CITY OF WOLVERHAMPTON COLLEGE

Freedom of Information Act

Policy 2026-2027 Including the Publication Scheme

Alison Buick | Head of Governance

Approved by: Board of Governors

Publication October 2026 | Version No 1.0

1.0 Background

1.1 City of Wolverhampton College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

2.0 Freedom of Information Act 2000: About the Publication Scheme

2.1 Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

2.2 The Publication Scheme is not an exhaustive list of information held by the College. It describes the types of information which are routinely available and helps members of the public find that information.

2.3 City of Wolverhampton College has adopted version 4 of the model publication scheme prepared by the Information Commissioner's Office for the Further Education sector. This intends to assist the public in accessing information across the sector, excluding that which will be exempt from disclosure by the Act. Exemptions exist for various purposes and include national security, law enforcement, commercial interests and data protection.

2.4 The Model Publication Scheme is available via the ICO website: Definition Document - Colleges of Further Education Note: The Freedom of Information Act does not give people access to their own personal data such as their student records. Members of the public who want to see information held about them should make a subject access request under the Data Protection Act 2018.

2.5 Material included in this Publication Scheme may occasionally need to be amended. This may be due to confidentiality purposes or for reasons relating to potential invasion of privacy, commercial sensitivity, legal or medial professional privilege.

3.0 Requesting Information

3.1 City of Wolverhampton College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

3.2 Some documents covered by the scheme are published in electronic format via the college's website at http://www.wolvcoll.ac.uk/ or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

3.3 We ask that requests are made in writing and a response will normally be made within 20 working days. Requests should be emailed to foi@wolvcoll.ac.uk

3.4 If a request is particularly complicated and we need more information, we will contact the requester to discuss their request further. If a delay is likely we will also advise them of this.

4.0 Payment for Information

4.1 City of Wolverhampton College will not usually charge a fee for providing individual items that are routinely available and listed in this Publication Scheme.

4.2 Printed information on courses and services offered by the college is available free of charge but all such information is on the college website. Information relating to job vacancies is available on the website when posted.

4.3 If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so.

4.4 For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge.

4.5 The charge will normally comprise the cost of photocopying or scanning (at current photocopying charges and scanning charges per page) or the direct cost of putting the information into other requested formats, plus postage if applicable.

4.6 In certain circumstances the college may waive the fee at its absolute discretion.

4.7 Where a significant amount of time is needed to collate information to comply with a request City of Wolverhampton College reserves the right to pass that cost to the customer. Any such charges will comply with the Information Commissioner's guide for charging and customers will be notified in writing of:

- The cost
- The deadline for payment
- The accepted methods of payment

4.8 Where a charge is payable, this must be paid before we send the information requested and the 20-day period is halted according to the Information Commissioner's guidance.

5.0 Contact and Complaints

5.1 The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Alison Buick - Head of Governance
City of Wolverhampton College
Wellington Road Campus, Bilston, Wolverhampton WV14 6BT
01902 836000 or email buicka@wolvcoll.ac.uk

6.0 Complaints outside the College

6.1 The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CITY OF WOLVERHAMPTON COLLEGE PUBLICATION SCHEME

This is not an exhaustive list but indicative of the types of documents held.

If a document you require is not shown in this guide please contact the Head of Governance. Some information may in some circumstances be exempt from disclosure.

1 Who we are and what we do **This section covers the way City of Wolverhampton College is governed and how decisions are made.**		
Sub classes		**Documents**
1.1	**Legal Framework**	The City of Wolverhampton College is a statutory corporation with exempt Charity Status established under the Further and Higher Education Act 1992 • Further and Higher Education Act 1992 *www.legislation.hmso.gov.uk/act.htm* • Instrument and Articles of Government *www.wolvcoll.ac.uk/governance/*
1.2	**How the institution is organised**	The College is governed by the Board of Governors • List of Governors *www.wolvcoll.ac.uk/governance/* • Governing body and committee structure chart *www.wolvcoll.ac.uk/governance/* • Board of Governors Standing Orders *www.wolvcoll.ac.uk/governance/* • Terms of Reference of Committees *www.wolvcoll.ac.uk/governance/* The Leadership of City of Wolverhampton College is made up of the Senior Management Team Senior Management Team *www.wolvcoll.ac.uk/meet-the-team/*
1.3	**Partnership Organisations**	The College works with a range of organisations in partnership. The College also works in partnership with other schools and employers. The College has one wholly owned subsidiary company: City of Wolverhampton College Enterprises Ltd.
1.4	**Location and contact details**	The College has three main campuses and a small number of satellite sites. The main sites are as follows:

		Wellington Road, Bilston, West Midlands, WV14 6BT City Learning Quarter, St George's Parade, Wolverhampton, WV2 1AZ Telford Campus, Trevithick House, Stafford Park 4, Telford, TF3 3BA Telephone College Direct: 01902 836000 Minicom (for the deaf): 01902 821821 or 01902 312063 email: mail@wolvcoll.ac.uk website: http://www.wolvcoll.ac.uk/
1.5	**Student activities**	The College has a Students Union with its own constitution.
2 What we spend and how we spend it **This section covers financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.**		
Sub classes		**Documents**
2.1	**Funding/ income**	Financial Statements 2024/25 and previous years *www.wolvcoll.ac.uk/governance/*
2.2	**Budgetary and account information, Expenditure**	Financial Statements 2024/25 and previous years www.wolvcoll.ac.uk/governance/ Management accounts reported to the Board of Governors Annual Budget and three-year financial forecast Capital Expenditure budget
2.3	**Financial audit reports**	External Auditors Report Internal Audit Annual Report
2.4	**Capital programme**	Non confidential minutes and reports to Board of Governors on progress of capital projects Capital Expenditure Budget
2.5	**Financial regulations and procedures**	Financial Regulations *www.wolvcoll.ac.uk/governance/* Anti-Bribery Policy *https://www.wolvcoll.ac.uk/college-documents-policies/* Anti-Fraud Policy *https://www.wolvcoll.ac.uk/college-documents-policies/*
2.6	**Pay policy**	Salary Grade Structures
2.7	**Staff pay and grading structures**	Salary Grade Structures

		Remuneration of Senior Staff as published in the Financial Statements
2.8	**Staff allowances and expenses**	Expenses Policy Payments of allowances and expenses to Senior Staff
2.9	**Governor's allowances**	Payments of allowances and expenses to Governors
2.10	**Register of suppliers**	Register of College Suppliers
2.11	**Procurement and tender procedures and reports**	Financial Regulations *www.wolvcoll.ac.uk/governance/* Contracting and tendering procedures
2.12	**Contracts**	Register of Contracts subject to formal tendering.
3 What our priorities are and how we are doing **This section covers information on City of Wolverhampton College's strategy and performance**		
Sub classes		**Documents**
3.1	**Performance, academic quality and standards**	Accountability Agreement Accreditation and monitoring reports by professional, statutory or regulatory bodies Assessment Appeals College Strategy 2025-2030 Internal Verification Reports Privacy impact assessments Quality Handbook (Apprenticeships) Quality Improvement Plans Quality of Education Boards Quality of Education Policy and Procedures Quality Strategy Self-Assessment Reports Student, Apprentices, Parent/Carer and Staff Surveys
3.2	**External Review Information**	Ofsted Inspection Report : https://reports.ofsted.gov.uk/inspection-reports/find-inspectionreport/provider/ELS/130484

3.3	**Corporate Relations**	Links with Stakeholders
3.4	**Government & Regulatory Reports**	Ofsted Inspection Report : https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130484 Financial Statements *www.wolvcoll.ac.uk/governance/*
4 How we make decisions **This section covers information about decision making processes and records of decisions**		
Sub classes		**Documents**
4.1	**Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees**	Non confidential minutes and papers of Board of Governors and Committee meetings EMT Meeting Minutes SMT Meeting Minutes Operational – Curriculum and Quality Meeting Minutes Student Union Meeting Notes Union Meeting notes
5 Our policies and procedures. **This section covers current written protocols for delivering our functions and responsibilities.**		
Sub classes		**Documents**
5.1	**Policies and Procedures for conducting college business**	Scheme of Delegation Standing Orders Instrument and Articles of Government Financial Regulations Governors Code of Conduct Freedom of Information Policy and Publication Scheme
5.2	**Procedures and policies relating to academic services**	Complaints Policy and Procedures Student Appeals Procedure Assessment and IQA Policy Assessment Appeals Procedures Assessment, Malpractice Policy and Procedures Exams Policy
5.3	**Procedures and policies relating to student services**	Admissions Policy and Procedures Financial Support Policy and Procedures Student Attendance and Punctuality Policy and Procedures Student Disciplinary Policy and Procedures Visible ID Policy

		Procedures Careers Advice and Guidance Policy
5.4	**Procedures and policies relating to human resources**	Absence Without Leave Policy Adoption Leave Policy Compassionate Leave Policy Disciplinary and Capability Policy Whistleblowing Policy and Procedure Drug and Alcohol Policy Emergency Leave Policy Engaging with Consultants Process Flexible Working Policy Grievance Procedure MAP Policy Maternity Policy Menopause Policy Mental Health and Wellbeing Policy Recruitment and Selection and Re-Grading Policy Redundancy Policy Retirement Policy Search and Restraint Policy Shared Parental Leave Policy Training and Development Policy
5.5	**Procedures and policies relating to recruitment**	Commitment to Equality in Employment Policy Disability Confident – Guaranteed Interview Scheme Disclosure and Barring Service (DBS) - Privacy Policy for Standard and Enhanced Checks Disclosure and Barring Service (DBS) Checks Policy and Procedures Safer Recruitment and Selection Policy
5.6	**Equality and Diversity Policies**	Annual Equality, Diversity and Inclusion Report Armed Forces Covenant Care Leaver Covenant Commitment to Equality in Employment Policy Disability Confident – Guaranteed Interview Scheme

		Equality, Diversity and Inclusion Policy Gender Pay Report
5.7	**Health and Safety**	Health & Safety Policy Students Health and Safety Handbook
5.8	**Estates management**	Property Strategy Procurement and Value for Money Policy Disposal Policies
5.9	**Complaints policies and procedures**	Complaints Policy and Procedures Complaints about the Freedom of Information procedures (Publication Scheme) Corporation Complaints Procedure
5.10	**Records management and personal data policies**	Data Breach Policy and Procedures Data Protection Guidelines for Staff (various strands) ICT and Social Media Policy Privacy Notice Privacy Statements Data Retention and Erasure policy Data Protection Policy
5.11	**Charging regimes and policies**	Fees and Charging Policy
6 Lists and Registers **This section covers information currently maintained on lists and registers**		
Sub classes		**Documents**
6.1	**Any information we are currently legally required to hold in publicly available registers**	Governors Register of Interests
6.2	**Asset registers**	Asset Register
6.3	**Information asset register**	Information Asset Register
6.4	**CCTV**	CCTV Recording log

6.5	**Disclosure logs**	Freedom of Information and Data Protection Requests logs
6.6	**Register of interests**	Governor's Register of Interests
6.7	**Senior Staff declaration of interest**	Senior staff register of interests
6.8	**Register of gifts and hospitality provided to Senior Staff**	Register of gifts and hospitality
7	**The services we offer**	
This section covers information about the services we offer, including leaflets guidance and newsletters		
Sub classes		**Documents**
7.1	**Prospectus and Course content**	Course Information Prospectuses
7.2	**Services for outside bodies**	Website
7.3	**Health including medical services**	Staff Induction materials
7.4	**Careers Advice**	Careers Information and Advice Policy
7.5	**Services for which the College is entitled to recover a fee (together with those fees)**	Fees and Charging Policy
7.6	**Sports & recreational facilities**	Website