

# Freedom of Information Policy

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<b>Approved by:</b>	Group Senior Management Team
<b>Date of Approval:</b>	March 2024
<b>Updated/amended and reason: (Legislative/cosmetic)</b>	Updated / Due for Review
<b>Review Date:</b>	March 2027
<b>EIA Date:</b>	February 2018

## **Context**

1. 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.
2. 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.
3. Capital City College Group has adopted the Information Commissioners' Definition Document for Colleges of Further Education. This document is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the document is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector.
4. The scheme covers the following classes of information:
  - Who we are and what we do
  - What we spend and how we spend it
  - What are priorities are and how we are doing
  - How we make decisions
  - Our policies and procedures
  - Lists and registers
  - The services we offer

## **Access to Information**

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

## **Copyright**

6. All of the information made available in the publication scheme is copyright of the Capital City College Group. None of the material may be altered to any degree without the Group's written consent. Information may be reproduced, either by downloading or copying, by individuals only and for their own personal use.
7. The Group has taken reasonable care to ensure that the information published on this website is accurate at the time of publication or latest modification. However, the Group gives no warranty or representation as to the quality, accuracy or completeness of the information.
8. The Group does not accept any liability for information, content or any action resulting from third party sites where those sites were accessed through links within the Group's own website.

## How to make a Freedom of Information Request

9. Please write to:

Freedom of Information Officer  
Capital City College Group  
211 Grays Inn Road  
London  
WC1X 8RA

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 not be provided to requests made using generic email addresses. Requests will not be responded to if:

- The request is vexatious.
- The request repeats a previous request from the same person.

## 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](http://www.informationcommissioner.gov.uk)

Category of Information	Comment / Approval Process	Source
<b>1. Who we are and what we do</b>		
<ul style="list-style-type: none"> <li>Legal Framework / Instrument of Government / Articles of Association</li> </ul>	<p>The WKCIC Group is legally defined by the Further and Higher Education Act 1992.</p> <p>The legal status is derived from the Instruments and Articles of Government</p>	<p>Details of the Act can be found by following this link:  <a href="#">Further and Higher Education Act 1992</a></p> <p><a href="#">Email</a></p>
<ul style="list-style-type: none"> <li>How the institution is organised</li> </ul>	<p>Organisation chart</p> <p>Governance arrangements</p> <p>Governing body</p> <p>Senior team structure</p>	<p><a href="#">Email</a></p> <p><a href="#">CCCG Website</a></p> <p><a href="#">CCCG Website</a></p> <p><a href="#">Email</a></p>
<ul style="list-style-type: none"> <li>Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it</li> </ul>	<p>Joint Ventures</p> <ul style="list-style-type: none"> <li>VSparks CIC</li> <li>Tottenham Green Enterprise Centre</li> </ul> <p>Wholly owned subsidiaries</p> <ul style="list-style-type: none"> <li>Capital City College Enterprise Limited</li> <li>Apprenticeship First Limited</li> </ul>	<p><a href="#">Email</a></p>
<ul style="list-style-type: none"> <li>Location and contact details</li> </ul>	<p>There are 10 main sites – details of which are on the website.</p> <p>The registered address is:                  211 Grays Inn Road                  London                  WC1X 8RA</p>	<p><a href="#">CCCG Website</a></p>
<ul style="list-style-type: none"> <li>Student activities</li> </ul>	<p>Activities of student union / student representatives at each College</p>	<p><a href="#">Email</a></p>

<b>2. What we spend and how we spend it.</b>		
• Funding / income	Annual Financial Statements	<a href="#">CCCG Website</a>
• Budgetary and account information expenditure	Annual Financial Statements	<a href="#">CCCG Website</a>
• Financial audit reports	Audit Committee and Board	<a href="#">Email</a>
• Capital programme	Board	<a href="#">Email</a>
• Financial regulations and procedures	Audit Committee	<a href="#">CCCG Website</a>
• Pay policy	Executive Leadership Team / Remuneration Committee	<a href="#">Email</a>
• Staff pay and grading structures	Framework and pay awards approved by Board. Grading structure approved by senior team.	<a href="#">Email</a>
• Staff allowances and expenses	Policy provided within financial regulations	<a href="#">CCCG Website</a>
• Governors' allowances	Policy provided within financial regulations	<a href="#">CCCG Website</a>
• Register of interests	Available on request	<a href="#">Email</a>
• Procurement and tender procedures and reports	Available on request	<a href="#">Email</a>
• Contracts	Available on request	<a href="#">Email</a>
<b>3. What our priorities are and how we are doing</b>		
• Annual report	Available on request	<a href="#">Email</a>
• Self-assessment report	Approved by the Board in December of each year	<a href="#">Email</a>
• Corporate and business plans	Available on request	<a href="#">Email</a>
• Teaching and learning strategy	Teaching, Learning and Assessment Development Strategy	<a href="#">Email</a>
• Academic quality and standards	Performance and Quality Policy	<a href="#">Email</a>

• Most recent Ofsted inspection report	Ofsted reports	<a href="#">Ofsted Website</a>
• Privacy impact assessments (in full or summary format)	Available on request	<a href="#">Email</a>
• External review information	Available on request	<a href="#">Email</a>
• Corporate relations	Available on request	<a href="#">Email</a>
• Government and regulatory reports	Available on request	<a href="#">Email</a>
• CCCG Accountability Statement	Available on website	<a href="#">CCCG Website</a>
<b>4. How we make decisions</b>		
• Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees.	Governor section of CCCG Website	<a href="#">CCCG Website</a> – and also available by email
<b>5. Our policies and procedures</b>		
• Policies and procedures for conducting college business	Available on request	<a href="#">Email</a>
• Procedures and policies relating to student services	Available on website and intranet	<a href="#">CCCG Website</a> and email
• Procedures and policies relating to human resources	Available on request	<a href="#">Email</a>
• Procedures and policies relating to recruitment	Available on website	<a href="#">CCCG Website</a>
• Code of conduct for members of governing bodies	Available on request	<a href="#">Email</a>
• Equality and Diversity policies; Equality Scheme	Available on website	<a href="#">CCCG Website</a>
• Health and Safety	Available on website	<a href="#">CCCG Website</a>
• Estate management	Available on request	<a href="#">Email</a>
• Complaints policies and procedures	Available on website	<a href="#">CCCG Website</a>

• Records management and personal data policies	Available on website	<a href="#">CCCG Website</a>
• Charging regimes and policies	Available on website	<a href="#">CCCG Website</a>
<b>6. Lists and registers</b>		
• Any information the college is currently legally required to hold in publicly available registers	Available on website	<a href="#">CCCG Website</a>
• Asset registers	Available on request	<a href="#">Email</a>
• Information asset register	Available on request	<a href="#">Email</a>
• CCTV	Available on request	<a href="#">Email</a>
• Any register of interests kept in the college	Available on request	<a href="#">Email</a>
• Senior staff's declaration of interests	Available on request	<a href="#">Email</a>
<b>7. The services we offer</b>		
• Prospectus and course content	Available on website	<a href="#">CCCG Website</a>
• Welfare and counselling services	Available on website	<a href="#">CCCG Website</a>
• Funding, such as grants and bursaries, available to students from college	Available on website	<a href="#">CCCG Website</a>
• Careers advice	Available on website	<a href="#">CCCG Website</a>
• Sports and recreational facilities	Available on website	<a href="#">CCCG Website</a>
• Conference facilities	Available on website	<a href="#">CCCG Website</a>
• Advice and guidance	Available on website	<a href="#">CCCG Website</a>
• Media releases	Available on website	<a href="#">CCCG Website</a>