or paper	n/a or Fees Policy
6.2	CCTV	Locations of any overt CCTV surveillance cameras, e.g. by building or general geographic location	Email or paper	n/a or Fees Policy
6.3	Disclosure Logs	Current information on requests made to the College under the Freedom of Information Act and details of responses issued	Email or paper	n/a or Fees Policy
		Register of Disclosed Interests of Corporation Members and Senior Managers.	Email or paper	n/a or Fees Policy
		Register of gifts and hospitality provided to senior staff (and to Corporation Members)	Email or paper	n/a or Fees Policy

**7. The services we offer** – Information about the services offered by the College, including leaflets, guidance and newsletters.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Prospectus and Course content	<ul style="list-style-type: none"> <li>Course leaflets</li> <li>Annual Course Guide – including term dates, structure of courses, qualifications gained, changing courses, work experience.</li> <li>Open Day information</li> </ul>	Website / paper	n/a
7.2	Services for Outside Bodies		Paper	Fees Policy
7.3	Health Advice	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Staff induction materials</li> </ul>	Paper	Fees Policy
7.4	Welfare and Counselling Services		Email or paper	Fees Policy
7.5	Funding available to students	<ul style="list-style-type: none"> <li>Grants and bursaries</li> </ul>		
7.6	Careers Advice	<ul style="list-style-type: none"> <li>Student Handbook</li> </ul>	Paper	Fees Policy
7.7	Chaplaincy Services and multi-faith provision	None		

7.8	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> <li>Tuition Fees Policy</li> </ul>	Email or paper	n/a or Fees Policy
7.9	Sports and Recreational Facilities	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Staff Benefits Leaflet – Gym, Fitness Classes</li> </ul>	Paper	Fees Policy
7.10	Facilities relating to music, art and other cultural activities		Email or paper	n/a or Fees Policy
7.11	Museums, Libraries, Special Collections and Archives.	<ul style="list-style-type: none"> <li>Library catalogues</li> </ul>	Paper	Fees Policy
7.12	Conference Facilities	None		
7.13	Advice and Guidance	<ul style="list-style-type: none"> <li>Information for refugees and asylum seekers</li> <li>Rights and entitlements of international students</li> <li>Student Handbook</li> </ul> <p>The website has a section devoted to <a href="#">providing advice and guidance on fees</a>.</p>	Email or paper	n/a or Fees Policy
			Website	n/a
7.14	Local campaigns	Current and recent past information relating to local campaigns or activities.	Email or paper	Fees Policy
7.15	Media Releases	The website has a section devoted to news stories relating to City of Westminster College.	Website	n/a
		Press releases	Email or paper	n/a or Fees Policy



### 3. Other information

*Please provide any other details to identify or locate the information which would help us process your request. Please also give details about the required format of the information (eg, hard copy, electronic copy).*


### 4. Data Protection

*The personal details you have provided City of Westminster 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 that we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third party without your consent.*

Signature:	
Date:	

**Important note – If the information that you have requested requires a fee to be paid, 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 completed form to:  
Christina Price  
Clerk to the Corporation  
City of Westminster College  
Paddington Green Campus  
Paddington Green  
London W2 1NB  
Email: [christina.price@cw.ac.uk](mailto:christina.price@cw.ac.uk)