

TRAFFORD COLLEGE GROUP

Freedom of Information Act – Publication Scheme Guidance Template

Introduction

Trafford College Group (TCG) has adopted the model publication scheme. This publication scheme commits TCG 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 TCG. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits TCG:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by TCG 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; and
- To make this publication scheme available to the public.

How to access information

TCG will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via TCG's website at www.tcg.ac.uk or other websites as indicated. Other documents are only available in hard copy and will be provided on request. We ask that requests are made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this document.

Freedom of Information Scheme Charging Procedure

Fees will only be applicable in cases where TCG incurs a direct cost to produce the information. Charges made by TCG for routinely published material will be justified and transparent and kept to a minimum. In the following circumstances a fee will not be charged:

- Information that is available on the website;
- Information that is available and can be emailed; and
- Information that is routinely made available.

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; and
- The costs directly incurred as a result of viewing information

TCG will consider each request and may either waive its right to charge or, if it is considered necessary for a charge to be levied, will adhere to the charges outlined in below.

- Postage Standard postage rates;
- Courier Courier charges incurred by TCG;
- Photocopying A4 Black and white single sided £0.05;
- A4 Black on white double sided £0.10;
- A3 Black and white single sided £0.10;
- A3 Black on white double sided £0.20;
- A4 Colour print single sided £0.25;
- A4 Colour print double sided £0.50;
- A3 Colour print double sided £0.70; and
- A3 Colour print single sided £0.35.

A charge may also be made in the following circumstances:

- The need to charge in order to guarantee the continued collection and publication of the information;
- Where information has been collected and analysed for commercial purposes and where this has required professional time and skill; and

- Information which is normally made available on commercial terms as part of the authority's trading activities.

In the above cases charged would be based on the cost incurred by TCG (excluding staff costs). Where TCG needs to recover research fees for retrieving archived material then the cost will be based on the actual staff rate. Charges are subject to an annual review.

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations) govern TCG's ability to charge for information requests under the above acts. The regulations detail the requirements placed upon public bodies on what is considered appropriate for them to charge for requests, made under the Freedom of Information and the Data Protection Acts. Full details of the regulations can be found under www.legislation.gov.uk. In summary, TCG is allowed to charge a fee for providing information in response to a Freedom of Information Act 2000 request, and the fee must be determined in accordance with the Fees Regulations.

TCG does not have to comply with a request for information if the cost of compliance exceeds the appropriate limit, as set out in the Fees Regulations. The appropriate limit for the College is £450. TCG must still confirm or deny whether it holds the information requested, unless the cost of this alone would exceed the appropriate limit. In estimating whether complying with a request would exceed the appropriate limit, TCG can only take into account the costs it reasonably expects to incur in:

- Determining whether it holds the information;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Michelle Leslie
Vice Principal Corporate Planning and Services
Trafford College Group
Manchester Road
West Timperley
Altrincham
Wa14 5PR
Tel 0161 886 7004
Email michelle.leslie@tcg.ac.uk

If TCG is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body that regulates the implementation of the Freedom of Information Act 2000. The address is:

Information Commissioner
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF
 0303 123 1113

This document is a guide to the specific information we hold and which is contained within the scheme's seven classes.

	Class	Information Published	How the information can be obtained	Responsibility
1	Who we are and what we do			
	Organisational information, structures, locations and contacts. This class should include current information only.			
1.1	Legal Framework/Instruments of Government/ Articles of Association.	<p>The Trafford College Group's Instruments and Articles are available.</p> <p>Legislation concerning the Corporate status of FE corporations, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992 is publicly available, for example on the HMSO website (www.legislation.hmso.gov.uk/acts.htm) and need not be duplicated.</p> <p>Every education institution (University, Further or Higher Education College) has a legal basis, which forms its legal status.</p>	Hard copy available on request and on TCGs website.	Corporation Secretary
1.2	How the Institution is organised	<p>Information concerning the senior management team including roles and names is available.</p> <p>Organisational structures can be provided upon request.</p>	<p>TCG website</p> <p>Hardcopy</p>	<p>Director of Marketing and Customer Services</p> <p>Head of HR & Performance</p>

		The terms of reference, membership and description of the Board of the Corporation and its committees is also available.	Published on the governors section of the website: http://www.tcg.ac.uk/governors	Corporation Secretary
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	Class	Information Published	How the information can be obtained	Responsibility
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	The Trafford College Group has relationships with many partners at all levels. Information relating to a particular organisation or partner is available.	Hard copy available on request.	Dir of Finance & Strategy
1.4	Location and contact details	<p>The Executive Leadership Team comprises:-</p> <p>Lesley Davies OBE, Principal and Chief Executive (Altrincham) James Scott, Vice Principal Curriculum (Campus Principal Stockport) Michelle Leslie, Vice Principal Corporate Planning and Services (Altrincham) Andrea Bennett, Director of Finance & Strategy (Altrincham)</p> <p>The Leadership Team comprises (in addition to the above members of staff):-</p> <p>Alex Fau-Goodwin, Assistant Principal (Stretford and Stockport) Helen Wood, Assistant Principal (Altrincham) Emma Goodlet, Assistant Principal 16-19 Study Programmes (Altrincham) Joan Scott, Director of Adult Learning and Community Learning (Stretford) Jane Keys, Director of Apprenticeships (Stretford) Mark Harris Dean of Higher Education (Stockport) Tristan Edwards, Director of Quality (Stockport) Mike Dillan, Director of MIS (Altrincham) Keith Linton, Director of Premises (Altrincham) Carl Miles, Director of Marketing and Customer Services (Altrincham) Naomi Harrop, Head of HR and Performance (Altrincham)</p> <p>Whilst the leadership team work across all campuses their</p>	Website www.tcg.ac.uk	Director of Marketing & Customer Services

	Class	Information Published	How the information can be obtained	Responsibility
		<p>locations for contact purposes is given in brackets.</p> <p>Contact details are: Trafford College Group – Stockport College Campus Wellington Road South Stockport Cheshire SK1 3UQ Tel: 0161-296-5000</p> <p>Trafford College Group – Altrincham Campus Manchester Road West Timperley Altrincham WA14 5PQ Tel: 0161-886-7000</p> <p>Trafford College Group – Stretford Campus Talbot Road Stretford Manchester M32 OXH Tel: 0161-886-7000</p>		
1.5	Student activities	<p>Student forums have been established, information can be provided on request.</p> <p>Information on Student Life including:</p> <ul style="list-style-type: none"> - Facilities - Student Representatives - Student Ambassadors scheme - Sports & enrichment opportunities - Student noticeboard 	<p>Electronic copy available on request. Parent Guide. Also on: Website (news section), Facebook and Twitter.</p>	Assistant Principal 16-19 Learning

	Class	Information Published	How the information can be obtained	Responsibility
2	What we spend and how we spend it			
	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. As a minimum, financial information for the current and previous two financial years should be available.			
2.1	Funding/Income	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy) is available from TCG's audited financial statements.	Hard copy available on request. Financial statements published on the website.	Dir of Finance & Strategy
2.2	Budgetary and account information; expenditure	Annual statement of accounts and other information concerning where money is being spent, where it is or has been planned to spend and the difference between one and another is available and includes revenue budgets and budgets for capital expenditure. This information is available from TCG's audited financial statements. Information is also made available to the Governing body and can be obtained from Corporation minutes.	Hard copy available on request. Published on the website.	Dir of Finance & Strategy
2.3	Financial audit reports	Financial audit reports are available subject to written permission from the auditors.	Hard copies are available on request. Detailed information will be subject to the written permission of the auditors. Accounts published on the website.	Dir of Finance & Strategy
2.4	Capital programme	Information can be obtained on major capital expenditure projects being undertaken at TCG.	Information is available at www.stockport.ac.uk Further information	VP Corporate Planning & Services

			can be obtained on request.	
	Class	Information Published	How the information can be obtained	Responsibility
2.5	Financial Regulations and procedures	Financial Regulations document can be obtained	A hard copy of the Financial Regulations is available by request.	Dir of Finance & Strategy
2.6	Pay Policy	A copy of this can be provided on request	A hard copy can be provided following a written request.	Head of HR and Performance
2.7	Staff pay and grading structures	Information can be obtained concerning salary structures and the applicable rates of pay for all staff groups.	Information can be obtained by email or in hard copy format.	Head of HR and Performance
2.8	Staff allowances and expenses	Information can be obtained concerning staff allowances and expenses	Information can be provided following a written request.	Head of HR and Performance
2.9	Governors' Expenses	Governors Expenses Policy is available on request	Information can be obtained by email or in hard copy format.	Corporation Secretary
2.10	Register of suppliers	Register of suppliers is available.	Available in hard copy on request.	Dir of Finance & Strategy
2.11	Procurement and tender procedures and reports	Information regarding procurement and tendering procedures is included in TCG's Financial Regulations. Any further information will be available on request.	Available in hard copy on request.	Dir of Finance & Strategy
2.12	Contracts	TCG has a number of significant contracts that are of sufficient size to have gone through a formal tendering process. This information can be made available. Information concerning subcontracted partners can be found in the 'Supply Chain and Fees Policy'.	Information will be available in hard copy on request. TCG website	Dir of Finance & Strategy Dir of MIS

	Class	Information Published	How the information can be obtained	Responsibility
3	What our priorities are and how we are doing			
	Strategies and plans, performance indicators, audits, inspections and reviews. Information in this class should be available at least for the current and previous three years. Below is a list of the type of information that we would expect colleges of further education to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.			
3.1	Annual Report	Details of TCG's performance against targets including recruitment, finance and success rates are available.	Available in hard copy following a written request.	VP Curriculum (Campus Principal)
3.2	Self-assessment report	TCG's Self-Assessment Report is produced annually and validated by the Board of Governors. The Self-Assessment Report evaluates TCG's performance against the Common Inspection Framework.	Available in hard copy following written request.	VP Curriculum (Campus Principal)
3.3	Corporate and business plans	The corporate strategic plan is agreed by the full Board and includes three year targets for recruitment by funding stream, financial forecasts and curriculum projections in terms of observation grades, self-assessment grades, success rates and teacher qualifications. A copy of the corporate strategic plan is available.	Available in hard copy following a written request. Website	Corporation Secretary
3.4	Teaching and learning Strategy	Details of TCG's approach to teaching, learning and assessment are provided in textual and chart form.	College website	Director of Quality (FE) Dean of Higher Education (HE)
3.5	Academic and Quality Standards	Minutes of the Board's curriculum and quality committee meetings are available and include consideration of curriculum performance at departmental level including external body review e.g. Ofsted.	College website	Corporation Secretary

	Class	Information Published	How the information can be obtained	Responsibility
3.6	Most recent Ofsted Inspection report	Full report on TCG's most recent inspections by Ofsted.	Ofsted website and available in hard copy following a written request.	VP Curriculum (Campus Principal)
3.7	External review information	All external review documentation	Available in hard copy following a written request.	Corporation Secretary
3.8	Corporate relations	All Corporate relations documentation	Available in hard copy following a written request.	Corporation Secretary
3.9	Government and regulatory reports	TCG has a number of accreditation and monitoring reports by professional, statutory or regulatory bodies including audit reports, Ofsted reports etc.	Information can be available in hard copy on request. In some cases, disclosure of information may be subject to the written authority of the third party organisation itself.	Corporation Secretary

	Class	Information Published	How the information can be obtained	Responsibility
4	How we make decisions			
	Decision making processes and records of decisions.			
	Information in this class should be available at least for the current and previous three years.			
4.1	Minutes from the governing body and sub committee meetings.	Information included:- <ul style="list-style-type: none"> • Corporation Minutes • Audit Minutes • Resources Minutes • Search Minutes • Curriculum & Quality Minutes • Capital Project Working Group Minutes • Remuneration 	All non-confidential minutes of Board meetings will be available on the TCG website.	Corporation Secretary

	Class	Information Published	How the information can be obtained	Responsibility
5	Our policies and procedures			
	Current written protocols, policies and procedures for delivering our services and responsibilities. This class should include current information only.			
5.1	Policies and procedures for conducting college business	Information is available concerning policies and procedures for conducting college business. Details on the applicable information are listed in this document under the relevant headings.	Freedom of Information Scheme guidance document.	VP Corporate Planning & Services
5.2	Procedures and policies relating to academic services	See above for our priorities and how are we doing.	Website	VP Curriculum (Campus Principal)
5.3	Procedures and policies relating to student services	The following information is available: <ul style="list-style-type: none"> • Student services policies and procedures • Admissions policies and procedures • Information concerning the management of the student records system. • Information concerning the assessment of external qualifications. • Student complaints and appeals procedure. • Student code of conduct. 	By written request Website or enquiry By written request By written request Website Website	AP 16-19 Learning Dir of Marketing & Customer Services Dir of MIS Dir of MIS Director of Quality Director of

	Class	Information Published	How the information can be obtained	Responsibility
				Quality
5.4	Procedures and policies relating to human resources	<p>The following information is available:</p> <ul style="list-style-type: none"> • Policies, procedures and guidelines relating to recruitment. • Generic terms and conditions of employment. • Collective bargaining procedures and consultation with recognised trade unions and agreements reached. • Grievance procedure • Disciplinary procedure • Harassment procedure • Health and safety policies, procedures and guidelines • Whistleblowing Procedure (Public Interest Disclosure) • Freedom of Information scheme. • Induction and probationary period procedures. • Appraisal procedure • Policies and procedures relating to the on-going development of staff • Family friendly procedures including contractual maternity, paternity and adoption leave entitlements. 	By written request/ MyDay	Head of HR and Performance
5.5	Procedures and policies relating to recruitment	Details of current vacancies are available	Website	Head of HR and Performance
5.6	Code of Conduct for members of governing bodies	Governors' Code of Conduct document.	This information is available on the website.	Corporation Secretary
5.7	Equality and Diversity policies	<p>Available information includes:</p> <ul style="list-style-type: none"> • Equality and Diversity Policy • Equality Action Plan • Equality and Diversity Annual Report • Equality Data in relation to staff and students 	Website	VP Corporate Planning & Services

	Class	Information Published	How the information can be obtained	Responsibility
		<ul style="list-style-type: none"> Equality objectives 		
5.8	Health and Safety	Available information includes: <ul style="list-style-type: none"> Health and Safety policy and statement of intent. Health and safety procedures, risk assessments and guidelines. Fire evacuation policy. 	Website	Health and Building Safety Officer
5.9	Estate Management	Information includes: <ul style="list-style-type: none"> Accommodation Strategy Cleaning procedures Security procedures Planned maintenance procedures Grounds maintenance and upkeep Building maintenance and upkeep. Recycling procedures Disposal procedures Maps of the main site. Green Travel Plan Addresses of the main sites and any other locations the curriculum is delivered 	By written request	Dir of Premises
5.10	Complaints policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.	Website	VP Corporate Planning and Services
5.11	Records management and personal data policies	The following information is available: <ul style="list-style-type: none"> Data Protection Policy. Data Back-up policy. IT Security policy. 	Hard copy available on request	Director of MIS Infrastructure Manager Infrastructure Manager
5.12	Charging regimes and policies	Tuition and exam fee policies are available.	The tuition and exam fee policies are	Director of MIS

	Class	Information Published	How the information can be obtained	Responsibility
			approved by the Board and as such are available as part of the Board papers. This information can be obtained in hard copy.	

	Class	Information Published	How the information can be obtained	Responsibility
6	Lists and registers			
	We expect this to be information contained only in currently maintained lists and registers.			
6.1	Any information the College is currently legally required to hold in publicly available registers.	Registers of interests	Hard copy/email following written request.	Corporation Secretary
6.2	Asset Registers	Assets include land and buildings belonging to TCG, furniture, fittings and equipment at the college sites.	Information regarding significant capital expenditure and college assets is included in the College's financial statements. Hard copy available on request.	Dir of Finance & Strategy
6.3	CCTV	CCTV is in operation at all TCG campuses.	Information can be obtained following a written request.	Dir of Premises
6.4	Disclosure logs	Information can be obtained on the number of requests TCG has received and actioned.	Hardcopy following written request.	VP Corporate Planning & Services
6.5	Any register of interests kept in College	Register of Interest for Board Members and staff with significant financial responsibility	Hardcopy/email following written request	Corporation Secretary
6.6	Senior Staffs' declaration of interest.	Register of Interest for Members and staff with significant financial responsibility	Hardcopy/email following written request	Corporation Secretary
6.7	Register of gifts and hospitality provided to senior staff	Register of gifts and hospitality for senior staff.	Hardcopy/email following written request	Corporation Secretary

	Class	Information Published	How the information can be obtained	Responsibility
7	The services we offer			
	Information about the services we offer, including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are:			
7.1	Prospectus and course content	Adult and School leavers prospectuses are available	Available in hardcopy from Customer Services	Director of Marketing & Customer Services
7.2	Health including medical services	TCG does not have a nurse, though youth workers attend weekly and can guide young learners to appropriate health professionals. Twice a week (Monday and Thursday) an NHS nurse from the Palatine Clinic comes into college to give a contraception and sexual health service. Connexions also have a substantial presence for the benefit of learners under 19.	Information available from Student Services	AP 16-19 Learning
7.3	Welfare and counselling services	TCG offers welfare and counselling support.	Information available from Student Services.	AP 16-19 Learning
7.4	Funding such as bursaries, available to students from the College	Bursary applications forms are available.	College website or available from student services.	AP 16-19 Learning
7.5	Careers advice	The Careers and Connexions team provide careers advice. More information about the advice on offer can be obtained from the website or by contacting Student Services.	Available from Student Services	AP 16-19 Learning

	Class	Information Published	How the information can be obtained	Responsibility
7.6	Chaplaincy services and multi faith provision	A limited chaplaincy service is available. More information can be gained from the Senior Tutor	Apply to the Senior Support Tutor	Senior Tutor
7.7	Services for which the College is entitled to recover a fee together with those fees	Information about available services and fees can be obtained from Customer Services, who will direct enquiries to the appropriate department. This will include courses, gymnasium, restaurant and health spa services.	Available from Customer Services	Director of Marketing & Customer Services
7.8	Sports and recreational facilities	Information about TCG's sports facilities including the Sports Hall and Astroturf can be obtained from the Director of Premises.	Available on request from Dir of Prem.	Dir of Premises
7.9	Facilities relating to art and other cultural activities	All information about the facilities available for activities can be obtained from the Director of Premises.	Available on request from Dir of Prem.	Dir of Premises
7.10	Museums, libraries, special collections and archives	Information about the library stock will be made available to enquirers.	Apply to the Dir of Quality	Director of Quality
7.11	Conference facilities	Availability of resources suitable for hire by external conferences including classrooms, demonstration theatre and other spaces can be verified with the Director of Premises. Information on facilities for bookable restaurant and similar events is obtainable from the Curriculum Leader for Hospitality.	Available on request.	Dir of Premises Head of Studies Hospitality & Catering
7.12	Advice and guidance	TCG offers careers information, advice and guidance to current and prospective students.	Apply to the AP 16-19 Learning	AP 16-19 Learning
7.13	Media releases	Media releases are made available by the PR Officer, and in the majority of cases are available from the College's website.	Website news section	Dir of Marketing & Customer Services

