

Freedom of Information

Guide to information available from The Hive College under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only		
Who's who in the college	Website	Free of charge
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free of charge
Instrument of Government / Articles of Association	Website	Free of charge
Contact details for the Executive Principal and for the governing body, via the college (named contacts where possible).	Website	Free of charge
College prospectus (if any)	Website	Free of charge
Annual Report (if any)	Website	Free of charge
Staffing structure	On request	Free of charge
College session times and term dates	Website	Free of charge
Address of college and contact details, including email address	Website	Free of charge
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum		

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Annual budget plan and financial statements	On request	Per page
Capital funding	On request	Per page
Financial audit reports	On request	Per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	On request	Per page
Procurement and contracts the college has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	On request	Per page
Pay policy	On request	Free of charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	On request	Per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000, for more junior posts, by salary range.	On request	Per page
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request	Free of charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)		

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Current information as a minimum		
College profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website Ofsted website On request	Free of charge Free of charge Free of charge
Performance management policy and procedures adopted by the governing body.	On request	Free of charge
Performance data or a direct link to it	Website	Free of charge
The college’s future plans; for example, proposals for and any consultation on the future of the college, such as a change in status	On request	Free of charge
Safeguarding and child protection	Website	Free of charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free of charge

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	On request	Free of charge
<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures, and documents that the college is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction, and archive policies • Data protection (including information sharing policies) 	Website and on request	Free of charge
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the college charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Website and on request	Free of charge
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On request	Per page
Disclosure logs	Available for inspection on request	Per page
Asset register	Available for inspection on request	Per page
Any information the college is currently legally required to hold in publicly available registers	On request	Per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website and on request	Per page
Out of college clubs	Website and on request	Per page
Services for which the college is entitled to recover a fee, together with those fees	On request	Per page
College publications, leaflets, books, and newsletters	Website and on request	Free of charge
Additional Information This will provide colleges with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Staff hours	

* the actual cost incurred by the public authority