

## **Cambridge Regional College Publication Scheme**

Our aim through this publication scheme is to provide guidance on the information we would routinely make available to the public, in what format this information is provided and any associated costs.

Cambridge Regional College has adopted the information classes of the Model Publication Scheme for Further Education (FE) in England, Wales and Northern Ireland. This has subsequently been approved by the Information Commissioner.

### **How we will provide information**

we will endeavour where possible to provide information electronically, either by downloading from the College website (<http://www.camre.ac.uk>) or by email. Other information will be supplied in printed/copied format.

### **What charges we make**

We will never charge for downloading information from the College website or sending information via email. The College will make charges for copying information included in the Publication Scheme; a pricing structure is included next to the relevant information class. If information is requested not included within our scheme, we may charge any reasonable costs, and may refuse a request if the cost of providing the information is over £450 or we are legally exempt from disclosure.

We will always check whether you are happy to proceed with any costs associated to a request and payment should be received in advance of any information provided.

### **How long we take to provide information**

We would aim to provide information requested as quickly as possible, normally within 5 working days of the receipt of the request. Where the request is more detailed we will supply the information requested within 20 working days.

### **Requesting Information.**

Requests should be made in writing or by email to the College.

Les Black, Head of Communications & IT, Cambridge Regional College, Science Park Campus, Kings Hedges Road, Cambridge, CB4 2QT. Or email: [Fol@camre.ac.uk](mailto:Fol@camre.ac.uk)

Please specify what information you require and include any contact information, subsequent to receipt we will contact you to discuss any costs/payment.

## Information available

### 1. Who we are and what we do

Organisational information, structures, locations and contacts

This class covers the information relating to the way Cambridge Regional College is governed and how decisions are made included within this are Structures, roles and responsibilities. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, might impact on the commercial interests of the College or impact on the safety of a specific individual.

	Class	Description	Medium	Charge
1.1	Legal Framework	Instrument and Articles of Government	Email	£0.00
1.2	How the institution is organised.	College Structure Charts	Email	£0.00
		Membership and description of Boards and Committees.	Email	£0.00
1.3	Information on the institutional context.	Student Handbook Parents Handbook	College Website	£0.00
1.4	Corporate Structure	Responsibility of the Corporation and of the Principal/Chief Executive.	Email	£0.00
		Governors code of conduct.	Email	£0.00
		Standing Orders	Email	£0.00
		Terms of Reference of subcommittees of the Corporation.	Email	£0.00
		Recruitment procedure for new College Governors.	Email	£0.00
		Governor role description and person specification.	Email	£0.00
		Chair/Vice Chair of corporation role description and person specification.	Email	£0.00
		Clerk to the corporation job description.	Email	£0.00
		<b>Corporation &amp; Subcommittees (Audit, Finance &amp; Resources, Learning &amp; Achievement and Search)</b>	Website	£0.00
		Meetings – Minutes, Corporation Meetings – Agendas	Website Email	£0.00 £0.00
	Corporation Meeting - Reports.	Hardcopy	£25 per meeting	

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	Class	Description	Medium	Charge
1.5	Location and contact details	Contact information for sites and departments	College Website	£0.00
1.6	Student Activities	Operation of the Student Union		
		Annual Accounts	Email	£0.00
		Student Liaison Committee – Terms of Reference & Minutes	Email	£0.00

## 2. What we spend and how we spend it

financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

This class covers the information relating to the way Cambridge Regional College is managed and financed, its procurement practices, how it makes best uses of its resources and its statutory responsibilities. Some information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Medium	Charge
2.1	Funding & Income	Sources of Income	Email	£0.00
		Investment Strategy	Email	£0.00
2.2	Budgetary and account information	Annual Statement of Accounts (Audited)	Email	£0.00
		Financial Forecast	Email	£0.00
		Budget & Budgetary Control Process	Email	£0.00
		Cost Centre List	Email	£0.00
2.3	Capital Investment	Current Capital Projects	College Website	£0.00
2.4	Financial Regulations	Financial Regulations	Email	£0.00
2.5	Staff Pay	College Pay Scales	Email	£0.00
		Performance Appraisal Scheme for Designated Senior Post Holders.	Email	£0.00
		Travel and Subsistence Policy and Procedure	Email	£0.00
		Staff Rewards and Recognition	Email	£0.00
		Staff Benefits	College Website	£0.00

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2.6	Procurement	Purchasing Strategy	Email	£0.00
		Register of Suppliers	Email	£0.00
		Procurement and tender procedures	Email	£0.00
		Tendered contracts List	Email	£0.00

### 3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

This class covers the information relating to the way Cambridge Regional College is plans and tracks its performance over the past 4 years corporate planning and actual performances.

	Class	Description	Medium	Charge
3.1	Reports & Reviews	Annual College Report	Website	£0.00
		Strategic & Development Plans	Email	£0.00
		Teaching and Learning Strategy	Email	£0.00
		Academic quality and standard (Ofsted Report) – Also available online from Ofsted	College Website	£0.00
3.2	External Review	Academic quality and standard (Ofsted Report) – Also available online from Ofsted	College Website	£0.00
		Internal Auditors Annual Report	Email	£0.00
3.3	Corporate Relations	Employer Responsive Strategy	Email	£0.00
		Corporate Case Studies	Email	£0.00
		Press Releases	College Website	£0.00
3.4	Government and regulatory reports	Ofsted Inspection reports	Email / Website	£0.00

#### 4. How we make decisions

Decision making processes and records of decisions.

This class covers the information relating to the way Cambridge Regional College is its decisions over the past 4 years.

	Class	Description	Medium	Charge
4.1	Corporation	<b>Corporation &amp; Subcommittees (Audit, Finance &amp; Resources, Learning &amp; Achievement and Search)</b>  Meetings – Minutes, Corporation Meetings – Agendas  Corporation Meeting - Reports.	Website  Email/Web  Hard Copy	£0.00  £0.00  £25 per meeting
4.2	Steering Groups	Estates Working Group Minutes, Agendas  Estate Working Group Reports	Email  Hard Copy	£0.00  £50 per meeting
4.3	Student Feedback	Academy/Academic Board Minutes  Student Liaison Committee Minutes  Student Questionnaire Results	Email  Email  Email	£0.00  £0.00  £0.00
4.4	Staff Feedback	Minutes of Staff Forum  Staff Questionnaire Feedback (Specific Topics)	Email  Email	£0.00  £0.00

## 5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

This class covers the information relating to the Colleges Policies and Procedures.

	Class	Description	Medium	Charge
5.1	Policies and Procedures for conducting College Business	<u>List of College Policies:</u> - Child and vulnerable adult protection - Equalising opportunity - Health safety and welfare - Identification and appointment of governors - Waste management - Impact assessment - Internet networks and software compliance - Induction for students - Student recruitment  <u>List of College Procedures</u> - Complaints - Health and safety – bomb threats - Health and safety – fire evacuation - Identification and appointment of governors - Impact assessment - Risk management - Waste management - Bad Weather Closure - Malpractice	Email  Email Email Email Email Email Email Email Email Email  Email Email Email Email Email Email Email Email	£0.00  £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00  £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00
5.2	Policies and Procedures relating to academic management	<u>List of College Policies</u> - Assessment - Academic Appeals - Internal Verification - Quality - Sharing good practice - Skills for life - Activities off College Sites Ex. W/Experience  <u>List of College Procedures</u> - Skills for life - Appeal against Exam Results - ESOL Provision - Tutorial for Full Time Students	Email  Email Email Email Email Email Email Email  Email  Email Email Email Email	£0.00  £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00  £0.00  £0.00 £0.00 £0.00 £0.00

5.3	Policies and Procedures relating to student services	<u>List of College Policies</u>	Email	£0.00
		- Learner bullying and harassment	Email	£0.00
		- Tutorial		
		- Careers education and guidance	Email	£0.00
		- Discretionary learner support fund	Email	£0.00
		- Drug and substance misuse	Email	£0.00
		- Study support	Email	£0.00
<u>List of College Procedures</u>				
		Email	£0.00	
		- Child and vulnerable adult protection		
		- Student Support	Email	£0.00
			Email	£0.00
5.4	Policies and Procedures relating to human resources.	- Data protection for staff	Email	£0.00
		- Employment of teaching staff	Email	£0.00
		- Alcohol and Substance Misuse Policy	Email	£0.00
		- Redundancy and Redeployment Policy	Email	£0.00
		- Expenses to Governors and Employees	Email	£0.00
		- Attendance Policy and Procedure	Email	£0.00
		- Staff Purchase Scheme	Email	£0.00
		- Employee Grievance Policy and Procedure	Email	£0.00
		- Job Evaluation (inc Appeals)	Email	£0.00
		- Disciplinary Procedure	Email	£0.00
		- CRB procedure	Email	£0.00
		- Jury service	Email	£0.00
		- Parental leave & Maternity Leave	Email	£0.00
		- Adoption Leave & Pay	Email	£0.00
		- Working beyond retirement age	Email	£0.00
		- Absence/Sickness absence	Email	£0.00
		- Flexible Working	Email	£0.00
		- Probationary	Email	£0.00
- Return of College Property on Termination of Employment	Email	£0.00		
- Staff Training and Development	Email	£0.00		

5.5	Policies and Procedures relating to recruitment.	Recruitment and Selection Policy and Procedure	Email	£0.00
		Details of current vacancies.	Website	£0.00
5.5	Policies and Procedures relating to other issues.	Code of conduct for members of the governing bodies.	Email	£0.00
		Equality and Diversity	Email	£0.00
		Health and Safety	Email	£0.00
		Estates Management	Email	£0.00
		Complaints Policies and Procedures.	Email	£0.00
		Data Protection and retention	Email	£0.00
		Charging Regimes and Fees Policy	Email	£0.00

5.6	Staff Development	Staff development Programme	Email	£0.00
		Staff Induction Topics	Email	£0.00
		Probation Procedure	Email	£0.00
		Staff Appraisal Guidelines	Email	£0.00
		Staff Development Policy and Procedure	Email	£0.00
5.7	Lists and registers	Asset Register	Email	£0.00
		FoI Disclosure Log	Email	£0.00

## 6. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

This class is an extension of part of the first class of information, detailing services which are provided by the College.

	Class	Description	Medium	Charge
6.1	Public Relations	Prospectus	Website	£0.00
		Course Leaflets	Email	£0.00
		Press Releases	Website	£0.00
		Website	Website	£0.00
6.2	Every Learner Matters	Health & Welfare Advice	Website, Handbooks & Prospectuses	£0.00 £0.00
		Careers Advice	Website, Handbooks & Prospectuses	£0.00 £0.00
		Chaplaincy Service	Website, Handbooks & Prospectuses	£0.00 £0.00
		Sports and Recreational Facilities	Website, Handbooks & Prospectuses	£0.00 £0.00
		Learning Resource Centres	Website, Handbooks & Prospectuses	£0.00 £0.00
		Citizenship Opportunities	Website, Handbooks & Prospectuses	£0.00 £0.00
		Equality & Diversity	Website, Handbooks & Prospectuses	£0.00 £0.00

6.3	Commercial Activities	Conference Facilities	Website	£0.00
		Services to Business	Website	£0.00
6.4	Miscellaneous	Campus Map	Website	£0.00
		Student Behaviour Code – See Student Handbook	Website	£0.00
		Academic Year Dates	Website	£0.00