

Freedom of Information Publication Scheme

Information not included in the scheme may be requested in writing and City College Norwich will respond in accordance with the Freedom of Information Act. This publication scheme follows the model prepared and approved by the [Information Commissioner](#).

The College's e-mail address for Freedom of Information Act enquiries is FOI_CCN@ccn.ac.uk

The College makes information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

The College intends:

- to publish or otherwise make available as a matter of routine, information which is held by the College and falls within the classifications below;
- to specify the information which is held by the College and falls within the classifications below;
- to publish or otherwise make available as a matter of routine, information described in this scheme;
- to publish the methods by which information is routinely made available so that it can be easily identified and accessed by members of the public;
- to review and update on a regular basis the information the College makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made available;
- to make this publication scheme available to the public.

Classes of Information.

Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the College.



The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, the College will indicate how information can be obtained by other means and look to provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the College's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.



Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.





Information Publication Scheme – City College Norwich / Paston College / Easton College

Note:

In instances where information is specific to City College Norwich, Paston College or Easton College, the information is made available via their corresponding websites, the appropriate links have also been provided below. In instances where the information is available via the City College Norwich website that applies to City College Norwich, Paston College and Easton College, such as Corporation and Governance, only one link has been provided.

| | How to obtain the information | Links |
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| | <p>Most of the information is available on the internet, either on our website or partner or government sites. You can obtain a printed copy of the information by contacting the Information Compliance team (FOI_CCN@ccn.ac.uk) or by contacting the main College Reception. If you require the information to be posted there will be a small charge to cover the cost of postage.</p> | <p>Links to the information provided below may change over time which may affect the path of the link. If you experience any problems following the links please contact the Information Compliance team (FOI_CCN@ccn.ac.uk) who will be able to assist further.</p> <p>Where we have provided links to third party websites we cannot be held responsible if information is moved or deleted by a third party).</p> |

Who we are and what we do

Organisational information, structures, locations and contacts.

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| <p>Legal framework / Instrument of Government / Articles of Association. Information relating to the legal and corporate status of the institution.</p> | Website: CCN: Home / Our College / Corporation and Governance | https://www.ccn.ac.uk/our-college/corporation-and-governance/ |
| <p>How the institution is organised. Information about the management structure of the institution, including a description of its governance arrangements and organisational structure, together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.</p> | Website: CCN: Home / Our College / Senior management Team | https://www.ccn.ac.uk/our-college/senior-management-team/ |
| | Website: CCN: Home / Our College / City College Norwich Corporation and Governance | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/ |
| <p>Location and contact details.</p> | Website: CCN: Home / Contact City College Norwich | https://www.ccn.ac.uk/contact-city-college-norwich/ |
| | Website: Easton: Home / Contact Easton College | https://www.easton.ac.uk/contact-us/ |
| | Website: Paston: Home / Contact Paston College | https://www.paston.ac.uk/contact-us/ |
| <p>Lists of any information relating to organisations it works in partnership with and any companies wholly or partially owned by it. On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.</p> | Website: CCN: Home / Our College / Corporation and Governance / Delivery Partners | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/delivery-partners/ |
| | Additional requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk. |
| <p>Student activities. Information relating to the operation and activities of the Student Union or its equivalent and other clubs, associations and nonacademic activities that are organised for or by the students may also be included, where this information is held by the college.</p> | Website: CCN: Home / Our College / City College Norwich Students' Union | https://www.ccn.ac.uk/our-college/students-union/ |
| | Website: Easton: Home / Our College / City College Norwich Students' Union | https://www.easton.ac.uk/our-college/students-union/ |
| | Website: Paston: Home / Support and Advice / Student Experience | https://www.paston.ac.uk/student-experience/ |

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

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| <p>Funding / income Information on the sources of funding and income, such as funding grants, tuition fees, endowment, rents and investment income (including investment strategy), as well as income generation schemes.</p> | Website: CCN: Home / Our College / Corporation and Governance | https://www.ccn.ac.uk/our-college/corporation-and-governance/ |
| <p>Budgetary and account information; expenditure Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included.</p> <p>College of FE: Details of items of expenditure over £15,000, including costs, supplier and transaction information. This should be published at least annually and, where practical, we would also expect it to be published on a half yearly or quarterly basis.</p> <p>College of HE: Details of expenditure over £25,000, including costs, supplier and transaction information. This should be published at least annually and, where practical, we would also expect it to be published on a half yearly or quarterly basis.</p> | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report & Financial Statements | FOI_CCN@ccn.ac.uk. |
| | Website: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report & Financial Statements | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/annual-report-and-financial-statements/ |
| <p>Capital programme Information on major plans for capital expenditure, including any private finance initiative and public / private partnership contracts.</p> | Website: Home / Our College / Corporation and Governance / Minutes | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/ |
| | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk. |
| <p>Financial regulations and procedures</p> | Website: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |

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| Pay policy The statement of the college's policy and procedures regarding staff pay. | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Staff allowances and expenses Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (as defined above) by reference to categories. These policies should be produced in line with the college's policies, practices and procedures and must at least include travel, subsistence and accommodation. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies and Procedures. (Finance Regulations Policy) | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |
| | Information either - held internally (Business Travel and Subsistence Policy) or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Staff pay and grading structures This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff which, for the purposes of this document, means staff on the Senior Management / Leadership Team or senior post holders or equivalent level, or above, whose basic actual salary is at least £60,000 per annum (HE - Staff Earning over £100,00 per Annum). The salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report and Financial Statements. | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/annual-report-and-financial-statements/ |
| Governors' allowances Details of allowances or expenses that can be claimed or incurred, and a record of total payments made to individual governors. | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Register of suppliers | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Procurement and tender procedures and reports Details of procedures used for the acquisition of goods and services. Contracts available for public tender and reports of successful tenders. | Procurement Policy Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies and Procedures. | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |
| | OJEU Tenders | https://www.ojeu.eu/ |
| | Find a Tender Service (FTS) | https://www.find-tender.service.gov.uk/Search |
| Research funding (HE) High level information about research funding from public sector sources and research funding from commercial sources where appropriate. | CCN does not provide research programs and is a teaching only institution. Students do complete dissertations with research elements, but this is not funded, | |
| What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews.</i> | | |
| Annual report | Website: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report & Financial Statements | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/annual-report-and-financial-statements/ |
| Self-assessment report | Website: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report & Financial Statements | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/annual-report-and-financial-statements/ |
| Corporate and business plans | Requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk |
| Teaching and learning strategy | Website: CCN: Home / Our College / College Strategy | https://www.ccn.ac.uk/our-college/college-strategy/ |
| | Website: Easton: Home / Our College / College Strategy | https://www.easton.ac.uk/our-college/college-strategy/ |
| | Website: Paston: Home / Our College / College Strategy | https://www.paston.ac.uk/our-college/city-college-norwich-strategy/ |
| Academic quality and standards | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Most recent Ofsted inspection report | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report & Financial Statements | https://www.ccn.ac.uk/our-college/corporation-and-governance/corporation-documents/corporation-documents/annual-report-and-financial-statements/ |
| Privacy impact assessments (in full or summary format) | Data Protection Impact Assessments can be provided upon request subject to exemptions applicable under Data Protection Legislation. Any requests should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk |
| External review information This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/ |
| | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Corporate relations Information relating to the college's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes. | Website: CCN: Home / Support and Advice / Employers | https://www.ccn.ac.uk/support-and-advice/employers/ |
| | Information either - held internally (Business Travel and Subsistence Policy) or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Government and regulatory reports For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and /or monitoring bodies. Where information provided to such bodies is publicly available, the college may instead provide a direct link to that information. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents | https://www.ccn.ac.uk/our-college/corporation-and-governance/corporation-documents/ |
| Compliance with its duties under the Equality Act 2010 (HE) This includes any information produced as part of these duties. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |
| How we make decisions <i>Decision making processes and records of decisions.</i> | | |

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| <p>FE Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees. We would expect minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public. These may include, but are not limited to, such items as teaching and learning committee minutes, minutes of staff / student consultation meetings and appointment committees.</p> <p>HE Minutes of formal meetings where key decisions are made about the operation of the HEI should be available. HEIs may decide not to publish particular minutes on a case by case basis. Information in this class should be available at least for the current and previous three years.</p> <p>Information published will depend on the governance structure of HEIs, which can vary. Examples of this class of information include: • Agendas, officers' reports, background papers and minutes from governing body, Council / Senate, academic boards, steering groups and committees • Teaching and learning committee minutes • Minutes of staff / student consultation meetings • Appointment committees and procedures</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents</p> | <p>https://www.ccn.ac.uk/our-college/corporation-and-governance/corporation-documents/</p> |
| <p>Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities.</i></p> | | |
| <p>Policies and procedures for conducting college business Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included.</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents</p> | <p>https://www.ccn.ac.uk/our-college/corporation-and-governance/corporation-documents/</p> |
| <p>Procedures and policies relating to academic services Some of these policies may already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Polices and Procedures</p> <p>Information also held on internal portal which includes but is not limited to:</p> <ul style="list-style-type: none"> • Student Charter • Student Involvement Strategy • Student Attendance and Achievement • Rules and Regulations • Higher Education Regulations and Procedures • Academic Appeals / Academic Compliants • Cheating and Plagiarism in FE / HE • Exam Support for Students with Learning Difficulties or Disabilities • Malpractice and Maladministration Policy • Mitigating Circumstances and Special Allowances Procedure • Course Fees and Eligibility Statement • Research Ethics Procedure • Intercalation Procedure <p>Requests for information should be made to the Information Compliance team.</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> <p>FOI_CCN@ccn.ac.uk</p> |
| <p>Procedures and policies relating to student services This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline.</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Polices and Procedures</p> <p>Information also held on internal portal which includes but is not limited to:</p> <ul style="list-style-type: none"> • Student Disciplinary • Complaints Procedure • SU Constitution • Anti-Bullying and Harassment • Rules and Regulations • Admissions Statement and Procedure • Course Fees and Eligibility Statement • Alcohol and Drug Misuse Procedure • Counselling • Prevent Strategy • Safeguarding • Student Acceptable Use if IT Systems <p>Requests for information should be made to the Information Compliance team</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> <p>FOI_CCN@ccn.ac.uk</p> |

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| <p>Procedures and policies relating to human resources This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).</p> | <p>Information held on internal Policy Portal which includes but is not limited to:</p> <ul style="list-style-type: none"> • Access to Work • Appraisal • DBS • Dignity at Work • Disciplinary • Exclusivity of Service Policy • Flexible Working • Grievance • Job Sharing • Joint Agreement on the Management of Change • Learning and Development (Staff) • Management of Sickness Absence • Managing Performance • Other Leave • Probation • Promoting Wellbeing and Resilience (Staff) • Recruitment and Selection • Shared Parental Leave <p>Requests for information should be made to the Information Compliance team.</p> | <p>FOI_CCN@ccn.ac.uk</p> |
| <p>Procedures and policies relating to recruitment If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> | <p>Policies and procedures relating to Recruitment held on internal Policy Portal. Requests for this information should be made to the Information Compliance team via the following email address: FOI_CCN@ccn.ac.uk Vacancies at CCN, Easton and Paston can be accessed via their respective websites.</p> | <p>https://www.ccn.ac.uk/contact-city-college-norwich/work-at-ccn/</p> <p>https://www.easton.ac.uk/contact-us/job-vacancies/</p> <p>https://www.paston.ac.uk/contact-us/paston-college-jobs/</p> |
| <p>Code of Conduct for members of governing bodies</p> | <p>Website: CCN: Home / Our College / Corporation and Governance</p> | <p>https://www.ccn.ac.uk/our-college/corporation-and-governance/</p> |
| <p>Equality and Diversity policies; Equality Scheme This will also include policies, statements, procedures and guidelines relating to equal opportunities.</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> |
| <p>Health and Safety</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> |
| <p>Estate management This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.</p> | <p>Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team.</p> | <p>FOI_CCN@ccn.ac.uk</p> |
| <p>Complaints policies and procedures Complaints procedures will include those covering requests for information and operating the publication scheme.</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> |
| <p>Records management and personal data policies This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.</p> | <p>CCN have a variety of documents covering records management and personal data. For any records management or personal data policy enquires that relate to areas not covered by the CCN website please contact the Information Compliance team.</p> <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures:</p> <ul style="list-style-type: none"> • Privacy Notice (Students & Parent/Carers) • Data Protection Policy • Freedom of Information <p>Available upon request from Information Compliance:</p> <ul style="list-style-type: none"> • Records Management Policy • Information security • CCN Retention Schedule • Disclosure of Personal Information Guidance Note • Use of Personal Images Guidance Note • Use of Biometrics Guidance Note • Privacy Notice (Staff) | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> <p>https://www.ccn.ac.uk/privacy-and-cookies/</p> <p>FOI_CCN@ccn.ac.uk.</p> |
| <p>Fileplans</p> | <p>Requests for information linked to fileplans can be made by contacting the Information Compliance team.</p> | <p>FOI_CCN@ccn.ac.uk.</p> |
| <p>Research policy and strategy (HE) This will include quality assurance procedures, policy and procedures relating to intellectual property, ethics committee terms of reference, applications and their approval, and any other relevant codes of practice. It will also include policy, strategy and procedures relating to knowledge transfer and enterprise.</p> | <p>When CCN (HE) students prepare dissertations, as part of their degree, their research proposals are reviewed by an Ethics committee. Policy is made available to students internally.</p> <p>Requests for information should be made to the Information Compliance team.</p> | <p>FOI_CCN@ccn.ac.uk.</p> |
| <p>Publicly funded research outputs and data (HE) In line with the overall direction of travel towards greater transparency, we expect HEIs to progressively publish information on publicly funded research, or to provide a direct link to it. Where appropriate we recommend HEIs ask researchers to follow the Research Councils UK's Policy and Guidance on Access to Research Outputs. In future the "Gateway to Research", under development by Research Councils UK, will open up access to Research Council funded research information and related data outputs. It is hoped that this will be available by 2014. The ICO will keep the position under review.</p> | <p>Not applicable.</p> | |
| <p>Charging regimes and policies Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated. If the college charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence</p> | <p>Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures</p> | <p>https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/</p> |

Lists and Registers

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| Any information the college is currently legally required to hold in publicly available registers | The College is registered as a Data Controller under the Data Protection Act 2018. It's registration number and details may be found on the website of the Information Commissioner. | https://ico.org.uk/ESDWebPages/Entry/Z7065614 |
| | Land Registry. | https://www.gov.uk/government/organisations/land-registry |
| | Companies House | https://www.gov.uk/government/organisations/companies-house |
| | Department of Education - Building Condition Information Not accessible to public, please direct enquiries to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| | Office of National Statistics, re: Carbon and energy efficiency. If information is not available please direct enquires to the Information Compliance team | https://www.ons.gov.uk/ FOI_CCN@ccn.ac.uk |
| Asset registers | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Information asset register | Information Asset Registers are maintained by the College in order to inform data protection legislation compliance. For further information please contact the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| CCTV Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the college. The college should decide on the level of detail which is appropriate. This could be by building or more general geographic locations eg postcodes or partial postcodes, depending on the security issues raised. | Information either - held internally or not held in a published format. Requests for information should be made to the Information Compliance team. | FOI_CCN@ccn.ac.uk |
| Disclosure logs Where a college produces a disclosure log indicating the information that has been provided in response to requests, it should be readily available. Disclosure logs are themselves recommended as good practice. | Website: CCN: Home / Freedom of Information | https://www.ccn.ac.uk/freedom-of-information/ |
| Any register of interests kept in the college | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Annual Report and Financial Statements. | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/annual-report-and-financial-statements/ |
| Any register of interests kept in the HEI | CCN does not have a separate register of interests with regard to HE. Requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk. |
| Senior staff's declaration of interests This should include the names, departments and job titles of all senior staff who have made entries. The definition of senior staff is as stated above. | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |
| Register of gifts and hospitality provided to senior staff This should include details of gifts given or received; details of any hospitality afforded and by which organisation. | Register held internally by Professional Services. Requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk |
| The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters.</i> | | |
| Prospectus and course content | Website: CCN: Home / Courses | https://www.ccn.ac.uk/courses/ |
| | Website: Easton: Home / Courses | https://www.easton.ac.uk/16-18/ |
| | Website: Paston: Home / Our College / Get a Prospectus | https://www.paston.ac.uk/16-18/ |
| Services for outside bodies | Website: CCN: Home / Our College / Facilities for the Public | https://www.ccn.ac.uk/our-college/facilities-for-the-public/ |
| | Website: Easton: Home / Facility Hire & Services | https://www.easton.ac.uk/our-college/facility-hire-and-services/ |
| Health including medical services | Student: Website: CCN: Support and Advice / Students / Student Services / Wellbeing | https://www.ccn.ac.uk/support-and-advice/students/student-services/wellbeing/ |
| | Student: Website: Easton: Support and Advice / Student Centre | https://www.easton.ac.uk/support-and-advice/student-centre/ |
| | Student: Website: paston: Support and Advice / Student Support | https://www.paston.ac.uk/support-and-advice/student-support/ |
| | Health and medical support is available to staff including but not limited to: • Promoting Wellbeing and Resilience Policy • Management of Sickness Absence Policy and Procedure • Access to Work Policy • Access to Occupational Health Services • Medical Advice through FirstCare (referenced in the Sickness Policy) • Medical Cashback Plan - including access to Employee Assistance Programme Requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk |
| Welfare and counselling services | Website: CCN: Home / Our College / Safeguarding at City College Norwich | https://www.ccn.ac.uk/our-college/safeguarding-at-city-college-norwich/ |
| | Website: Easton: Home / Our College / Safeguarding | https://www.easton.ac.uk/our-college/safeguarding/ |
| | Website: paston: Home / Our College / Safeguarding at Paston College | https://www.paston.ac.uk/our-college/safeguarding-at-paston-college/ |
| Funding, such as grants and bursaries, available to students from the college | Website: CCN: Home / Support & Advice / Student Finance | https://www.ccn.ac.uk/support-and-advice/student-finance-at-city-college-norwich-2/ |
| | Website: Easton: Home / Support & Advice / Student Finance | https://www.easton.ac.uk/support-and-advice/student-finance-2/ |
| | Website: Paston: Home / Support & Advice / Student Finance | https://www.paston.ac.uk/support-and-advice/finance-2/ |
| | Website: CCN: Home / Courses | https://www.ccn.ac.uk/courses/ |

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| Course fees | Website: Easton: Home / Courses | https://www.easton.ac.uk/16-18/ |
| | Website: Paston: Home / Courses | https://www.paston.ac.uk/16-18/ |
| Careers advice | Website: CCN: Home / Support & Advice | https://www.ccn.ac.uk/support-and-advice/ |
| | Website: Easton: Home / Support & Advice | https://www.easton.ac.uk/support-and-advice/ |
| | Website: Paston: Home / Support & Advice | https://www.paston.ac.uk/support-and-advice/ |
| Chaplaincy services and multi-faith provision | Information not published externally. Requests for information should be made to the Information Compliance team | FOI_CCN@ccn.ac.uk |
| Services for which the college is entitled to recover a fee together with those fees | Website: CCN: Home / Our College / Corporation and Governance / Corporation Documents / Policies & Procedures | https://www.ccn.ac.uk/our-college/city-college-norwich-corporation-and-governance/city-college-norwich-corporation-documents/policies-and-procedures/ |
| Sports and recreational facilities | Website: CCN: Home / Our College / Facilities for the Public | https://www.ccn.ac.uk/our-college/facilities-for-the-public/ |
| | Website: Easton: Home / Facility Hire & Services | https://www.easton.ac.uk/our-college/facility-hire-and-services/ |
| Facilities relating to music, art and other cultural activities | Website: CCN: Home / Our College / Facilities for the Public | https://www.ccn.ac.uk/our-college/facilities-for-the-public/ |
| | Website: Easton: Home / Facility Hire & Services | https://www.easton.ac.uk/our-college/facility-hire-and-services/ |
| Museums, libraries, special collections and archives It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.) | Paston College - Nelson Room Collection is not openly available to the public but enquiries can still be made to view collection Enquiries to view the collection can be directed to the Information Compliance team via email. | FOI_CCN@ccn.ac.uk |
| Conference facilities | Website: Easton: Home / Facility Hire & Services / Conference and Event Facilities | https://www.easton.ac.uk/facility-hire-and-services/conference-and-event-facilities/ |
| Advice and guidance | Website: CCN: Home / Support and Advise | https://www.ccn.ac.uk/support-and-advice/ |
| | Website: Easton: Home / Support and Advise | https://www.easton.ac.uk/support-and-advice/ |
| | Website: Paston: Home / Support and Advise | https://www.paston.ac.uk/support-and-advice/ |
| Media releases | Website: CCN: Home / News & Events | https://www.ccn.ac.uk/news-events/ |
| | Website: Easton: Home / News & Events | https://www.easton.ac.uk/news-events/ |
| | Website: Paston: Home / News & Events | https://www.paston.ac.uk/news-events/ |

Charges

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the College's website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Further information regarding charges can be found on the City College website: Home / Our College / Corporation and Governance / Corporation Documents / Polices and Procedures: Charges for the Provision of Information (Statutory Requests).