

## FREEDOM OF INFORMATION – MODEL PUBLICATION SCHEME

*Note: Please see Annex A for information on charges*

<b>Who we are and What we do</b>	Organisational information, structures, locations & contacts	
Legal Framework	Information relating to the legal and corporate status of the College	Information available on application to the Freedom of Information Officer
Organisation of College	Organisational Structure - names & responsibilities of key people	Information available on application to the Freedom of Information Officer
Boards & Committees - Terms of Reference, Membership, Description		Information available on application to the Freedom of Information Officer
Student Activities - Students Union and non academic activities		Information available on application to the Freedom of Information Officer
<b>What we spend and how we spend it</b>	Financial information	
Funding/Income	Sources of funding & income e.g. funding grants, tuition fees, endowment and investment income	Information available on application to the Freedom of Information Officer
Budgetary and Account Information	Annual statement of accounts & other information to allow the public to see where money is being spent.	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Financial Audit Reports		Information available on application to the Freedom of Information Officer
Capital Programme	Info on major plans for capital expenditure including any public	Information available on application to the Freedom of Information

Reviewed by the Finance Manager May 2017/ Next Review May 2019

	private partnership contracts	Officer
Financial Regulations & Procedures		Information available on application to the Freedom of Information Officer
Pay Policy		Information available on application to the Freedom of Information Officer
Staff pay and grading structures		Information available on application to the Freedom of Information Officer
Staff allowances and expenses	See Financial Procedures	Information available on application to the Freedom of Information Officer
Governors' allowances		Information available by application to the Freedom of Information Officer
Register of Suppliers Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders. Significant Contracts List	Information available by application to the Freedom of Information Officer
Contracts	Details only of contracts of sufficient size to have been through tendering process	Information available by application to the Freedom of Information Officer
<b>What Our Priorities are and How we are doing</b>	Strategies and plans, performance indicators, audits, inspections and reviews. Material at least from the current and previous 3 years	
Corporate and Business Plans		Information available on application to the Freedom of Information

		Officer
Academic Quality and Standards		Information available on application to the Freedom of Information Officer
Ofsted Inspection Report (Latest)		Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
<b>How we make Decisions</b>	Decision making processes and records of decisions.	
Governing Body, Student Council, Leadership Team and other College Committees	Minutes of meetings where key decisions are made about operation of the college - excluding material that is properly considered to be private	Information available on application to the Freedom of Information Officer
Appointment Committees and procedures		Information available on application to the Freedom of Information Officer
The College will publish selected publications and make these available on the College website <a href="http://www.sjr.ac.uk">http://www.sjr.ac.uk</a>		
<b>Our Policies and Procedures</b>	Current written protocols, policies and procedures for delivering services and responsibilities	
Policies and Procedures for conducting college business		Information available on application to the Freedom of Information Officer
Procedures and Policies relating to Human Resources		Information available on application to the Freedom of Information Officer.
Procedures and Policies relating to Recruitment	Current vacancies Recruitment and Selection for Employees	Information available on application to the Freedom of Information Officer

Code of Conduct for Members of Governing Bodies		Information available on application to the Freedom of Information Officer
Equality & Diversity	Policies, Statements, procedures and guidelines regarding equality & diversity.	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Health & Safety		Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Complaints Policies and Procedures	Include covering requests for information and operating the Publication Scheme Complaints Procedure	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Records Management and Personal Data Policies	Information Security Policies, records retention and archive policies, data protection (including data sharing)	Information available on application to the Freedom of Information Officer
Charging regime and policies	Charging Policy	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
<b>Lists and Registers</b>	Current information	
Information the College is legally required to hold in publicly available registers	Register of Members Interests	Information available on application to the Freedom of Information Officer
Asset Registers	Some information from capital asset registers to be available	Information available on application to the Freedom of Information Officer
CCTV	Location. Data retention.	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Freedom of Information Disclosure Logs	Information that has been provided in response to request should be readily available.	Information available on application to the Freedom of Information Officer
<b>The Services We Offer</b>	Include marketing, leaflets, guidance and newsletters	
Prospectus and Course Content	<a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a> and upon request to the College Admissions Officer.	
Welfare & Counselling Services	Information available on application to the Freedom of	

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	Information Officer
Funding available to students	Bursary <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Careers Advice	Information available on application to the Freedom of Information Officer
Learning Resource Centre,	Information available on application to the Freedom of Information Officer
Media Releases	Social Media platforms: <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a> Twitter/Facebook/YouTube