



FREEDOM OF INFORMATION DEFINITION DOCUMENT

October 2016

1. Introduction

Sixth form colleges may opt to use either the definition document covering further education colleges in England, Wales and Northern Ireland or the one for schools. John Leggott College opts to use the definition document that covers further education colleges.

John Leggott seeks to provide as much information as possible on a routine basis. There is an amount of information on our website at www.leggott.ac.uk. Should you require information that is not available on our website then please contact our Director of Governance (details below).

Becky Robinson, Director of Governance – 01724 407061 beckyrobinson@leggott.ac.uk

In providing this information, charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

However, the college will strive to provide as much information as possible at no cost.

The Corporation has adopted a Freedom of Information Publication Scheme. In addition, details are included below on information available to the public as part of our normal business activities. These areas will be reviewed and updated on a regular basis.

2. Who we are and what we do

This section contains information relating to the way JLC is governed/managed and how decisions are made. In some instances information from minutes will be exempt from disclosure where it contains personal information, information which may damage the commercial interests of the college or that may threaten the Health and Safety of specific individuals. The decision to make such information exempt will be reviewed on an annual basis

Category	Name of document/Description
Legal framework	<ul style="list-style-type: none">• Instrument & Articles of Government
How the institution is	<ul style="list-style-type: none">• People & Organisational Structure Chart• Contact details of staff
Information on the institutional context	<ul style="list-style-type: none">• Colleges Mission & Vision Statement• Development Plan• Student activities – Student Leadership Team
Governance structure	<ul style="list-style-type: none">• Structure & Membership of Corporation• Committee Structure• Committee Terms of Reference• Standing orders• Code of Conduct• Declaration of Interests• Minutes and papers of Corporation meetings
Partners	<ul style="list-style-type: none">• Lists of information relating to organisations we work in partnership

3. What we spend and how we spend it

This section covers information on JLC's strategy and management of financial resources. The Finance Team led by the Director of Finance & Resources provides accounting, procurement and contracting services, helping to make the best use of commercial resources, and fulfilling statutory responsibilities. Information which may damage JLC's commercial interests will be excluded from publication

Category	Name of document/Description
Finance	<ul style="list-style-type: none"> • Funding/income • Financial audit reports • Capital programme details • Contracts • Insurance • Pensions – detailed in the annual accounts • Remuneration of senior staff – detailed in the annual accounts
	<ul style="list-style-type: none"> • Staff allowances and expenses – included in the Financial Regulations • Governors allowances • Register of suppliers • Procurement and tender procedures and reports • Pay policy
Resource planning	<ul style="list-style-type: none"> • Financial Regulations and Procedures • Annual accounts – financial year August to July. Document available in the December following year end. • Annual budget – available in the three year financial forecast • Planning and budgeting procedures – Included in the Financial Regulations and Financial Procedures • Directorate Improvement Plans

4. What our priorities are and how are we doing

This section covers information on JLC's strategies and plans, performance indicators, audits, inspections and reviews

Category	Name of document/Description
Reporting	<ul style="list-style-type: none"> • Annual audit report • Self assessment report • Corporate and business plans • Teaching and learning strategy • Academic quality and standards reports • Most recent Ofsted Inspection Report • Privacy impact assessments • External review information • Corporate relations • Government and regulatory reports

5. How we make decisions & our policies & procedures

This section covers information on JLC's decision making processes and policies

Category	Name of document/Description
Records of decision making	<ul style="list-style-type: none"> • Minutes of Corporation meetings • Minutes of Senior Management Team meetings

Policies	<ul style="list-style-type: none"> • Policies & procedures for conducting college business • Policies & procedures relating to academic services • Policies & procedures relating to student services • Policies & procedures relating to human resources • Policies & procedures relating to recruitment • Health & Safety • Property Strategy • Complaints policy & procedure • Records management and personal data policies • Charging regimes and policies
Equal opportunities/	<ul style="list-style-type: none"> • Equality & Diversity policies • Equality Scheme

6. Lists & Registers

This section covers information contained only in currently maintained lists and registers

Category	Name of document/Description
Lists & Registers	<ul style="list-style-type: none"> • Any information the college is currently legally required to hold in publicly available registers • Asset registers • Information asset register • CCTV – details of locations of any overt CCTV surveillance cameras
	<p>on behalf of JLC</p> <ul style="list-style-type: none"> • Registers of Interest • Senior staff's declaration of interests • Register of gifts and hospitality provided to senior staff

7. The services we offer

The classes in this section cover information about the services we offer including leaflets, guidance and newsletters

Category	Name of document/Description
Information about services offered	<ul style="list-style-type: none"> • Prospectus and course content • Services for outside bodies • Health including medical services • Welfare and counselling services • Funding such as grants and bursaries available to students • Careers advice • Chaplaincy services and multi-faith provision • Services for which the college is entitled to recover a fee together with fee details • Sports and recreational facilities • Facilities relating to music, art and other cultural activities • Libraries and archives • Conference facilities • Advice and guidance