

Publication Scheme

1) Who we are and what we do:

Organisational information, structures, locations and contacts.

1.1 Legal framework, Instrument of Government or Articles of Association

This class contains information relating to how FE Colleges were established. The corporate status of Queen Elizabeth Sixth Form 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:

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

1.2 Organisational Structure

This class contains information relating to how the individual units of Queen Elizabeth Sixth Form College are organised and where each unit fits in the overall structure of the College (available on request)

- Organisational and management structure charts, including names and job titles (available on request)
- Departmental structures including identification of senior personnel (available on request)
- Membership of Governing Boards and Committees; Committee Terms of Reference and Governing Body Minutes and Papers (available on the College website www.qeliz.ac.uk or via the Director of Governance)

Staffing structure of schools/departments

This class includes information about staff roles within the college and departments, together with organisational charts (available on request)

Academic year dates

This class includes information on the dates for the current academic year as well as future academic years (as far as has been established).

Key dates (www.qeliz.ac.uk)

1.3 Lists of and information relating to organisations you work in partnership with and any companies you wholly or partially own

A list of Partner Organisations (e.g. business, the professions and the community) and their relationship with the College (available on request)

1.4 Location and Contact Details

College Website: www.qeliz.ac.uk

Contact number: Tel: 01325 461315

Email: qe@qeliz.ac.uk

Postal Address:

Queen Elizabeth Sixth Form College

Vane Terrace

Darlington

DL3 7AU

College location map and map of site (available on request)

1.5 Student Activities

- Student Association and Meeting Minutes (available on request)
- News reports (www.qeliz.ac.uk)
- Enrichment Programme (www.qeliz.ac.uk)

2) What we spend and how we spend it

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

2.1 Funding/Income

Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (available on request)

Annual Accounts and Annual Budget (as appears in the final accounts) (www.qeliz.ac.uk)

2.2 Budgetary and account information

Planning and budgeting procedures (available on request)

Management Accounts (available on request)

2.3 Expenditure

Details of items of expenditure over £15,000, including costs, supplier and transaction information (available on request)

2.4 Financial audit reports

Audit Reports (see Annual Accounts)

2.5 Capital Programme

Capital Programme Plans (available on request)

2.6 Financial Regulations and Procedures

Financial Regulations (available on request)

2.7 Staff pay and grading structures

Information pertaining to staff pay and grading structures is available. Information will indicate, for most posts, levels of pay rather than individual salaries (available on request)

Pensions (available on request)

Travel and Subsistence Policy (available on request)

Remuneration of senior staff as published in Annual Accounts (www.qeliz.ac.uk)

Pay Scales (available on request)

2.8 Staff Allowances and Expenses

Details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories (available upon request)

2.9 Governors' Allowances

Details of allowances or expenses that can be claimed or incurred, and a record of total payments made to individual governors (available upon request)

2.10 Register of suppliers

List of Suppliers (available on request – subject to commercial sensitivity)

Information pertaining to Goods & Services (available on request – subject to commercial sensitivity)

2.11 Procurement and tender procedures and reports

Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that Queen Elizabeth Sixth Form College is making correct and appropriate use of funds.

Policies relating to the procurement and disposal of equipment (available on request)

2.12 TU facility time reporting

Annual Report and Financial Statements www.qeliz.ac.uk

3) What our priorities are and how we are doing

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

3.1 Annual Report

The College's Annual Report and Financial Statements (www.qeliz.ac.uk)

3.2 Self Assessment Reports

Annual Self Assessment Reports (available on request)

3.3 Corporate and business plans

Vision and Values (www.qeliz.ac.uk)

Three Year Financial Forecast (available on request)

Strategic Plan (available on request)

3.4 Teaching and learning strategy

Curriculum Intent (www.qeliz.ac.uk)

Teaching and learning policies & procedures (available on request)

3.5 Academic quality and standards

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

3.6 Most recent OFSTED report

www.qeliz.ac.uk

3.7 Exam and Assessment Results

www.qeliz.ac.uk

3.8 Performance Tables

www.qeliz.ac.uk

3.9 Data Protection impact assessments

Available upon request

3.8 Quality Assurance Procedures

Available upon request

3.9 External review information

Includes information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within your institution involved in programme approval and review (available on request)

3.10 Corporate relations

Information pertaining to College's links with employers; the development of learning programmes and work placement procedures (available on www.qeliz.ac.uk and on request)

3.11 Government and regulatory reports

Details about accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the College is legally obliged to make available to its funding and/or monitoring bodies (available on request)

4) How we make decisions

Decision making processes and associate records:

Information in this class will be available at least for the current and previous three years.

Reviewed and updated Aug 2023

To be reviewed and approved by the Board December 2023

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4.1 Minutes, agendas and papers from the governing body, council, academic boards, steering groups and committees

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

Minutes from Governors' Meetings (www.geliz.ac.uk and upon request)

Activities and meetings relating to teaching and learning are covered in a large number of cross College activities & meetings (available on request)

Meetings at departmental level also occur. Contact the respective head of department, if known, or the PA to the Principal (available on request)

5) Our policies and procedures

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

The College has a range of policies and a designated person who is responsible for organising the maintenance and publication of all College policies. Further information on any policy, unless otherwise stated, will be available from the PA to the Principal.

5.1 Policies and procedures for conducting College business

Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information are included in this section (available on www.geliz.ac.uk or upon request)

5.2 Procedures and policies relating to academic services

Include policies such as policies and procedures relating to changing course, student assessment, appeals and breach of assessment regulations (available on www.geliz.ac.uk or upon request)

5.3 Procedures and policies relating to student services

Includes relevant policies and procedures about student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline (available on www.geliz.ac.uk or upon request)

5.4 College Policies and other documents

Policies such as behaviour, anti-bullying, values and ethos etc. minimum, including policies, procedures and documents that we are required to have by statute, by your funding agreement or equivalent (available on www.geliz.ac.uk or upon request)

5.5 Procedures and policies relating to human resources

Includes the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with

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trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions) (available on www.qeliz.ac.uk or upon request)

5.6 Pay Policy

Available upon request

5.7 Procedures and policies relating to recruitment

If vacancies are advertised as part of recruitment policies, details of current [vacancies](#) will be readily available.

5.8 Code of Conduct for members of governing bodies

Code of Conduct for Governors (available upon request)

5.9 Equality and Diversity procedures and guidelines

This will also include policies, statements, relating to equal opportunities. (available on www.qeliz.ac.uk or upon request)

5.10 Health and Safety

Policies relating to health, safety and wellbeing (available on request)

5.11 Estate Management

Includes disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance (available upon request)

5.12 Complaints Policies and Procedures

Complaints Policy and Procedures (www.qeliz.ac.uk)
Freedom of Information Policy (www.qeliz.ac.uk)

5.13 Records Management and Personal Data and Access to Information Policies

Includes information security policies, file plans, records retention and archive policies, and data protection (including data sharing and CCTV usage) policies (available on www.qeliz.ac.uk or upon request)

5.14 Charging Regimes and Policies

Charges made for production of information will be nominal and identified on an individual case basis. Government guidance will be followed both to the letter and spirit of the act.

[Guidance on the application of the Freedom of Information and Data Protection \(appropriate limit and fees\)](#)

6) Lists and Registers

Only information contained in currently maintained lists and registers.

- 6.1 Any information we are currently legally required to hold in publicly available registers**
Including Register of Interests for Governors (available on request)
- 6.2 Asset Registers**
Asset Registers are kept within the College (normally available on request)
- 6.3 Information Asset Register**
(available upon request)
- 6.4 CCTV**
Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the College can be obtained from the College Estates Manager.
- 6.5 Disclosure logs**
(available on request)
- 6.6 Any register of interests kept in the college**
(available on request)
- 6.7 Senior staff's declaration of interests**
(available on request)
- 6.8 Register of gifts and hospitality provided to senior staff**
(available on request)

7) The services we offer

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

- 7.1 Prospectus and course content**
- 7.2 Services for outside bodies**
- 7.3 Health, including medical services**
- 7.4 Welfare and Counselling Services**
- 7.5 Funding, such as grants and bursaries, available to students from the college**
- 7.6 Careers advice and careers programme information**
- 7.7 Chaplaincy services and multi-faith provision**
- 7.8 Sports and recreational facilities**
- 7.9 External Lettings**
- 7.10 Facilities relating to music, art and other cultural activities**
- 7.11 Museums, libraries, special collections and archives**
- 7.12 Advice and Guidance**
- 7.13 Media Releases**

(available on www.geliz.ac.uk or upon request)

Based on
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Location of Model Publication Scheme:

<https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/guide-to-freedom-of-information/publication-scheme/>

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