

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME AND REQUESTS FOR INFORMATION

Introduction

This Publication Scheme sets out Chichester College Group's commitment to meeting its statutory duties under the Freedom of Information Act (FOIA) and to make information available in an open and transparent manner.

A FOIA publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, this is the information Chichester College Group means to make available, routinely. Different classes of information are set out within the Scheme. The Scheme describes how the information can be accessed and whether or not charges will be made.

The table below indicates where documents may be obtained, e.g.:

- on the College website
- published by others, such as OFSTED, the Education & Skills Funding Agency, etc.
- via a link from the Scheme of Publication
- in paper or electronic copy, through application to Chichester College Group.

The Scheme is not an exhaustive list but indicative of the types of document held. There are documents which are not available on the website because they are:

- are constantly being updated;
- are very large;
- are of minority interest;
- contain some exempt information and will need to be individually amended in order not to compromise the reader;
- will remain on paper only.

Obtaining Information

Information which is on the website where the copyright does not rest with another organisation is free to read and print. Information which is held electronically but is not on the website can normally be supplied by email and there is usually no charge, unless shown otherwise, or unless you request part, amended or multiple documents.

Chichester College Group reserves the right to charge for information if the cost of determining, locating, retrieving and extracting it is expected to exceed appropriate limits as defined by the Information Commissioner. Staff time will be charged at £25 per hour and other disbursements will be charged at cost.

Information which is not available online or freely available in the College Receptions, can be obtained by written application to the FOI Officer at:

Chichester College
Westgate Fields
CHICHESTER
PO19 1SB

Applications for documents for which there is a charge should be accompanied by the correct fee in sterling for each document in the form of a cheque drawn on a UK-based bank, or as postal order, crossed and payable to Chichester College.

Requests for information under the FOIA

Please refer to the Freedom of Information policy for information on making requests to the Group. For help making a request please contact the Freedom of Information Officer.

Further Assistance

If a document you require is not shown in this guide please contact the Freedom of Information Officer. In some circumstances information may be exempt from disclosure.

If you have any further queries relating to Freedom of Information you may contact

<https://ico.org.uk/global/contact-us/>

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone (local rate) 0303 123 1113

Class	Description	Manner	Fee
Who we are	Locations and contact details	Chichester College and Brinsbury https://brinsbury.ac.uk/content/contact Crawley College https://www.crawley.ac.uk/contact-us Worthing College https://www.worthing.ac.uk/contact-us	No
	Corporation Membership	https://chichestercollegegroup.ac.uk/corporation-members	No
	Leadership Team	https://chichestercollegegroup.ac.uk/leadership-team	No
Legal Framework	Education Act 2011	http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted	No
	Further and Higher Education Act 1992	https://www.legislation.gov.uk/ukpga/1992/13/contents	
	Charities Act 2011	https://www.legislation.gov.uk/ukpga/2011/25/contents	
	Learning and Skills Act 2000	https://www.legislation.gov.uk/ukpga/2000/21/contents	
	Chichester College Group Instrument & Articles of Government	Available on request	No
	Audit Code of Practice	https://www.gov.uk/government/publications/post-16-audit-code-of-practice	
Chichester College Group's priorities and performance	Mission Statement	https://chichestercollegegroup.ac.uk/cg-about	No
	Strategic Objectives	https://chichestercollegegroup.ac.uk/cg-about	No
	OFSTED Reports	https://reports.ofsted.gov.uk/provider/31/147287	No
How the Group and Colleges are organised	Organisational structure charts	Available on request	

What the Group spends and how it spends it	Annual Report & Financial Statements	https://chichester.ac.uk/content/financial-statements	No
	External and Internal audit reports	Available on request	
	Financial Procedures/Regulations	Available on request	
How Chichester College Group makes decisions	Governance Structure	Available on request	
	Corporation, Committee and Board agendas and minutes	https://chichester.ac.uk/governing-body-meetings	No
Policies and Procedures		REVIEWING POLICIES PUBLICALLY AVAILABLE. REFINED ON NEW WEBSITE WITH LINK TO A POLICY PAGE	
Lists and Registers	Data Protection Logs	Available on request	
	Freedom of Information Logs	Available on request	
Services offered by Chichester College Group	Prospectus	Chichester and Brinsbury: https://chichester.ac.uk/sites/default/files/FT-Prospectus-19-20_Chi%26Brins.pdf Crawley: https://www.crawley.ac.uk/download-prospectus Worthing: https://issuu.com/worthingcollege/docs/prospectus_19-20_interactive_final_?e=1366469/64849911	
	Student Voice	Chichester and Brinsbury: https://chichester.ac.uk/chi-su Crawley: https://www.crawley.ac.uk/college-life/student-life Worthing: https://www.worthing.ac.uk/sa	
	Enrichment	Chichester and Brinsbury: https://chichester.ac.uk/sports-clubs	

		Worthing: https://www.worthing.ac.uk/join-a-club	
	Sports Centre	https://chichester.ac.uk/sports/sports-centre	
	Learning Resource Centre and Library	Chichester and Brinsbury: https://chichester.ac.uk/student-facilities Worthing: https://www.worthing.ac.uk/library	
	Careers Advice and Guidance	Chichester and Brinsbury: https://chichester.ac.uk/careers-advice-and-guidance Crawley: https://www.crawley.ac.uk/college-life/careers-advice-and-guidance Worthing: https://www.worthing.ac.uk/progression-careers	
	Additional Learning Support	Chichester and Brinsbury: https://chichester.ac.uk/content/additional-support Crawley: https://www.crawley.ac.uk/college-life/student-services/additional-learning-support Worthing: https://www.worthing.ac.uk/support-services	
	Restaurant 64 and Bar 19	https://chichester.ac.uk/64restaurant	
	Lee Stafford Hair Salon	https://chichester.ac.uk/lee-stafford-hair	
	Oasis Beauty Spa	https://chichester.ac.uk/content/oasis-beauty-spa	