

**Priestley College
Freedom of Information Act (2000)**

The Publication Scheme

The following information sets out the information which the College makes routinely available for members of the public. Much of this is available on the College's website www.priestley.ac.uk. However if you cannot find something you think should be available, please contact the College Secretary/Clerk to the Governing Body (Peter McMellon) on 01925 633591 Ext 268; email p.mcmellon@priestley.ac.uk.

Some information is not available to members of the public. This is where it is exempt from disclosure, for example, under the Data Protection Act or where the information is commercially sensitive.

The information available falls into seven different classes and the classifications will enable individuals to navigate around the information easily:

Classes of Information	Details	Where it is available
Who we are and what we do	Organisation information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none">• Copy of the Instrument and Articles of Government, together with the Governing Body Handbook (containing Code of Conduct, Code of ethics, Standing Orders and Terms of Reference of all committees) are available from the College Secretary/Clerk• The College is located on Loushers Lane, Warrington, on a single site, with reception opening times of 8.30am- 4.30pm (4.00pm on Fridays). The full address is "Priestley College, Loushers Lane, Warrington, Cheshire, WA4 6RD" and the reception telephone number is 01925 6333591.• There is no 'student union', but a College Council and a Student Council are operated.
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering procurement and contracts	<ul style="list-style-type: none">• Governing Body (and its Finance and General Purposes Committees) agendas and minutes contain key financial information; hard copies or electronic copies are available from the College Secretary/Clerk. Governing Body minutes are available on the College website (under 'Governance')

This policy has been reviewed against equal opportunities legislation with regard to race, gender, disability, age, sexual orientation and religion and has no identified adverse impact on minority groups.

		<ul style="list-style-type: none"> • Annual (audited) accounts are available from the College Secretary/Clerk • A list of suppliers of key contracted services is available from College Secretary/Clerk • Procurement procedures are detailed in the College's Financial Regulations. Hard copy or electronic copy available from the College Secretary/Clerk • The main source of funding is that received from the Learning & Skills Council. Hard copy of the annual Financial Memorandum (between the College and the LSC) available from the College Secretary/Clerk
What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews	<ul style="list-style-type: none"> • Audit reports are presented the Audit Committee. Meeting papers of the Audit Committee are available (hard copy) from the College Secretary/Clerk • The Annual Report is available from the College Secretary/Clerk. This document provides information on: Strategies and objectives (including Mission, Vision and Values) Strategic Plan objectives and performance Financial objectives Ofsted Inspection Curriculum Developments Resources Risk management Stakeholder Relationships • The College's most recent Ofsted Inspection report is available in full on the Ofsted website (www.ofsted.gov.uk)
How we make decisions	Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations	<ul style="list-style-type: none"> • Key College policies are reviewed and approved by the Governing Body, as is the decision-making process. The minutes and agendas of the Governing Body (and its Committees) are available (hard or electronic copy) from the College Secretary/Clerk. Governing Body minutes are available on the College Website (under 'Governance') • Annual Report (see under 'What our priorities are...' section above)

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Approved by the Governing Body on 13 May 2009

Our policies and procedures	Current written protocols for delivering our functions and responsibilities	<ul style="list-style-type: none">• Publication of Information Policy – available on College website• Public Access to Governing Body Papers Policy – available on College Website• Welcoming new students with a disability or a difficulty - available on College Website• Gender Equality Policy - available on College Website• Equality and Diversity Policy - available on College Website• Race Equality Policy - available on College Website• Disability Statement – available from the College Secretary/Clerk• Child Protection Policy – available form the College secretary/Clerk
Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority	<ul style="list-style-type: none">• The College maintains a Register of Interests which is completed by members of the Governing Body and senior staff. The Register may be inspected during office hours (contact the College Secretary/Clerk)
The services we offer	Advice and guidance, booklets and leaflets, transactions and media releases, a description of the services offered	<ul style="list-style-type: none">• College website

P.McMellon
January 2009

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