

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME AND REQUESTS FOR INFORMATION

The table below indicates where documents may be obtained. 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 you request part, amended or multiple documents.

Nottingham College 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. If a document you require is not shown in this guide please contact freedomofinformation@nottinghamcollege.ac.uk. In some circumstances information may be exempt from disclosure.

Class	Description	Manner	Fee
Who we are and what we do	Locations and contact details	Nottingham College website: https://www.nottinghamcollege.ac.uk/ https://www.nottinghamcollege.ac.uk/about-us	No
	Corporation Membership	https://www.nottinghamcollege.ac.uk/about-us/corporate/governors	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	
	Nottingham College Instrument & Articles of Government	https://assets.nottinghamcollege.ac.uk/PDFs/Instrument-Article-1-June-2017.pdf	No
	Audit Code of Practice	https://www.gov.uk/government/publications/post-16-audit-code-of-practice	
Nottingham College's priorities and performance	College performance	https://www.nottinghamcollege.ac.uk/about-us/corporate/college-performance	No
	Ofsted reports	https://reports.ofsted.gov.uk/provider/31/130776	No
How the college is organised	Organisational structure charts	Available on request	

What we spend and how we spend it	Financial statements and regulations	https://www.nottinghamcollege.ac.uk/about-us/corporate/policies-and-reports/financial-statements	No
	External and internal audit reports	Available on request – some information in these may be exempt under the Freedom of Information Act.	
	Financial procedures other than financial regulations	Available on request	
How Nottingham College makes decisions	Governance Structure	Available on request	
	Corporation minutes	https://www.nottinghamcollege.ac.uk/about-us/corporate/governors/minutes-of-meetings - more recent minutes and committee meeting minutes are available on request.	No
Policies and procedures		https://www.nottinghamcollege.ac.uk/about-us/corporate/policies-and-reports	No
Lists and registers	Data breach, near miss and information request logs	Available on request	
Services offered by Nottingham College	Prospectus	https://www.nottinghamcollege.ac.uk/study/courses	No
	Life at college	https://www.nottinghamcollege.ac.uk/life-at-college	No
	Enrichment	https://www.nottinghamcollege.ac.uk/life-at-college/enrichment	No
	Libraries	https://www.nottinghamcollege.ac.uk/life-at-college/practical-help/libraries	No
	Careers advice and guidance	https://www.nottinghamcollege.ac.uk/life-at-college/practical-help/student-support/careers-support/national-careers-service	No
	Additional learning support	https://www.nottinghamcollege.ac.uk/life-at-college/practical-help/student-support/additional-learning-support	No
	Fletchers dining, theatre and events	https://www.nottinghamcollege.ac.uk/about-us/commercial-services/fletchers	No
	Hair and beauty salons	https://www.nottinghamcollege.ac.uk/about-us/commercial-services/hair-beauty-salons	No