Freedom of Information Policy

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Equality Impact Assessed			

Freedom of Information

Introduction to the Publication Scheme
The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. It is expected that these rights will facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money. Further Education Institutions fall within the definition of public authority.

Under section 19 of the Act public authorities have a duty to adopt and maintain a publication scheme, to publish information in accordance with its scheme, and from time to time, to review its publication.

Capital City College Group has adopted the Information Commissioners' Model Publication Scheme for Further Education Institutions. The scheme covers the following classes of information:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations

Access to Information

The information included in Capital City College Group's publication scheme is provided below.

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How to make a Freedom of Information Request
Please write to:

Freedom of Information Officer
Capital City College Group
Regent's Park Centre
Longford Street
London NW1 3HB

or contact us by e-mail using our online contact form.

N.B. There may be a charge for the Group responding to your request, which will reflect the administrative costs of accessing and providing the requested information. If applicable, the Group will not release the information until any fee has been received. The Group also reserves the right not to release information if responding to the request takes up too much staff time. Those who make requests for information must also give their name and address and / or who they work for / represent. Responses will be not be provided to requests made using generic email addresses.

Complaints
If you are not satisfied with the way in which the Group has dealt with your FOI request please contact the Group's FOI Officer. If you are still not satisfied after making a formal complaint to the FOI Officer you may wish to refer your complaint to the person appointed by the government to oversee the Act at the following address.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.informationcommissioner.gov.uk

Freedom of Information Act 2000 Publication

Scheme

Main categories

Eight main groups (and the classes within them) form the Publication Scheme for the Group.

The main groups and classes of information in the publication scheme are as follows:

1.0   Governance

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

1.1   Legal framework
1.2   How the institution is organised?
1.3   Information on the institutional
1.4   Management Structure

2.0   Financial Resources

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

2.1   Finance
2.2   Resource Planning

3.0   Human Resources

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class)

3.1   Employment and employee relations
3.2   Equal Opportunities/Diversity
3.3   Human Resources Strategy
3.4   Staff Development

4.0   Physical Resources

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

4.1   Estates

5.0   Student Administration and Support

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

5.1 Information on student admission, progression and completion
5.2 Student accommodation
5.3 Student administration
5.4 Student admission and enrolment
5.5 Student discipline
5.6 Student learning support services
5.7 Student liaison
5.8 Student policies
5.9 Student welfare
5.10 Student Associations and Activities

6.0   Information Services

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

6.1 Availability and conditions of use of facilities
6.2 Mission statements and related documents
6.3 Policies with regard to data and information
6.4 Procurement and disposal policies

7.0   Teaching and Learning

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

7.1   Academic year dates
7.2 Further course information
7.3 Information on internal procedures for assuring academic quality and standards

7.4 Staffing structure of schools/department
7.5 Student assessment strategy
7.6 Tuition fees

8.0   External Relations

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

8.1 Community liaison
8.2 Fundraising
8.3 Government and Regulator relations
8.4 Marketing and recruitment
8.5 Public relations