GUIDE TO DOCUMENTS AND INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

This is not an exhaustive list but is indicative of the types of document held by the College or the types of information made available on the College website or external websites. If a document you require is not shown in this guide please make a Freedom of information request (email: FOIA@hca.ac.uk). Some information may in some circumstances be exempt from disclosure under the Freedom of Information Act 2000. Some items may be available on the College website at: http://www.hca.ac.uk

1. Who we are and what we do		
Sub classes		**Documents**
1.1	**Legal Framework**	• Instrument and Articles of Government http://www.bis.gov.uk/about/governance • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.gov.uk/ukpga/1992/13/contents • Charitable status - The college is an exempt charity http://www.charitycommission.gov.uk/About_us/Ogs/g057c003.aspx
1.2	**How the institution is organised**	• College & Corporation structure charts • College calendar (term dates) • Corporation calendar
1.3	**Location and contact details**	Location of College College contact details

2. What we spend and how we spend it		
Sub classes		**Documents**
2.1	**Funding income**	• Annual members' report and audited financial statements
2.2	**Budgetary and account information**	• See 2.1
2.3	**Financial audit reports**	• See 2.1
2.4	**Financial regulations and procedures**	• Financial regulations and procedures, including tendering procedures
2.5	**Staff pay and grading structure**	• Salary grade structure
2.6	**Staff pension schemes**	• See 2.1 & 5.3

3. What our priorities are and how we are doing		
Sub classes		**Documents**
3.1	**Annual report**	• See 2.1
3.2	**College strategic plan**	• Mission statement and values • College strategic plan objectives - see 2.1
3.3	**Academic quality and standards**	• Quality improvement strategy • See also 3.4
3.4	**Inspections and reviews**	• Ofsted inspection reports on Further Education provision http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130714 • Quality Assurance Agency reports on Higher Education provision http://www.qaa.ac.uk/InstitutionReports/Pages/Hereford-College-Arts.aspx

4. How we make decisions		
Sub classes		**Documents**
4.1	**Consultations**	• Learner involvement strategy
4.2	**Appointment committees and procedures**	• Recruitment policies and procedures • Appointment procedures for Corporation members • For Corporation appointment procedures see also Instrument & Articles of Government at 1.1 above
4.3	**Corporation and Committee minutes**	• Non-confidential minutes of Corporation and its Committees

5. Our policies and procedures		
Sub classes		**Documents**
5.1	**Student**	• Admissions, assessment, appeal, charter, complaints, disciplinary, induction, mitigating circumstances, undergraduate regulations, plagiarism, prior learning, recruitment & guidance/support, student references, widening participation, withdrawal & refunds, work placement
5.2	**Human resources**	• Policy on Adoption Leave, Capability Procedure, Staff Grievance Procedure, Harassment at Work, Policy on Maternity Leave, Paternity Leave, Recruitment of Ex Offenders, Recruitment, Selection and Appointment of Staff, Policy on Special Leave, Policy on the Storage Handling Use Retention and Disposal of Disclosures and Disclosures Information, Policy on Whistle Blowing, Aggression and Violence at Work, The Annual Review and Appraisal Scheme, Staff Disciplinary Procedure, Parental Leave Policy, Policy on Sickness Leave, Staff Development Policy & Procedure, Child Protection / Safeguarding Policy, Teaching & Learning Observation Scheme Policy, Personal Relationships Code of Conduct, Life Model Code of Conduct

5. Our policies and procedures *(cont.)*		
Sub classes		**Documents**
5.3	**Equality and diversity**	• Equality & diversity • Single equality scheme – see also 5.2
5.4	**Health, safety, environment and compliance**	• Health & safety policy • Educational visits • Contractor guidelines • Environmental • Fraud
5.5	**IT**	• JANET internet acceptable use • Disaster recovery
5.6	**Safeguarding**	• Children & vulnerable adults • Anti-bullying • See also 5.2 (code of conduct on relationships) & 5.5 (health & safety, educational visits)
5.7	**Other cross-College**	• Risk management • Smoking • Whistleblowing (public interest disclosure)

6. Lists and registers		
Sub classes		**Documents**
6.1	**Information we are required to hold in publicly available registers**	• Register of interests
7. The services we offer		
Sub classes		**Documents**
7.1	**Prospectus**	• Prospectus • Course information
7.2	**Services for which we are entitled to recover a fee**	• Tuition fees • Charging policy for Data Protection, Publication Scheme Freedom of Information, , Environmental Information Regulations Requests
7.3	**Advice and guidance**	• Student finance & funding • Student accommodation • International students • Learning support • Counselling • Welfare • Careers
7.4	**Media releases and marketing**	• Events (e.g. open days, end of year shows, exhibitions, graduation ceremony) • Student newsletter • Exhibition booklets
7.5	**Facilities**	Work space (e.g. workshops, computer suites, libraries, shops) Social space (e.g. Student Union, sports)