

Freedom of Information Publication Scheme

The C&M College Network
where people flourish, and achieve
extraordinary things

Process

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* Available in a range of different formats and languages on request

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Section Number	Title	Amendment Summary / Reference	Date
Appendix	Format	Format types amended	15/06/2016
Appendix	Description	Updated document lists	24/08/2018
Introduction	GDPR 2018	Added	24/08/2018
			Click here to enter a date.

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Introduction

The Cheadle and Marple College Network Corporation and Senior Management are committed to publishing information, within particular classes of information as prescribed within the Freedom of Information Act 2000 in relation to the public sector. The Freedom of Information Act 2000 promotes greater openness and accountability across public sector organisations requiring all “public authorities” to proactively make information available via a Publication Scheme

Note:

Public authorities are defined in the Act and include universities, further and higher education colleges and sixth form colleges.

From January 2009 there has been one approved model scheme which must be adopted by public authorities in order to promote consistency across the sector. However, in order to recognise the diversity in size and function of organisations a number of optional classes of information are included. As a result, models within the sector may vary slightly.

A Publication Scheme should specify:

- Classes of information which the public authority publishes or intends to publish
- How and in what format the information will be published
- Any charges that apply to receive published information

The Cheadle and Marple College Network has adopted the model publication scheme developed for the sixth form sector.

Who we are:

The Cheadle and Marple College Network is a Further Education College in the North West of England, which is a body incorporated by statute. The C&M College Network has two campuses in the area, offering a broad range of provision which is responding to local and individual needs in areas of learning funded The Education and Skills Funding Agency (ESFA).

The C&M College Network also works with a variety of partners and has strong links with local secondary schools, sixth form colleges, local employers and Universities.

Accessing information covered by the Publication Scheme:

The classes of information we publish are described in the second part of the Publication Scheme.

For each classification of information, we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class. To request information available through our Publication Scheme, contact:

Assistant Principal Quality, Teaching, Learning & Assessment
 The Cheadle and Marple College Network
 Cheadle Road
 Cheadle
 Cheshire SK8 5HA

Email: FOA@cmcnet.ac.uk

Please note: The Publication Scheme relates to “published information”, therefore material specified has already been prepared in a format for distribution.

Information not covered by the Publication Scheme:

As of January 2005, you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which has not already been made available through a publication scheme.

Requests should be made in writing and, in general, public authorities have 20 working days to respond. A fee may be charged, which will be calculated according to Fees Regulations. Public authorities are not required to release information to which an exemption in the Freedom of Information Act 2000 legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

General Data Protection Regulations (GDPR) 2018:

The Cheadle and Marple College Network, as far as is reasonably practical, have taken steps to ensure GDPR compliance. A risk based approach has been taken to procedures and practices to ensure transparency, accountability and the protection of individuals' rights.

A Privacy Statement sets out the types of data collected, how it is used and with whom it is shared and how it can be accessed. The Privacy Statement is available on the website.

Feedback and Complaints Procedure:

It is important the Publication Scheme meets your needs. Should you find the Publication Scheme difficult to understand, please feed this back to us, we also welcome suggestions as to how our Publication Scheme could be improved.

Any questions, comments or complaints regarding the Publication Scheme should be forwarded in writing to:

Assistant Principal Quality, Teaching, Learning & Assessment
(Contact details as before)

If The C&M College Network are unable to resolve a complaint, you can raise the complaint with the Information Commissioner, the independent body who oversee the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
www.ioc.org.uk

Further Information:

England: www.informationcommissioner.gov.uk
Scotland: www.gov.scot/about/information/FOI



Appendix: The C&M College Network Publication Schedule

Ref:	Classification	Description	Format	Fee
1. Governance				
Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance				
1.1	Legal framework	<p>This class of information describes how The C&M College Network was established and its standing from the point of view of the law.</p> <p>The corporate status of The C&M College Network (Cheadle & Marple Sixth Form College) is conferred by relevant statutes and in particular the Further and Higher Education Act 1992. The C&M College Network is an exempt charity under the powers conferred by the Further and Higher Education Act 1992.</p> <p>Includes:</p> <ul style="list-style-type: none"> ❖ Further and Higher Education Act 1992 (available at HMSO site: www.legislation.hmsso.gov.uk/acts) ❖ The legal status of the organisation is derived from The Instruments and Articles of Government. 	<p>HMSO website</p> <p>Electronic PdF</p>	<p>£20 plus copying</p>
1.2	How The C&M College Network is organised	<p>This class contains information relating to how the individual units Of the institution are organised and where each unit fits in the overall structure of the institution.</p> <p>Includes:</p> <ul style="list-style-type: none"> ❖ Organisational Structure Charts 	<p>Electronic PdF</p>	<p>£20 plus copying</p>

Ref:	Classification	Description	Format	Fee
1.3	Institutional context information	<p>This class of information relates to The C&M College Network's Strategy and Mission. Includes:</p> <ul style="list-style-type: none"> ❖ The Governing Body's Mission Statement ❖ Statement of the Governing Body's quality assurance policies and procedures ❖ The Governing Body's teaching and learning strategy 	<p>Electronic PdF Electronic PdF Electronic PdF</p>	<p>£20 plus copying £20 plus copying £20 plus copying</p>
1.4	Management structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure. Includes:</p> <ul style="list-style-type: none"> ❖ The current Members of the Governing Body ❖ Codes of Conduct for members of the Governing Body ❖ Instruments and Articles of the Governing Body ❖ Terms of Reference, Membership and mode of operation of all boards and committees in the formal structure ❖ Code of Practice for College elections and committee procedures (including Standing Orders above) ❖ Minutes and papers of all Governing Body meetings and Committee meetings 	<p>Electronic PdF Electronic PdF Electronic PdF Electronic PdF Electronic PdF Electronic PdF</p>	<p>£20 plus copying £20 plus copying £20 plus copying £20 plus copying £20 plus copying £20 plus copying</p>

2. Financial Resources
Information relating to the institution's strategy and management of financial resources

Ref:	Classification	Description	Format	Fee
2.1	Finance	<ul style="list-style-type: none"> ❖ Financial Statement /Annual accounts ❖ Insurance certificate ❖ Financial Statement 	<p>Electronic PdF Electronic PdF Website</p>	<p>£20 plus copying £20 plus copying N/A</p>
2.2	Resource Planning	<ul style="list-style-type: none"> ❖ Financial Regulations ❖ Financial Procedures ❖ Sustainability Plan 	<p>Electronic PdF Electronic PdF Electronic PdF</p>	<p>£20 plus copying £20 plus copying £20 plus copying</p>

Ref:	Classification	Description	Format	Fee
3.2	Equality of Opportunity / Diversity	<p>Policies, procedures, statements and guidelines relating to the provision of equality of opportunity with respect to age, race/ ethnic origin, gender, gender reassignment, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity and disability</p> <ul style="list-style-type: none"> ❖ Equality Policy, Equality Procedure and Equality Duty ❖ Modern Slavery Statement <ul style="list-style-type: none"> ❖ Equality Policy and Equality Duty ❖ Modern Slavery Statement 	<p>Electronic PdF Electronic PdF</p> <p>Website Website</p>	<p>£20 plus copying £20 plus copying</p> <p>N/A N/A</p>
3.3	Employee Continuous Professional Development	<ul style="list-style-type: none"> ❖ Employee Induction ❖ Employee Handbook ❖ Professional Performance Review Policy & Procedure ❖ Supporting Employee Performance Procedure ❖ Supporting Newly Qualified Teachers Procedure 	<p>Electronic PdF Electronic PdF Electronic PdF Electronic PdF Electronic PdF</p>	<p>£20 plus copying £20 plus copying £20 plus copying £20 plus copying £20 plus copying</p>
<p>4. Physical Resources Institutions are often substantial land and property owners in their own right. Classification relating to strategic level management of physical resources and information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests</p>				
Ref:	Classification	Description	Format	Fee
4.1	Estates	<p>Address of The Cheadle College and Marple Sixth Form College</p> <ul style="list-style-type: none"> ❖ Critical Incident Plan ❖ Estates Strategy ❖ Procurement Plan and Procedure 	<p>Website</p> <p>Electronic PdF Electronic PdF Electronic PdF</p>	<p>N/A</p> <p>£20 plus copying £20 plus copying £20 plus copying</p>

5. Student Administration and Support
Information relating to the management of administration and progression of the institution's students from admissions to course completion, including student support services. This does not include information relating to specific student personal details, by virtue of being personal information

Ref:	Classification	Description	Format	Fee
5.1	Student admissions, progression and completion information	<ul style="list-style-type: none"> ❖ Student Admissions Protocol ❖ Student entry criteria ❖ The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to the EFA ❖ Careers Education IA&G Plan 	<p>Electronic PdF Electronic PdF Electronic PdF</p> <p>Electronic PdF</p>	<p>£20 plus copying £20 plus copying £20 plus copying</p> <p>£20 plus copying</p>
5.2	Student accommodation	<ul style="list-style-type: none"> ❖ Student e Handbook ❖ The C&M College Network Prospectus ❖ Parent and Carer Guides 	<p>Electronic PdF</p> <p>Website Website</p>	<p>£20 plus copying</p> <p>N/A N/A</p>
5.3	Student administration	<ul style="list-style-type: none"> ❖ Student e Handbook ❖ Student Code of Conduct ❖ Student Disciplinary Procedure ❖ Safeguarding (Young People & Vulnerable Adults) Policy and Procedures ❖ Safeguarding (Young People & Vulnerable Adults) Policy 	<p>Electronic PdF Electronic PdF Electronic PdF Electronic PdF</p> <p>Website</p>	<p>£20 plus copying £20 plus copying £20 plus copying £20 plus copying</p> <p>N/A</p>
5.4	Student admissions and enrolment	<ul style="list-style-type: none"> ❖ Enrolment Pack ❖ Materials available at Open Events ❖ Student Fitness to Study Procedure ❖ Student Fees Policy ❖ Student Financial Support Policy ❖ Application Form ❖ Student Fees Policy ❖ Student Financial Support Policy 	<p>Electronic PdF Electronic PdF Electronic PdF Electronic PdF Electronic PdF</p> <p>Website Website Website</p>	<p>£20 plus copying £20 plus copying £20 plus copying £20 plus copying £20 plus copying</p> <p>N/A N/A N/A</p>

Ref:	Classification	Description	Format	Fee
5.8	Student welfare (cont.)	<ul style="list-style-type: none"> ❖ Prospectus ❖ Student Financial Support Policy ❖ Safeguarding (Young People & Vulnerable Adults) Policy 	<p>Website</p> <p>Website</p> <p>Website</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
5.9	Student policies and procedures	<ul style="list-style-type: none"> ❖ Alcohol and Substance Abuse Procedure ❖ Assessment and Marking Procedure ❖ Complaints Procedures ❖ Examination and External Assessment Protocol ❖ Health and Safety Policy and Procedure ❖ Online Safety Policy and Protocol ((including Acceptable Use Agreements) ❖ Retention Strategy ❖ Safeguarding (Young People & Vulnerable Adults) Policy and Procedure ❖ Student Attendance Procedure ❖ Student Code of Conduct ❖ Student Disciplinary Procedure ❖ Student e Handbook ❖ Student Financial Support Policy ❖ 16-18 Bursary Procedure ❖ 19+ Discretionary Learner Support Fund Procedure ❖ Advanced Learning Loans Bursary Procedures ❖ Apprenticeship Grant for Employers (AGE) Procedure ❖ Complaints Procedures ❖ Safeguarding (Young People & Vulnerable Adults) Policy ❖ Student Disciplinary Procedure 	<p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Electronic PdF</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>£20 plus copying</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
5.10	Student Associations and activities	<ul style="list-style-type: none"> ❖ Student Executive ❖ Minutes of Meetings 	<p>Electronic PdF</p> <p>Electronic PdF</p>	<p>£20 plus copying</p> <p>£20 plus copying</p>

6. Information Services

Information relating to those functions within the institution that provide access to information to the student body and both academic and administrative employees, including libraries, computing services and information support services. Such services may be managed separately or in various combinations. These services routinely explain their facilities (and conditions or use) to students, employees and the general public, and it is information of this nature that is included. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

Ref:	Classification	Description	Format	Fee
6.1	Availability and conditions of use of facilities	Information in these classes provides details of who can access systems and services and the facilities that they can access. Includes: ❖ Opening hours of Learning Resource / Education Centres, helpdesks, scheduled maintenance, refectories	Electronic PdF	£20 plus copying
6.2	Mission statements and related documents	❖ Mission Statement, Vision and Values	Electronic PdF	£20 plus copying
6.3	Procurement and disposal Policies	Financial Authority and Business Procedures including: ❖ Procurement Plan and Procedure ❖ Subcontracted Delivery Protocol	Electronic PdF Electronic PdF	£20 plus copying £20 plus copying
6.4	Policies with regard to data and information	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure ❖ Data Protection Policy and Procedures ❖ Employee Use of Social Media Protocol ❖ Employee Privacy Statement ❖ Online Safety Policy and Protocol (including Acceptable Use Agreements) ❖ Privacy Statement ❖ Employee Privacy Statement ❖ Privacy Statement	Electronic PdF Electronic PdF Electronic PdF Electronic PdF Electronic PdF Website Website	£20 plus copying £20 plus copying £20 plus copying £20 plus copying £20 plus copying N/A N/A

8. External Relations

Information relating to the institution's relationship with the external environment, including formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with former employees and students. By virtue of its nature most institutions will probably find the majority of these classes of information are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

Ref:	Classification	Description	Format	Fee
8.1	Government and Regulator relations	❖ Ofsted Inspections	Ofsted website	N/A
8.2	Marketing and recruitment	<ul style="list-style-type: none"> ❖ Course Profiles ❖ Open Events ❖ Prospectus ❖ Taster Days 	<ul style="list-style-type: none"> Website Website Website Website 	<ul style="list-style-type: none"> N/A N/A N/A N/A
8.3	Public Relations	<ul style="list-style-type: none"> ❖ Complaints Procedures ❖ Visitors Protocol ❖ Volunteer Procedure ❖ Work Placement Procedures ❖ Complaints Procedures ❖ Course Profiles ❖ Press releases ❖ Prospectus ❖ Newsletters 	<ul style="list-style-type: none"> Electronic PdF Electronic PdF Electronic PdF Electronic PdF Website Website Website Website Website 	<ul style="list-style-type: none"> £20 plus copying £20 plus copying £20 plus copying £20 plus copying N/A N/A N/A N/A N/A