

FREEDOM OF INFORMATION ACT (FOI)

FREEDOM OF INFORMATION: PUBLICATION SCHEME



The College has adopted the Information Commissioner's Office (ICO) model publication scheme for FE colleges.

Information published under the scheme is available:

- on the College website, or
- in the Learning Resource Centre (LRC).

Printed hard copy of documents held in the LRC is available from the Clifden LRC at a charge of £10 per document, with the exception of the Instrument and Articles of Government, which are free of charge.

The following table describes the published documents, show under the headings recommended by the ICO:

- who we are and what we do
- what we spend and how we spend it
- what our priorities are and how we are doing
- how we make decisions
- our policies and procedures
- lists and registers
- the services we offer

The ICO expects us to make information available unless:

- we do not hold the information
- the information is exempt under the FOI or other statute
- the information is archived, out of date or otherwise inaccessible
- it would be impractical or resource-intensive to prepare the material for routine release

The table also shows whether documents are available on the College website or from the LRC.

		Website	LRC
Who we are and what we do			
Legal framework	Instrument and Articles of Government		✓
Organisation	Governing Body - members	✓	✓
	Governing Body Standing Orders, including terms of reference of Committees	✓	✓
Partners	Community and Training services partners		✓
	Professions (internal and external auditors, lawyers)		✓
Locations	Including contact details	✓	

What we spend and how we spend it

Funding/Income	Financial statements		✓
Budgetary and accounts	Financial statements		✓
	Budgets – revenue and capital		✓
Financial audit reports	Financial statements		✓
Capital programme	Governing Body and Committee minutes	✓	✓
Financial regulations and procedures	Financial Regulations	✓	✓
Staff pay and grading structures	Organisation structure		✓
Suppliers	Supplier list		✓
Procurement and tender procedures	Financial Regulations	✓	

What our priorities are and how we are doing

Annual report	Annual report	✓	
Corporate and business plans	Strategic plan	✓	
Teaching and learning strategy	Strategic Plan, including Curriculum Strategy	✓	
	Self Assessment Report	✓	
Academic quality & standards	Self Assessment Report	✓	
External review information	Ofsted report	✓	
	Self Assessment Report	✓	
	Investors in People report	✓	
Corporate relations	Ofsted report	✓	
	Strategic Plan	✓	
	Self Assessment Report	✓	
Government and regulatory reports	Ofsted report	✓	

How we make decisions

Minutes of meetings	Governing Body and Committees	✓	✓
	Academic board		✓
Appointment committees/procedures	Search & Governance Committee, including advice to the Governing Body	✓	✓

Our policies and procedures

Conducting college business	Governors' Handbook, including code of conduct	✓	✓
	Governing Body Standing Orders	✓	✓
Academic services	Self Assessment Report	✓	
Student services	Admission and registration procedures	✓	
	Complaints procedure and college feedback	✓	
	Student code of discipline – College Charter		
Human Resources	Human Resources policies and procedures		✓

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Recruitment	Current vacancies	✓	
Equality & Diversity	Policy	✓	
Health & Safety	Policy	✓	
	Detailed procedures		✓
Estate management	Accommodation strategy and capital development plan, set out in the Strategic Plan	✓	
Complaints	Procedure and link to complaint form	✓	
Records and personal data	Data protection policy	✓	
	Data protection procedures		✓

Lists and registers

Legal requirements	Register of interests: Governors, Senior Postholders and other senior staff with financial responsibilities		✓
Assets	Financial statements		✓
Disclosure logs	Freedom of Information disclosures		✓

The services we offer

Courses	Course Guide	✓	✓
Advice	Careers	✓	
Facilities	Creche	✓	
	For hire	✓	
	Libraries	✓	
Media releases	News page on website	✓	

If you wish to request information which is not covered by this publication scheme, please use the [Information Request Application Form](#), which is available on the College website.

If you wish to make a complaint with specific reference to the Freedom of Information Act, please use the [Information Request Complaint Form](#), which is available on the College website.