

CAPEL MANOR COLLEGE

**Approved by the Capel Manor Governing Body
10th December 2008**

PART A

1. LEGAL REQUIREMENT

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all “public authorities” to make information available proactively through a Publication Scheme.

“Public Authorities” are defined in the Act to include further education colleges.

2. WHAT IS A PUBLICATION SCHEME?

The Publication Scheme is a document which describes the information the college publishes, or intends to publish. In this context “publish” means to make information available routinely. These descriptions are called “classes of information”. The scheme is not a list of actual publications, because this will change as new material is published or existing material revised. It is, however, the college’s commitment to make available the information described.

The Publication Scheme sets out the classes, or categories, of information published. It also makes clear how the information described can be accessed and whether or not charges will be made.

3. THE MODEL PUBLICATION SCHEME FOR FURTHER EDUCATION.

Capel Manor College has adopted the model publication scheme developed for the Further Education Sector and is therefore committed to publishing the information it describes.

The model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by the college without further approval and will be valid until further notice.

The Publication Scheme commits the college to making 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.

4. CLASSES OF INFORMATION

4.1 Who we are and what we do

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

4.2 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.

4.4 How we make decisions

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

4.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities

4.6 Lists and registers

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

4.7 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 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 more detailed description of the classes is located in Part B to this document (The Definition Document).

Next to each class we have indicated the manner in which the information described will be available.

5. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

To request information available through our Publication Scheme. Please contact the Clerk to Governors, Capel Manor College, Bullsmoor Lane, Enfield, EN1 4RQ. Telephone: 08456 122122.

Where it is within the capability of the college, information will be provided on a website (www.capel.ac.uk). Where it is impracticable to make information available on the college website or when an individual does not wish to access the information by the website, the college has indicate how the 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.

Requests should be made in writing. The college will respond within 20 working days. The college is not required to release information to which an exemption in the Act legitimately applies. However if this is the case the college will explain to the applicant why it is not releasing information and if necessary will justify this to the Information Commissioner.

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.

6. 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 inconveniences 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 a 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 packing
- 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 will be requested prior to provision of the information.

7. FEEDBACK

It is important that this Publication Scheme meets the needs of the public. If anyone finds the Scheme difficult to understand, please let us know. We also welcome suggestions as to how our Scheme might be improved. Any questions, comments or complains about this Scheme should be sent in writing to the Publication Scheme Co-ordinator below:

The Chief Executive Officer or The Clerk to Governors

Capel Manor College, Bullsmoor Lane, Enfield, EN1 4RQ

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
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8. FURTHER INFORMATION

More information about the Freedom of Information Act and Information Commissioner is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

CAPEL MANOR COLLEGE

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10th December 2008

PART B (Classes of Information - Definition Document)

1. WHO WE ARE AND WHAT WE DO

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

Legal Framework

Capel Manor College is a land-based further education college, which was incorporated under the Further and Higher Education Act 1992. The college has a board of twenty governors.

The college offers full and part-time programmes and courses leading to nationally recognised qualifications in horticulture, groundsmanship, garden design, floristry, balloon artistry, horse care, small animals, arboriculture, countryside management and the environment.

The college also offers a full calendar of shows, events and activities.

Information	Format	Charge
Conferred by the Education Reform Act 1988 and the Further & Higher Education Act 1992	www.legislation.hmsso.gov.uk/acts.htm	Free
Charitable status – the college is an exempt charity under the powers conferred by the Further & Higher Education Act 1992	www.legislation.hmsso.gov.uk/acts.htm	Free
College Instrument & Articles of Government	www.capel.ac.uk Paper copy only	2p per sheet
Statement of Governance – Principles of Governance and operation of the Governing Body	www.capel.ac.uk Paper and electronic copy	Free
Governing Body Standing Orders	www.capel.ac.uk Electronic copy Paper copy	Free Free 2p per sheet

***THE MINUTES OF THE GOVERNING BODY MEETINGS AND SUB
COMMITTEE MEETINGS ARE POSTED ON THE COLLEGE WEBSITE
(www.capel.ac.uk) IN COMPLIANCE WITH THE INSTRUMENT & ARTICLES
OF GOVERNANCE.***

1.2 How the college is organised

Members of the Senior Management Team and the Heads of School can be contacted on the main college number: 08456 122122.

1.2.1 Senior Management Team:

Dr. Steven Dowbiggin OBE Chief Executive Officer
Madeline Hall, Head of College/Deputy CEO
Nicholas Evans, Director of Estates and Buildings
(and College Safety Officer)
Simon O’Hear, Personnel Manager
Finance Manager

1.2.2 Schools

School of Animal Care & Saddlery

Paul Bryant, Head of School

School of Arboriculture & Countryside

Stuart Bonnet, Head of School

School of Floristry

Gill McGregor, Head of School

School of Garden Design

April Cameron, Head of School

School of Horticulture

Tom Cole, Head of School

School of Learning Support

Pamela Sladek, Head of School

Student Registry

Sue Judd, Head of Student Services

Information	Format	Charge
<ul style="list-style-type: none">College Organisational Chart	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none">College calendar	Paper and electronic copy	
<ul style="list-style-type: none">Minutes of meetings of the Senior Management Team (meetings take place approximately twice per month).	Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none">Minutes of managers meetings (meetings take place approximately monthly)	Paper and electronic copy	
<ul style="list-style-type: none">Minutes of staff meetings (meetings take place termly)	Paper and electronic copy	
<ul style="list-style-type: none">College Prospectus	Paper copy only	
<ul style="list-style-type: none">Staff job descriptions	Paper copy	

Information	Format	Charge
<ul style="list-style-type: none"> • College Mission Statement (included in the Strategic Plan) • Strategic Plan • Annual Action Plan • Quality Assurance Policies, annual cycle and procedures • Risk Management Policy • Public Information Scheme • Disability Equality Scheme 	<p>www.capel.ac.uk Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>www.capel.ac.uk Paper and electronic copy</p> <p>www.capel.ac.uk Paper and electronic copy</p>	<p>Electronic copies are free.</p> <p>Paper copies are 2p per sheet</p>
<ul style="list-style-type: none"> • Governing Body – paragraph about individual governors • Statement of Governance – principles of governance and operation of the Governing Body • Governor Code of Conduct • Public Interest Disclosure Procedure (Whistleblowing Policy and appendix – PIDA) • Committee Structure for the Governing Body and other management committees • Academic Board • Terms of Reference for Sub Committees of the Governing Body: <ul style="list-style-type: none"> ○ Finance & General Purposes ○ Personnel ○ Audit ○ Search ○ Health and Safety ○ Curriculum and Quality • Regulations for the election of Student Governors • Access to Information Policy – includes criteria for confidentiality • Papers and minutes of Governing Body meetings • Papers and minutes of Governing Body sub Committees • Register of Corporation members’ interests and Declaration of interests 	<p>www.capel.ac.uk Paper and electronic copy</p> <p>www.capel.ac.uk Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>www.capel.ac.uk Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Paper and electronic copy</p>	<p>Electronic copies are free.</p> <p>Paper copies are 2p per sheet</p>

1.3 Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it.

- Learning and Skills Council – provides funding for approved course
- Birkbeck College – HE partner
- London Development Agency – provided funding for courses and other projects.

Information	Format	Charge
<ul style="list-style-type: none"> • Press releases • College open days • College prospectus and careers events 	Paper and electronic copy Paper and electronic copy Paper copy and prospectus on www.capel.ac.uk	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Marketing strategy 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> • OFSTED Inspection Report • Provider Performance Review • Reports/returns to funding councils, inspectorates, standards bodies, professional bodies, government departments etc. • Student handbook and student newsletter 	Paper copy Paper copy Paper copy Some available in electronic format. Paper copy	Electronic copies are free. Paper copies are 2p per sheet

1.4 Location and contact details for Capel Manor College:

ENFIELD CAMPUS
Bullsmoor Lane
Enfield, Middlesex EN1 4RQ

Telephone: 08456 122 122
Fax: 01992 717544

CASTLE GREEN CENTRE
Gale Lane
Dagenham RM9 4UN

Telephone: 020 8724 1528

CYSTAL PALACE CENTRE
Cyrstal Palace Park
Ledrington Road
SE19 2BS

Telephone: 020 8676 3749

2. WHAT WE SPEND AND HOW WE SPEND IT

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

2.1 Funding / Income

Regular reports to Finance and General Purposes Committee and approved by the Governing Body

Information	Format	Charge
F&GP papers and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
Governing Body papers and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

2.2 Budgetary and account information

Information	Format	Charge
<ul style="list-style-type: none"> Annual report and accounts – financial year August to July. Document available in the February of the following year. Annual budget – available in the three year financial forecast Planning and budgeting procedures – included in the Financial Regulations and Financial procedures Corporate Plan/Mission Statement – included within the Strategic Plan 	Paper copy (Copies of previous years are available from the Clerk to Governors) Paper copy Paper copy Paper copy	Electronic copies are free. Paper copies are 2p per sheet

2.3 Financial Audit Reports

The college's accounts are audited annually by the Financial Statements Auditor who reports to the Audit Committee and Governing Body.

Information	Format	Charge
<ul style="list-style-type: none"> Audit Committee reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Governing Body reports and minutes 	Paper and electronic copy	As above

2.4 Capital Programme

All capital expenditure is approved by and reported to the Governing Body via. Finance and General Purposes Committee

Information	Format	Charge
<ul style="list-style-type: none">F&GP Committee reports and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none">Governing Body reports and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

2.5 Financial regulations and procedures

Information	Format	Charge
<ul style="list-style-type: none">Full Annual Accounts including published information on Pensions and the remuneration of senior staff.	Paper copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none">Financial regulations including contracting, goods and services, travel and subsistence and insurance.	Paper copy	

2.6 Staff Pay and Grading Structure

Information	Format	Charge
<ul style="list-style-type: none">Terms and conditions of service for all staff (detailed in contracts of employment)	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none">Salary grades (approved by the Governing Body)	Paper and electronic copy	

2.7 Register of Suppliers

The college maintains a register of suppliers but considers some of this to be sensitive commercial information. Requests will be dealt with and evaluated on an individual basis.

2.8 Procurement and tender procedures and reports

Information	Format	Charge
Policies relating to the procurement and disposal of equipment are included in the College's financial regulations	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

2.9 Contracts

The awarding of major contracts is reported to the Governing Body via the Finance and General Purposes Committee.

Information	Format	Charge
<ul style="list-style-type: none">• F&GP Committee reports and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none">• Governing Body reports and minutes	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

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

3.1 Annual reports, corporate and business plans, teaching and learning strategy and academic quality and standards.

Strategies and annual plans are approved by the Corporation who also review reports on the college's performance, audits, inspections and reviews.

The governors' Curriculum and Quality Committee receives reports on academic quality, standards, student satisfaction and staff satisfaction.

Information	Format	Charge
<ul style="list-style-type: none"> Annual Plan 	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none"> Three year financial plan 	Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none"> Property Strategy 	Paper and electronic copy	
<ul style="list-style-type: none"> Self Assessment Report 	Paper and electronic copy	
<ul style="list-style-type: none"> OfSTED inspection report (March 2008) 	Paper copy	
<ul style="list-style-type: none"> Papers & minutes Curriculum & Quality 	Paper and electronic copy	

3.2 External review information

Information	Format	Charge
<ul style="list-style-type: none"> Annual report of Members of the Corporation 	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none"> Governing Body papers and minutes 	Paper and electronic copy	Paper copies are 2p per sheet

3.3 Corporate Relations

Links with employers and the development of learning programmes are monitored by Curriculum and Quality Committee and reported to the Governing Body

Information	Format	Charge
<ul style="list-style-type: none"> Curriculum and Quality Committee reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Governing Body reports and minutes 	Paper and electronic copy	As above

3.4 Government and Regulatory Reports

Ultimately such reports are received by the Governing Body following detailed consideration by appropriate committee.

- All financial reports are presented to Finance and General Purposes Committee.
- All reports relating to processes are presented to Audit Committee
- All reports relating to regulation of learning provision are presented to Curriculum and Quality Committee
- All reports relating to Health and Safety issues are presented to the Health and Safety Committee.

Information	Format	Charge
<ul style="list-style-type: none"> • Committee reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Governing Body reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> • OfSTED report (March 2008) 	Paper Copy	2p per sheet

4. HOW WE MAKE DECISIONS

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

4.1 Minutes from Governing Body, council, academic board and steering groups.

Information	Format	Charge
<ul style="list-style-type: none"> Academic Board reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Governing Body reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Operational decisions are made by the Executive in association with the Senior Management Team. Minutes of SMT meetings	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Health and Safety Committee reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

4.2 Teaching and Learning Committee minutes

Information	Format	Charge
<ul style="list-style-type: none"> Curriculum and Quality Operation Group papers and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Governing Body reports and minutes 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> Staff and student surveys 	Paper copy	2p per sheet

4.3 Minutes of staff/student consultation meetings

Information	Format	Charge
<ul style="list-style-type: none">• Minutes of School and Section meetings	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none">• Minutes of full staff meetings	Paper and electronic copy	As above
<ul style="list-style-type: none">• Minutes of Course Representatives' meeting	Paper and electronic copy	As above
<ul style="list-style-type: none">• Centre Coordinators Meetings	Paper and electronic copy	As above

5. OUR POLICIES AND PROCEDURES

5.1 Policies and procedures for conducting college business

Current written protocols for delivering our functions and responsibilities.

The college has a Governing Body which operates in compliance with its Instrument and Articles of Governance. The minutes of Governing Body and its sub-committees can also be located at www.capel.ac.uk

<ul style="list-style-type: none"> • Governing Body – paragraph about individual governors 	www.capel.ac.uk Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none"> • Statement of Governance – principles of governance and operation of the Governing Body 	www.capel.ac.uk Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Governor Code of Conduct and Standing Orders 	Paper and electronic copy	
<ul style="list-style-type: none"> • Public Interest Disclosure Procedure (Whistleblowing Policy and appendix – PIDA) 	Paper and electronic copy	
<ul style="list-style-type: none"> • Committee Structure for the Governing Body and other management committees 	Paper and electronic copy	
<ul style="list-style-type: none"> • Academic Board 	Paper and electronic copy	
<ul style="list-style-type: none"> • Terms of Reference for Sub Committees of the Governing Body: <ul style="list-style-type: none"> ○ Finance & General Purposes ○ Personnel ○ Audit ○ Search ○ Health and Safety ○ Curriculum and Quality ○ Remuneration 	Paper and electronic copy	
<ul style="list-style-type: none"> • Regulations for the election of Student Governors 	Paper and electronic copy	
<ul style="list-style-type: none"> • Access to Information Policy – includes criteria for confidentiality 	www.capel.ac.uk Paper and electronic copy	
<ul style="list-style-type: none"> • Papers and minutes of Governing Body and its sub committees 	Paper and electronic copy	
<ul style="list-style-type: none"> • Register of Corporation members’ interests and Declaration of interests 	Paper and electronic copy	
<ul style="list-style-type: none"> • Complaints against the Corporation 	Paper and electronic copy	
<ul style="list-style-type: none"> • Governors’ expenses 	Paper and electronic copy	
<ul style="list-style-type: none"> • Attendance at Committee meetings by non-members 	Paper and electronic copy	
<ul style="list-style-type: none"> • Policy on Governor Training 	Paper and electronic copy	
<ul style="list-style-type: none"> • Attendance at Corporation meetings 	Paper and electronic copy	
<ul style="list-style-type: none"> • Governance Performance Indicators 	Paper and electronic copy	
<ul style="list-style-type: none"> • Impropriety Procedure 	Paper and electronic copy	

5.2 Procedures and policies relating to academic services.

Description	Manner	Charge
<ul style="list-style-type: none"> • College calendar • Prospectus • Enrolment pack 	Paper and electronic copy Paper copy Paper copy	Electronic copies are free. Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Welcome letter to new students • Enrolment pack • Prospectus • Short course leaflets • Departmental Course leaflets • Advice sessions leaflet • Work Experience Procedures • Student Handbook 	Paper copy Paper copy Paper copy Paper and electronic copy Paper and electronic copy Paper copy Paper and electronic copy Paper copy	As above
<ul style="list-style-type: none"> • New course proposal form • Tutorial policy and procedures • Course evaluation survey • Disability statement • Learner Satisfaction Surveys • Quality Assurance policies and procedures • Appraisal/observation/self assessment cycle 	Paper copy Paper and electronic copy Paper copy Paper and electronic copy Paper and electronic copy Paper and electronic copy Paper and electronic copy	As above
<ul style="list-style-type: none"> • Staff welcome booklet • Student Induction • College organisational chart 	Paper copy Paper copy Paper and electronic copy	As above
<ul style="list-style-type: none"> • Course handbooks 	Paper copy	As above
<ul style="list-style-type: none"> • Prospectus • Report to Governing Body 	Paper copy Paper and electronic copy	As above

Information	Format	Charge
Student Learning Support Services <ul style="list-style-type: none"> • Learning Support leaflet (for students and parents) • Learner Support Service (Tutors) • <i>Disability Statement</i> • Prospectus: <ul style="list-style-type: none"> ○ Key Skills statement ○ Careers advice and guidance statement ○ College Chaplain details ○ The Children's Act 1989 statement 	Paper and electronic copy Paper and electronic copy Paper and electronic copy Paper copy	Electronic copies are free. Paper copies are 2p per sheet
Student Liaison <ul style="list-style-type: none"> • Minutes of Course Reps. Meetings • Student Handbook details information about Student Union • Student governor election and details 	Paper and electronic copy Paper copy Paper copy	As above
Student Policies <ul style="list-style-type: none"> • Acceptable Networks Use Policy • Complaints procedure • HIV/AIDS Policy • Misuse of Substances Policy and Procedure • Quality Assurance Documents • Equal Opportunities and Race Equality Policy • Environmental Policy • Guidelines for letting college facilities to outside organisations • Plagiarism, Collusion and Cheating Policy • Sustainability Policy • Tutorial Policy 	All policies available in paper and electronic copy	As above
Student Welfare <ul style="list-style-type: none"> • Prospectus <ul style="list-style-type: none"> ○ Careers Service ○ Counselling ○ Education Maintenance Allowance ○ Grants and Loans • Student Handbook <ul style="list-style-type: none"> ○ Accidents/First Aid/Fire Instructions ○ Advice, Guidance and Counselling ○ Careers Services ○ Chaplain ○ Childcare ○ Drugs ○ Student Common Room ○ Students' Notice Boards • Learner Support Funds • Counselling Service Leaflet 	Paper copy Paper copy Paper and electronic copy Paper and electronic copy	As above
Student Associations and Activities <ul style="list-style-type: none"> • Student Handbook <ul style="list-style-type: none"> ○ Student Common Room ○ Gardens and Estates 	Paper copy	As above

5.4 Procedures and policies relating to human resources

Information	Format	Charge
<ul style="list-style-type: none"> • Grievance Procedure – staff and senior postholders 	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none"> • Disciplinary Procedure • Bullying and Harassment Procedure 	Paper and electronic copy Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Health and Safety Policy and Procedures and procedure for driving a College vehicle 	Paper and electronic copy	
<ul style="list-style-type: none"> • Job Evaluation Scheme for Business and Learning Support Staff 	Paper and electronic copy	
<ul style="list-style-type: none"> • Public Interest Disclosure Policy (Whistleblowing) 	Paper and electronic copy	
<ul style="list-style-type: none"> • Job Vacancies (advertised locally, nationally, specialist magazines, web sites as appropriate) 	Paper and electronic copy	
<ul style="list-style-type: none"> • Other main Personnel Policies <ul style="list-style-type: none"> ○ Alcohol & Drugs Policy ○ Capability ○ Child Protection & Vulnerable Adults Policy ○ Code of Conduct for Staff ○ Data Protection ○ Disability Equality Scheme ○ Disability in Employment Scheme ○ Disclosure policies ○ Employing people with disabilities ○ Equal Opportunities & Racial Equality ○ Family & Dependents Leave to include guidance on Adoption Leave ○ Flexible Working Requests Policy and Procedure ○ Gender Equality Scheme ○ Guidance for Maternity Leave in FE Colleges ○ HIV and Aids policy ○ Leave Policy ○ Parental Leave Guidelines ○ Staff Recruitment Policy ○ Handling Redundancy Guidelines ○ Guidance on Religion or Belief ○ Education in Employment in FE Colleges ○ Guidance on Sexual Orientation Equality ○ Sickness Attendance Policies ○ Smoking Policy ○ Transgender Equality 	Paper and electronic copy	
<ul style="list-style-type: none"> • Staff Welcome Booklet 	Paper copy	

5.6 Code of Conduct for members of the Governing Body

Information	Format	Charge
Code of Conduct for Members of the Governing Body	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

5.7 Equality and Diversity

Information	Format	Charge
<ul style="list-style-type: none"> • Equal Opportunities and Race Equality Policy 	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none"> • Equal Opportunities and Race Equality Action Plan 	Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none"> • Equal Opportunities update to include statistical monitoring (in compliance with Race Relations Amendment Act of 2000) reported to governors and staff. 	Paper and electronic copy	
<ul style="list-style-type: none"> • Disability Equality Scheme 	www.capel.ac.uk Paper and electronic copy	
<ul style="list-style-type: none"> • Disability Equality in Employment Scheme 	Paper and electronic copy	
<ul style="list-style-type: none"> • Gender Equality Scheme 	Paper and electronic copy www.capel.ac.uk	

5.8 Health and Safety

Information	Format	Charge
Health and Safety Policy <ul style="list-style-type: none"> ○ H&S Policy Statement ○ Overall objectives ○ Responsibilities – brief outline ○ Structure ○ Procedures for raising H&S problems ○ Management of H&S and safety at work risk assessments ○ Safety arrangements ○ Accident & hazard reporting ○ RIDDOR reporting ○ First Aid arrangements & support ○ Fire procedures & precautions ○ Work Placement ○ Workplace H&S & welfare ○ Governors H&S responsibilities ○ Director of Estates and Buildings (H&S Officer) ○ COSHH Regulations ○ Fire ○ Manual Handling ○ Daytime, evening & weekend working ○ Protective Clothing ○ Safe use of electricity, electricity & chemicals ○ Asbestos ○ Ionising & non-ionising radiations ○ Contractors on College premises ○ College Permit to work system ○ Office safety ○ Children on college premises ○ Staff & Students with disabilities and/or special needs ○ Car parking ○ Animals on College premises ○ Occupational Health arrangements 	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

5.9 Estate Management

Information	Format	Charge
<ul style="list-style-type: none"> ● College Insurances ● Building Condition Surveys ● Site plan – Capel site ● Site plan – Gunnersbury Park ● Site plan – Forty Hall Farm ● Generic Risk Assessment <ul style="list-style-type: none"> ○ Academic Schools ○ Gardens & Estates ○ Fire Risk Assessment ● Accommodation Strategy (10 year plan) ● Disaster Recovery Plan ● Contractors on site policy 	Paper copy Paper copy Paper copy Paper copy Paper copy Paper and electronic copy Paper and electronic copy Paper and electronic copy Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

5.10 Complaints Policies and Procedures

Information	Format	Charge
College Complaints Procedure	Paper and electronic copy	Electronic copies are free. Paper copies are 2p per sheet

5.11 Records Management and Personal Data Policies

Information	Format	Charge
<ul style="list-style-type: none">• Data Protection Policy	Paper and electronic copy	Electronic copies are free.
<ul style="list-style-type: none">• Disaster Recovery Plan	Paper and electronic copy	Paper copies are 2p per sheet
<ul style="list-style-type: none">• Risk Management Plan	Paper and electronic copy	

5.12 Charging Regimes

Course fees and admission charges are set by the Governing Body and can be located in Governing Body papers and minutes. Electronic and paper copies are available. Minutes of the Governing Body can also be located on the college website.

Charges for providing information under the Publication Scheme are:

- Electronic copies are free
- Paper copies are 2p per sheet
- Large documents are £5

6. LISTS AND REGISTERS

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

Information	Format	Charge
<ul style="list-style-type: none">• Register of interests for:<ul style="list-style-type: none">- Members of the Corporation- Members of the Senior Management Team- Budget Holders• Asset Register• Disclosure Log	<p>Paper and electronic copy</p> <p>Paper and electronic copy</p> <p>Maintained by the Executive Office – currently no request have been received (December 2008)</p>	<p>Electronic copies are free.</p> <p>Paper copies are 2p per sheet</p>

