

CORNWALL COLLEGE OF FURTHER EDUCATION
FREEDOM OF INFORMATION ACT
PUBLICATION SCHEME

GUIDE TO INFORMATION

Wherever possible, information is available on the college website at <http://www.cornwall.ac.uk>

Specific documents are shown in italics and are available as a link wherever possible or can be obtained by making an FOI request in writing to Freedom of Information, Cornwall College Head Office, Tregonissey Road, St Austell PL25 4DJ or foi@cornwall.ac.uk

WHO WE ARE AND WHAT WE DO			
	Information	Format	Charge
Who we are and what we do	Cornwall College is one of the largest further education colleges in the country. It has 36,000 students of whom 10% are full-time and 90% are part-time. There are approximately 5,500 courses and 1,267 qualifications to choose from and nearly 2,000 students are studying university level courses. Cornwall College is one of the largest employers in the county with over 2,500 full and part-time staff. The college website has further information.	Online	Free
Legal framework	Cornwall College is a college for further education incorporated under the Further and Higher Education Act 1992. The College is an exempt charity as defined in the Charities Act 2006. The Instrument and Articles of Government, last updated in March 2006, provide the legal framework. The College has a subsidiary company, CCMS Ltd which trades as Concorde Recruitment and has its own website.	DIUS website Online	Free

<p>Location and contact details</p>	<p>Cornwall College operates from seven main sites. The contact details for each site are on the website under 'Contact Details'.</p> <p>Head Office Tregonissey Road St Austell PL25 4DJ Tel: 01726 226526 Fex: 01726 226666 ccho@cornwall.ac.uk www.cornwall.ac.uk</p>		<p>Free</p>
<p>Student activities</p>	<p>Ensuring that learners and successful and have a good experience at Cornwall College are priorities for the College. There is a wealth of information including accommodation, careers advice and guidance, childcare, fees and funding, health and welfare and transport for students on the website.</p> <p>There is a thriving Student Union which can be found at www.cornwallstudents.org.uk</p> <p><i>Learner involvement strategy</i></p>	<p>Electronic or printed</p>	<p>Charges may apply</p>

WHAT WE SPEND AND HOW WE SPEND IT			
	Information	Format	Charge
Funding and income	<p>The College's main source of income is the annual grant from the Learning and Skills Council. The College's annual budget is approximately £72 million.</p> <p><i>Annual Board Report and Financial Statements.</i></p>	Electronic or printed copy	Charges may apply
Budgetary and account information	<p><i>Annual Board Report and Financial Statements</i> <i>Revenue budget for the current year</i></p>	Electronic or printed copy	Charges may apply
Financial audit reports Capital programme	<p>The College appoints internal and external auditors. Internal audit reports are prepared in accordance with the five year audit plan and presented regularly to the Audit Committee.</p> <p><i>Internal audit reports</i> <i>Internal audit annual report</i> <i>Audit Committee annual report</i></p> <p>The College has a Capital programme budget which shows progress in delivery of the capital programme.</p> <p><i>Capital programme budget</i></p>	<p>Electronic or printed copy</p> <p>Electronic or printed copy</p>	<p>Charges may apply</p> <p>Charges may apply</p>
Financial regulations and procedures	<p>The Financial Regulations set out the financial policies of the College. The Financial Procedures provide the operational detail for staff. Procurement and tender procedures are part of the Financial Regulations.</p> <p><i>Financial Regulations</i> <i>Financial Procedures</i></p>	Electronic or printed copy	Charges may apply
Staff pay and grading structures	<p><i>Staff pay scales from 1996 onwards</i></p>	Electronic or printed copy	Charges may apply

<p>Corporate relations</p>	<p>Cornwall College is a key player in the devolved structure for the University for Cornwall through the Combined Universities in Cornwall (CUC) and has over 2,000 students studying at university level. The university courses are validated by the University of Plymouth which has a faculty of University of Plymouth Colleges (UPC). The UPC network is a partnership between the University of Plymouth and local colleges that brings degrees to local doorsteps. There are hundreds of higher education courses to choose from and many opportunities for progression on to other qualifications.</p> <p>www.plymouth.ac.uk</p> <p>As part of the CUC initiative, Cornwall College manages Unlocking Cornish Potential, a programme which places graduates with Cornish businesses to undertake business development projects.</p> <p>www.cornwall.ac.uk/ucp</p> <p>The College is heavily involved with the economic development of the county and in particular with supporting projects in training and education using Convergence funding. This outward looking attitude is epitomised with the college's links with the Eden Project, the National Maritime Museum Cornwall, the Cornwall Business Partnership, the Objective 1 project, Cornwall County Council - adult education and basic skills provision, and the Regional Development Agency.</p> <p>Other key organisations with whom the College is linked for provision are the Centre for Housing and Support and the West Cornwall Football Development Centre. The College website has links to key organisations.</p>	<p>Online</p> <p>Online</p> <p>Online</p>	<p>Free</p>
<p>Corporate relations</p>	<p>Cornwall College Business offers a wide range of high-quality training and consultancy solutions to help businesses achieve better results including in-company workshops, in-depth professional courses, apprenticeships and tailored training.</p> <p>www.ccb.cornwall.ac.uk</p>	<p>Online</p>	

Corporate relations	<p>The six College Councils which are subcommittees of the Corporation Board act as a link between the Corporation Board and the local colleges. College council members are drawn from local businesses and community groups and their role is to support and advise each local college on the skills and training needs of the area and to provide feedback on the quality of the educational provision.</p> <p><i>Lists of College Council members</i> <i>Terms of reference of College Councils</i></p>	Electronic or printed copy	Charges may apply
Government and regulatory reports	<p>The college is subject to a number of external reviews and regulatory reports from bodies such as Ofsted, IQER and the Learning and Skills Council (LSC). See external review information. The LSC reviews financial management and governance.</p> <p><i>LSC Provider Financial Assurance review 2006</i></p>	Printed copy	Charges may apply

HOW WE MAKE DECISIONS			
	Information	Format	Charge
Decision making process	<p>The Corporation Board makes strategic decisions. It has six main responsibilities as set out in the Instrument and Articles of Government:</p> <ul style="list-style-type: none"> • determination of the character and strategic direction of the College • approving the quality strategy • efficient and effective use of resources, safeguarding the college assets and the solvency of the College • approving the annual estimates of income and expenditure • terms and conditions of service of the CEO, senior postholders and Clerk • setting a framework for the employment of all other staff. <p>The Board meets five times a year and operates through a committee system. There are college councils for the six main sites which are sub-committees of the Corporation Board.</p> <p><i>Board, committee and College Council minutes including Search Committee (which makes recommendations on appointment to the Board) and Quality and Human Resources Committee.</i></p> <p><i>Corporation Board Structure</i> <i>Governance Procedures</i> <i>Agendas and papers for all meetings</i> <i>Lists of Board Members and College Council members</i></p>	<p>Online</p> <p>Electronic or printed copy</p>	<p>Charges may apply</p>

Decision making process	Operational decisions are delegated to the CEO and management. The Corporate Management Team meets fortnightly and each site has its own senior management team. <i>Delegated powers to CEO</i> <i>Local organisational structure charts</i>	Electronic or printed copy	
Decision making process	Learners are involved in key decision-making and consultation. <i>Learner involvement strategy</i> <i>CCSU website</i>	Electronic or printed copy Online	
Staff / Student consultation meeting	The CCSU is a very active organisation and is supported by college management.		

OUR POLICIES AND PROCEDURES

	Information	Format	Charge
For conducting college business	The College has many policies and procedures covering the wide range of its operations. There are policies and procedures for quality, teaching and learning, student services, human resources, health and safety, equality and diversity, IT, governance and many other areas of college activity. Rather than listing hundreds of policies and procedures, we will respond to specific FOI requests as required to help enquirers to find what they are looking for.	Electronic or printed copy	
Recruitment	Vacant posts are advertised through the college website	Online	

LISTS AND REGISTERS			
	Information	Format	Charge
Registers of interests	Governors and senior staff complete a declaration annually of any interests they or members of their family or close business associates hold which relate to the College. This is a requirement of the Instrument and Articles of Government.	The Register is held at Head Office and can be consulted during office hours.	Free

THE SERVICES WE OFFER			
	Information	Format	Charge
Prospectus and course content	<p>The College provides education and training to individuals and businesses. The types of courses include full time, part-time and distance learning. There are 5,500 courses available ranging from those suitable for school leavers, apprenticeships, part time leisure courses, to professional courses for employees and higher education at university level. The website has a page where you can 'Search for a course'.</p> <p>Prospectuses are available to order online or by contacting Customer Services on 0845 2232567</p>	<p>Online</p> <p>Online or paper copy</p>	Free
Student services	Support for students is widely available. See section on student activities in Who we are and what we do.	Online	

Media releases	The website has a news section with a news archive.	Online	
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