

FREEDOM OF INFORMATION POLICY

The college holds information in the following categories which it will make available on request:

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 authority.

The services we offer

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

Many documents are available directly from the college website. Where this is not the case, any document can be published in a print format. The fee will be £10 per document, payable in advance. Information will be provided within 15 working days.

Please make your request in the first instance to Roger Dawe, Deputy Principal on 0151 652 5575 or by email rh@bsfc.ac.uk.

Who we are and what we do

Legal framework	Instruments and Articles of Government
How the institution is organised	Organisational structure chart Membership List of Corporation Corporation committee membership chart Standing Orders including Terms of Reference of committees Codes of Conduct for Corporation Corporation appointment procedures
Location and contact details	Location and contact details are available on the website with phone numbers and email contacts

What we spend and how we spend it

Financial information for last 3 years	Annual funding agreement with Learning and Skills Council Annual College Budget (revenue and capital) Annual College Financial Statements Capital programme plan Staff pay grading and structures
Audit and regulations	Financial regulations and procedures Annual audit report for financial statements Results of formal college tenders for contracts

What our priorities are and how we are doing

Planning documents for last 3 years	Mission, values and strategic priorities Development plan Achievement action plan
Documents on college performance	Annual review of development plan Annual College Financial Statements Examination results summary Ofsted reports
Satisfaction surveys	Overall college satisfaction surveys – summary report Department satisfaction surveys – summary reports

How we make decisions

Minutes of meetings (confidential items removed)	Minutes of Corporation meetings and committees Minutes of Student Council meetings
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Our policies and procedures

Policies and procedures	The college has a large number of policies and procedures. A full list is available below. Many of these policies are freely available on the website, others are available on request
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List of policies

Absence Management
 Achievement Strategy
 Admissions 16-18
 Age Discrimination
 Appraisal Senior post holders
 Bullying and Harassment (staff and students)
 Child Protection
 College Charter
 Complaints
 Confidentiality (DDA)
 Critical Incident Plan
 Data Protection
 Disaster Recovery I CT
 E-learning

Environmental
 Exam Entry
 Fair Trade
 Fees
 Financial Regulations (inc Fraud Policy)
 Freedom of Information
 Grievance and Discipline
 Grievance and Discipline (Senior postholders)
 Health and Safety
 ICT acceptable users policy
 Ill health retirement Senior post holders
 Learning Support (SLDD)
 Marketing
 Pay Policy
 Property Strategy
 Quality Assurance
 Redundancy
 Risk Management
 Single Equality Scheme
 Staff Code of Conduct
 Standing Orders and Code of Conduct (govs)
 Stress Management/
 Student Code of Conduct
 Student Council Constitution
 Treasury management
 Whistleblowing

Lists and registers

Asset register	Full list of equipment assets
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The services we offer

Availability and conditions of use of facilities	Opening hours of libraries and helpdesks The general rules and conditions of use
Information on courses available	College prospectus Subject leaflets Short Course Programme information