



Freedom of Information Publication Scheme

Updated January 2020

PUBLICATION SCHEME PART ONE

This publication scheme is based on the model scheme issued by the Information Commissioner's Office (ICO). It commits the College 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 the College.

The scheme commits the College

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.

- To specify the information which is held by the College 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 College makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do?

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the College.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on its website will be provided free of charge. 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
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

PUBLICATION SCHEME PART TWO

Accessing information covered by the publication scheme.

The classes of information we publish as Woodhouse College are described below. Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme please contact:

The Principal
Woodhouse College
Woodhouse Road
North Finchley
London
N12 9EY
Telephone 020 8445 1210
Email principal@woodhouse.ac.uk

Requests can also be made to enquiries@woodhouse.ac.uk

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

Charges

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, we will produce publications in other formats: in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5.00. In certain circumstances the College may waive the charge.

Feedback

Any questions, comments or complaints about this scheme should be sent in writing to the principal at the college.

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act.

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's website at <https://ico.org.uk/>

PUBLICATION SCHEME PART TWO

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Note: the 'manner' in which the information described will be available (final column in the tables that follow) will be electronic unless otherwise specified.

Class One - Who we are and what we do

This section covers organisational information, locations, contacts and constitutional and legal governance.

Class		Description	Manner
1.1	Legal framework	The Education Reform Act of 1988 The Further and Higher Education Act 1992	HMSO https://www.legislation.gov.uk/browse
1.2	How the College is organised	Organisational structure chart Staffing structure – staff list	
1.3	Information on the institutional context	Strategic Plan	
1.4	Structure	Woodhouse College Corporation Membership Senior Leadership Team (see Annual Report) Academic Board Health & Safety Committee – membership & terms of reference (see Health & Safety Policy)	Website www.woodhouse.ac.uk
1.5	Location	Location map	Website www.woodhouse.ac.uk
1.6	History	Archive photographs and other information	Website www.woodhouse.ac.uk

Class Two - What we spend and how we spend it

This section covers information on Woodhouse College's strategy and management of financial resources. Information that may damage the institution's commercial interests will be excluded from publication as will personal information relating to members of staff.

Class		Description	Manner
2.1	Expenditure	Annual Budget Annual Accounts Annual accounts Audit Reports Catering Contract Cleaning Contract Grounds Maintenance Contract Five year pre-planned maintenance programme Environmental Policy Statement Risk Register	
2.2	Planning and use of resources	Financial Procedures and Regulations Budgets and accounts Contracting Goods and services Insurance Travel and subsistence Procurement and disposal of assets Fraud Policy Pensions Remuneration of senior staff as published in annual accounts	

Class Three - What our priorities are and how are we doing

This section provides details on our strategic planning, assessments, inspections and reviews.

Class		Description	Manner
3.1	Corporate plans and self assessment	Mission Statement Annual Report	Website: www.woodhouse.ac.uk
3.2	External assessment reports	Ofsted reports	Website www.ofsted.gov.uk

Class Four – How we make decisions

This section provides details on our Corporation and committee structure and decision making process.

Class		Description	Manner
4.1	Structure	Corporation and committees Corporation Standing Orders Terms of Reference – Corporation and committees Minutes of Corporation and committees – current and archive Corporation agenda papers Corporation Code of Conduct	

Class Five – Our policies and procedures

This section covers written protocols for delivering our functions and responsibilities. Information relating to individual members of staff which is exempt from disclosure as personal information is excluded.

Class		Description	Manner
5.1	Employment and employee relations	Generic terms and conditions of employment Salary scales Grievance policy Disciplinary policy Generic Job Descriptions SFCA Staff Handbooks Recruitment and Selection Policy Capability Policy Disciplinary Policy Grievance Policy Probation Policy Harassment And Bullying Policy TOIL Policy Absence Management Policy Health and Safety Policy and Procedures	
5.2	Equality and diversity	Draft Single Equality Policy Annual Report	Website www.woodhouse.ac.uk Website www.woodhouse.ac.uk
5.3	Child Protection / Safeguarding	Safeguarding Policy	Website www.woodhouse.ac.uk
5.4	Risk management	Risk Management policy Risk register	

Class		Description	Manner
5.5	Financial management	See class two above	
5.6	Disaster recovery	Disaster Recovery Plan	
5.7	Student discipline	Code of Conduct Student Disciplinary process Computer Use Agreement	

Class Six - Lists and registers

This section covers information we hold relating to administration and progression of our students from admission to course completion, including student support services. It also includes information relating to staff. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

Class		Description	Manner
6.1	Information on student admission, progression and completion	Admissions Procedures Data on student gender, ethnicity Course retention and completion data Exam results data Destinations data Numbers of applicants Parents' consultation and report dates	
6.2	Data Protection	Data protection policy	Website www.woodhouse.ac.uk
6.3	Staff Information	Staff List Analysis of Staff Gender Full time/part time Age profile Ethnicity Sickness absence	

Class Seven - The services we offer

This section covers advice and guidance, information leaflets and media releases.

Class		Description	Manner
7.1	Courses	Term dates Open/Information evenings Prospectus (requests can be made via website)	Website www.woodhouse.ac.uk Website www.woodhouse.ac.uk website www.woodhouse.ac.uk
7.2	Student Contract and Agreements	Student Code of Conduct Student Regulations for Use of Computers	
7.3	Student learning support services	Organisational structure of the Learning Support Team Set Lists and Personal tutors Counselling service Tutorial Programme by year group	
7.4	Policies with regard to data and information	Data Protection Policy Disaster Recovery Policy Freedom of Information	Website www.woodhouse.ac.uk Website www.woodhouse.ac.uk
7.5	Hire of Rooms & Facilities	Conditions of Hire	