

PUBLICATION SCHEME

Freedom of Information Act 2000

1. Introduction

- 1.1 Stanmore College has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to making information available proactively in accordance with the Freedom of Information Act 2000.
- 1.2 This Publication Scheme sets out the classes of information that the College routinely makes available to the public. Information is generally available through the College website and, where appropriate, may also be provided upon request.

2. Information Routinely Available

2.1 Who We Are and What We Do

- 2.2 Information relating to the College's structure, governance and management, including:

- Instrument and Articles of Government
- Corporation and Committee Structure
- Governor Membership
- Senior Leadership Team Information
- Governance Arrangements
- Contact Details

2.2 What We Spend and How We Spend It

Information relating to the College's finances and expenditure, including:

- Annual Financial Statements
- Funding Information
- Executive Pay Information
- Financial Regulations and Policies (where published)
- Procurement Information (where published)

2.3 What Our Priorities Are and How We Are Doing

Information relating to the College's strategic objectives and performance, including:

- Strategic Plan

- Accountability Agreement
- Ofsted Inspection Reports
- Self-Assessment and Quality Information (where published)
- Annual Reports and Performance Information

2.4 How We Make Decisions

Information relating to the College's decision-making processes, including:

- Corporation Meeting Information
- Committee Information
- Board and Committee Minutes (published versions)
- Governance Policies and Procedures

2.5 Policies and Procedures

Information relating to the policies and procedures that govern the College's activities, including:

- Freedom of Information Policy
- Data Protection Policy
- Safeguarding Policy
- Complaints Policy
- Equality, Diversity and Inclusion Policies
- Whistleblowing Policy
- Student and Staff Policies

2.6 Lists and Registers

Information held in registers and lists, including:

- Register of Interests
- Governor Attendance Information
- Other Statutory Registers where appropriate

2.7 Services We Offer

Information relating to the services provided by the College, including:

- Course Information
- Student Support Services
- Careers and Guidance Services
- Apprenticeship and Employer Services
- Facilities and Resources

3. Accessing Information

- 3.1 The majority of information covered by this Publication Scheme is available through the College website.
- 3.2 Where information is not already published, requests may be submitted under the Freedom of Information Act 2000.
- 3.3 Freedom of Information requests should be sent to: foi@stanmore.ac.uk
- 3.4 The College will respond to requests in accordance with the requirements of the Freedom of Information Act 2000.

4. Review

- 4.1 This Publication Scheme will be reviewed periodically to ensure it remains accurate and reflects the information routinely published by the College.