

Huddersfield New College Policies, Protocols and Procedures



Publication Scheme (to be used in conjunction with the Freedom of Information Policy) 2021

1. Who we are and what we do

Legal framework

This class contains information relating to how FE Colleges were established. The corporate status of Huddersfield New College was conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The relevant legislation is publicly available e.g.

- HMSO Website
- Education Reform Act 1988
- Further & Higher Education Act 1992
- Charities Act 1993
- Learning & Skills Act 2000
- Instrument and Articles of Government

All of the above legislative documents are available on governmental websites or directly from the respective organisation:

www.legislation.hmso.gov.uk/acts.htm

<https://www.gov.uk/government/organisations/education-funding-agency>

<https://www.gov.uk/government/organisations/skills-funding-agency>

Requests for information relating to this class of information, not covered by the above, may be obtained from the Clerk to the Corporation at the College address.

How the institution is organised

This class contains information relating to how the individual functions and departments of Huddersfield New College are organised and where each fits in the overall structure of the College.

- Organisational and management structure charts, including names and job titles
- Membership of the Governing Body
- Membership of committees, working groups and sub-committees
- Committee Terms of Reference
- Governing Body minutes and papers, where applicable

Institutional context

This class includes the following:

- Information on the dates for the current academic year as well as future academic years (as far as has been established)
- Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it
- Position statements

Contact Details

College Website: www.huddnewcoll.ac.uk (college location map available)

Contact number: 01484 652341

Email: info@huddnewcoll.ac.uk

Postal Address: Huddersfield New College, New Hey Road, Huddersfield HD3 4GL

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Student Activities

- Student Advisory Board
- Reports to Governors on student activities
- News Reports (Newsletter available on request)

2. What we spend and how we spend it

This section will normally include financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years will normally be available.

Funding/Income

Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income is available on request, including:

- Annual accounts
- Annual budgets (as appears in the final accounts)

Budgetary and account information

- Planning and budgeting setting procedures
- Management accounts

Financial audit reports

- Audit reports

Capital Programme

- Strategic Objectives/Mission Statement

Financial Regulations and Procedures

- Information within this area is covered in section 5

Staff Remuneration and Grading structures

- Information pertaining to staff pay grading structures is available. Information will indicate, for most posts, levels of pay rather than individual salaries
- Pensions

Register of suppliers

- List of suppliers (subject to commercial sensitivity)
- Information pertaining to goods & services (subject to commercial sensitivity)

Procurement and tender procedures and reports

- Information in this class offers assurances that monies are being appropriately spent
- Assures that procurement is fair and open

Contracts and Insurance

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- Details of contracts that are of sufficient size to have gone through a formal tendering process
- Insurance
- Contracts currently available for public tender and reports of successful tenders

3. What our priorities are and how we are doing

This information will normally be available for the current and the previous year. Reports or recorded information demonstrating the College's planned or actual performance will normally be included here. This includes strategies and plans, performance indicators, audits, inspections and reviews.

Self-assessment reports and quality improvement plans

- Overall college
- Curriculum areas
- Cross college areas

Corporate and business plans (including institutional context)

- Mission Statement and Strategic Objectives (3 year plan)
- Three year financial forecast

Teaching and learning strategy

- Full strategy
- Student engagement plans

Academic quality and standards

- Any other reports or recorded information demonstrating the College's planned or actual performance will normally be available

Most recent OFSTED report

External review information

- Information on the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review
- External verifiers reports
- Leaders in Diversity report

Corporate relations

- Work placement procedures
- Partnership agreements (if applicable)

Government and regulatory reports

This class relates to the information that Huddersfield New College is legally obliged to make available to its funding and/or monitoring bodies:

- ILR to Education Funding Agency (published in National Press)

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- Examination results to DfE (published in National Press)
- Financial returns

Equality and Diversity

- This class has a full published policy to cover its responsibilities and published strategies and reports

4. How we make decisions

This class covers how the college makes decisions, internal criteria, recruitment and consultations.

Making decisions

Minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private, are available:

- Governing corporation and committee minutes
- Senior leadership team minutes

Recruitment

Recruitment and appointment statistics are discussed at SLT and Governing Corporation and committee level. As stated previously, minutes and reports from these meetings are available. Also available are:

- Recruitment and selection procedures (also covered in the next section)
- Shortlisting criteria document

5. Our policies and procedures

This section includes current written protocols, policies and procedures for delivering our services and responsibilities. The College has a range of policies; all of section 5 are published on the College website. Other policies and procedures can be made available upon request.

Policies and procedures for conducting College business

Published codes of practice, memoranda of understanding, procedural rules, standing orders and similar information are included in this section. These are all available on the College website, including:

- Admissions Policy
- Behaviour for learning Policy
- Bursary criteria/Financial support
- Capability Policy
- Careers and Guidance Policy
- Card payments and Fees and Charges Policy
- Complaints Procedure
- Code of Conduct for members of governing bodies
- Data Protection related:
 - Data Protection Policy
 - Filming and Student Images Policy
 - Freedom of Information Policy

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- Privacy Notices
- Publication Scheme
- Website and Cookie Policy
- Equal Opportunities Policy
- Fitness to Study Policy
- Governing Body's Stakeholder Engagement Framework
- Health and Safety Policy
- Safeguarding and Child Protection
- Scheme of Delegation
- SEND Policy
- Single central record and employee vetting checks
- Staff discipline, conduct and grievance (procedures for addressing)
- Student Engagement Strategy
- Student Entry Requirements
- Whistleblowing Policy

6. Lists and registers

Information contained below pertains only to currently maintained lists and registers.

- Any information we are currently legally required to hold in publicly available registers:
 - Register of Interests for Governors
- Asset Registers are kept within the College; Capital Asset Registers
- Information Asset Register
- CCTV; details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the College
- Disclosure logs
- Any register of interests kept in the college
- Senior staff's declaration of interests
- Register of gifts and hospitality provided to senior staff

7. The services we offer

Published information identifies the services we offer, including leaflets, guidance and newsletters. Some information is available on the website, others by request.

8. Review, publication and communication

The Senior Leadership Team own this policy and the policy is reviewed biennially, and submitted to the Audit Committee for information, on behalf of the Governing Corporation. Once approved by SLT, staff will be notified of the new policy via the staff news bulletin and the policy will be published on the internal information platform (Moodle) and the external website.

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Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	January 2005	SLT	New policy	SLT 2005	
2	April 2015	Julie Pryce	Updated job titles and references to other policy documents. Fundamental revision to include legal requirements of the FoI Act 2000	SLT 2015	April 2018
3	May 2018	Julie Pryce	Revision to include new General Data Protection Regulations	SLT May 2018 (AWS)	May 2021
4	May 2021	Julie Thomas	Revision to include updates to legislation and internal processes/procedures. Also moved to biennial review	SLT – 15 th June 2021	May 2023