Huddersfield New College Further Education Corporation

Publication Scheme (to be used in conjunction with the Freedom of Information Policy)

All documents within the publication scheme are available on request. Please see the Freedom of Information Policy.

1.0   Who we are and what we do

1.1   Legal framework
This class contains information relating to how FE Colleges were established. The corporate status of Huddersfield New College was conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The relevant legislation is publicly available e.g.

- HMSO Website
- Education Reform Act 1988
- Further & Higher Education Act 1992
- Charities Act 1993
- Learning & Skills Act 2000
- Instrument and Articles of Government

All of the above legislative documents are available on governmental websites or directly from the respective organisation:
www.legislation.hmso.gov.uk/acts.htm
https://www.gov.uk/government/organisations/education-funding-agency
https://www.gov.uk/government/organisations/skills-funding-agency

Requests for information relating to this class of information, not covered by the above, may be obtained from the Clerk to the Corporation at the College address.

1.2   How the institution is organised
This class contains information relating to how the individual functions and departments of Huddersfield New College are organised and where each fits in the overall structure of the College.

- Organisational and management structure charts, including names and job titles
- Membership of statutory boards
- Membership of committees, working groups and sub-committees
- Committee Terms of Reference
- Governing Body minutes and papers, where applicable

1.3   Institutional context
This class includes the following:
- Information on the dates for the current academic year as well as future academic years (as far as has been established)
- Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it
- Position statements

1.4   Contact Details
College Website: www.huddnewcoll.ac.uk (college location map available)
Contact numbers: 01484 652341
Email: info@huddnewcoll.ac.uk
Postal Address: Huddersfield New College
                              New Hey Road
                              Huddersfield
                              HD3 4GL

1.5   Student Activities
- Student Union minutes
- Governors Report - Student Activities
- News Reports (Newsletter available on request)

2.0   What we spend and how we spend it

This section will normally include financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years will normally be available.

2.1   Funding/Income
Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income is available on request, including
- Annual accounts
- Annual budgets (as appears in the final accounts)

2.2   Budgetary and account information
- Planning and budgeting procedures
- Management accounts

2.3   Financial audit reports
- Audit reports

2.4   Capital Programme
- Strategic Objectives/Mission Statement

2.5   Financial Regulations and Procedures
Information within this area is covered in section 5

2.6   Staff Remuneration and Grading structures
- Information pertaining to staff pay grading structures is available. Information will indicate, for most posts, levels of pay rather than individual salaries.
- Pensions

2.7   Register of suppliers
- List of suppliers (subject to commercial sensitivity)
- Information pertaining to goods & services (subject to commercial sensitivity)

2.8   Procurement and tender procedures and reports
Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open.

2.9 Contracts and Insurance
- Details of contracts that are of sufficient size to have gone through a formal tendering process
- Insurance
- Contracts currently available for public tender and reports of successful tenders

3.0 What our priorities are and how we are doing

This information will normally be available for the current and the previous year. Reports or recorded information demonstrating the College's planned or actual performance will normally be included here. This includes strategies and plans, performance indicators, audits, inspections and reviews.

3.1 Self-assessment reports and quality improvement plans
- Overall college
- Curriculum areas
- Cross college areas

3.2 Corporate and business plans (including institutional context)
- Mission Statement and Strategic Objectives (3 year plan)
- Three year financial forecast

3.3 Teaching and learning strategy
- Observation grading percentages (no staff will be individually named)
- Full strategy
- Student engagement plans

3.4 Academic quality and standards
Any other reports or recorded information demonstrating the College's planned or actual performance will normally be available.

3.5 Most recent OFSTED report

3.6 External review information
- Information on the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review
- External verifiers reports
- Leaders in Diversity report

3.7 Corporate relations
- Work placement procedures
- Partnership agreements (if applicable)

3.9 Government and regulatory reports
This class relates to the information that Huddersfield New College is legally obliged to make available to its funding and/or monitoring bodies.
- ILR to Education Funding Agency (published in National Press)
- Examination results to DfE (published in National Press)
- Financial returns

3.10 Equality and Diversity

This class has a full published policy to cover its responsibilities and published strategies and reports.

4.0 How we make decisions

This class covers how the college makes decisions, internal criteria, recruitment and consultations.

4.1 Making decisions

Minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private, are readily available to the public.
- Governing corporation minutes
- Senior leadership team minutes
- Curriculum board minutes

4.2 Recruitment

Recruitment and appointment statistics are discussed at SLT and Governing Corporation level. As stated previously, minutes and reports from these meetings are available. Also available are:
- Recruitment and selection procedures (also covered in the next section)
- Shortlisting criteria document

5.0 Our policies and procedures

This section includes current written protocols, policies and procedures for delivering our services and responsibilities. The College has a range of policies; all of sections 5.1 are published on the College website. Other policies and procedures can be made available upon request. The College has a designated person who is responsible for organising the maintenance and publication of all College Policies; Assistant Principal People and Place.

5.1 Policies and procedures for conducting College business

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information are included in this section. These are all available on the College website.

- Admissions policy
- Code of Conduct for Governors
- Complaints procedure
- Data Protection policy
- Equal Opportunities policy
- IT Acceptable Use and E-Safety policy
- Freedom of Information policy
- Health and Safety policy
- Pupil Premium Funding policy
- Risk Management policy
- Safeguarding policy
- SEND policy
- Student Behaviour policy
- Whistleblowing policy

5.2 Procedures and policies relating to academic services

Some of these policies have already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards.

- Assessment policy
- Student Engagement strategy

5.3   Procedures and policies relating to student services
This section contains information on how the College manages student admissions and enrolment, accommodation, the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

Student admission and enrolment
- Admissions procedure
- Student entry requirements
- Statistics classified by gender, ethnicity, socio-economic background and SEND as returned to EFA
- Student progression, retention and completion data

Student discipline
- Student Disciplinary procedure
- Complaints procedure

Student support and guidance services
Position statements from all cross college areas within this remit
- Assessment policy
- Bursary criteria/Financial support
- Careers support and guidance
- Educational visits
- Equality and Diversity policy
- IT Acceptable Use and E-Safety policy
- Resit payments
- Safeguarding policy
- Student discipline
- Student Welfare support
- Transport for students

5.4   Procedures and policies relating to human resources
This section refers to the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal).

- Recruitment and Selection policy
- Job vacancies
- Salary grades
- Capability procedure
- Disciplinary procedure
- Grievance procedures and policies (includes harassment and bullying)
- Health and Safety Policy and Procedures
- Generic Terms and Conditions of Employment
- Voluntary severance

- Staff Development policy
- Probation procedures
- Procedures relating to the on-going development of staff, including schemes such as Investors in People
- Staff Induction
- Staff Performance Management review

5.5   Code of Conduct for members of governing bodies

5.6   Equality and Diversity policy

5.7   Health and Safety policy

5.8   Estate Management
Information in this section covers information at a strategic level relating to Huddersfield New College's management of its physical resources. Information that provides specific details of future plans to alter its estate (e.g. proposals to purchase additional property) are not included where such disclosure would damage the College's commercial interests.

- Facilities Management
- Grounds and Building Maintenance
- Property strategy
- Maintenance programme
- Teaching Room Allocation & Room Utilisation reports

5.9   Complaints Policies and Procedures

- College Appeals procedure
- Complaints procedure
- Publication Scheme Under the Freedom of Information Act

5.10   Records Management and Personal Data Policies
- Data Protection policy
- Freedom of Information policy
- Password Security procedure
- Acceptable use of IT policy

5.11   Charging Regimes and Policies
Charges made for production of information will be nominal and identified on an individual case basis. Government guidance will be followed both to the letter and spirit of the act.

6.0   Lists and registers

Information contained below pertains only to currently maintained lists and registers.
6.1   Any information we are currently legally required to hold in publicly available registers
Register of Interests for Governors

6.2   Asset Registers
Asset Registers are kept within the College.
Capital Asset Registers

6.3   Information Asset Register

6.4   CCTV
Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the college can be obtained from the College Estates Director.

6.5   Disclosure logs

6.6   Any register of interests kept in the college

6.7   Senior staff's declaration of interests

6.8   Register of gifts and hospitality provided to senior staff

7.0   The services we offer

Information identifies the services we offer, including leaflets, guidance and newsletters. Some information is available on the website, others by request

7.1   Prospectus and course content

7.2   Health Advice

7.3   Financial support

7.4   Sports and recreational facilities
The College has a Sports Hall and playing fields, these are subcontracted to partner organisations when not in use for college business.

7.5   Libraries, study centre and learning resources

7.6   Conference Facilities
External conference facilities are not offered by the College

7.7   Advice and Guidance
This is covered within section 5.3

7.8   Media Releases
News items, including an archive is available on the website. Social media history is also held on the website.

v	Date	Policy Owner	Comments	Approval Route and Date	Provenance	Date of Next Review
1.	January 2005	SLT	New policy		New policy	-
2.	April 2015	Julie Pryce	Full re-write		Updated job titles and references to other policy documents. Fundamental revision to include legal	April 2017

					requirements of the FoI Act 2000.	
3.	May 2018	Julie Pryce	Update	SLT May 2018 (AWS)	Revision to include new General Data Protection Regulations	May 2020