

## **FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS 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 Environmental Information Regulations (EIR), 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:

- constantly being updated;
- very large;
- 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 Data Protection Officer at:

Chichester College  
Westgate Fields  
CHICHESTER  
PO19 1SB

dp@chichester.ac.uk

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 Group.

Requests for information under the FOIA / EIR

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

Further Assistance

If a document you require is not shown in this guide please contact the Data Protection 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 and what we do	Locations and Contact Details	Brinsbury College: <a href="https://brinsbury.ac.uk/content/contact">https://brinsbury.ac.uk/content/contact</a>  Chichester College: <a href="https://chichester.ac.uk/contact-us">https://chichester.ac.uk/contact-us</a>  Crawley College: <a href="https://www.crawley.ac.uk/contact-us">https://www.crawley.ac.uk/contact-us</a>  Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/contact-us">https://www.haywardsheath.ac.uk/contact-us</a>  Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/contact">https://www.gbmc.ac.uk/contact</a>  Worthing College: <a href="https://www.worthing.ac.uk/contact-us">https://www.worthing.ac.uk/contact-us</a>	No
	Corporation Membership	<a href="https://www.chigroup.ac.uk/governance/corporation-members">https://www.chigroup.ac.uk/governance/corporation-members</a>	No
	Leadership Team	<a href="https://www.chigroup.ac.uk/governance/leadership-team">https://www.chigroup.ac.uk/governance/leadership-team</a>	No
	Organisational Structure Charts	Available on request	No
	Equality, Diversity and Inclusion Report (including the Gender Pay Gap Report)	<a href="https://www.chigroup.ac.uk/docs/default-source/ccg-policies/general/edi-annual-report-2020-21.pdf?sfvrsn=9aa1438d_12">https://www.chigroup.ac.uk/docs/default-source/ccg-policies/general/edi-annual-report-2020-21.pdf?sfvrsn=9aa1438d_12</a>	No
Legal framework	Education Act 2011	<a href="http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted">http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted</a>	No
	Further and Higher Education Act 1992	<a href="https://www.legislation.gov.uk/ukpga/1992/13/contents">https://www.legislation.gov.uk/ukpga/1992/13/contents</a>	
	Charities Act 2011	<a href="https://www.legislation.gov.uk/ukpga/2011/25/contents">https://www.legislation.gov.uk/ukpga/2011/25/contents</a>	
	Learning and Skills Act 2000	<a href="https://www.legislation.gov.uk/ukpga/2000/21/contents">https://www.legislation.gov.uk/ukpga/2000/21/contents</a>	

	Chichester College Group Instrument & Articles of Government	<a href="https://www.chigroup.ac.uk/governance">https://www.chigroup.ac.uk/governance</a>	No
	Audit Code of Practice	<a href="https://www.gov.uk/government/publications/post-16-audit-code-of-practice">https://www.gov.uk/government/publications/post-16-audit-code-of-practice</a>	No
What Chichester College Group spends and how we spends it	Annual Report & Financial Statements	<a href="https://www.chigroup.ac.uk/governance/financial-statements">https://www.chigroup.ac.uk/governance/financial-statements</a>	No
	Financial Procedures/Regulations	Available on request	
	Register of suppliers	Available on request	No
	Procurement and tender procedures and contracts	Available on request	No
	Expenditure (items of expenditure over £15,000)	Available on request	
	Staff pay and grading structures	Available on request	No
	Allowances and expenses that can be incurred by staff	Available on request	No
	Allowances and expenses that can be incurred by governors	Available on request	No
	Allowances and expenses made to individual governors	Available on request	No
	Expenses paid to senior staff members (by reference to categories)	Available on request	No
	Trade union time reporting	<a href="https://www.chigroup.ac.uk/docs/default-source/ccg-policies/general/tu-facility-time-report-july-2022.pdf?sfvrsn=797a428d_4">https://www.chigroup.ac.uk/docs/default-source/ccg-policies/general/tu-facility-time-report-july-2022.pdf?sfvrsn=797a428d_4</a>	No

Chichester College Group priorities and how we are doing	Mission Statement and Strategic Objectives	<a href="https://www.chigroup.ac.uk/about/strategic-plan">https://www.chigroup.ac.uk/about/strategic-plan</a>	No
	OFSTED reports	<a href="https://www.chigroup.ac.uk/about/ofsted-outstanding">https://www.chigroup.ac.uk/about/ofsted-outstanding</a> <a href="https://reports.ofsted.gov.uk/provider/31/130843">https://reports.ofsted.gov.uk/provider/31/130843</a>	No
	Exam and assessment results and academic performance tables	<a href="https://www.find-school-performance-data.service.gov.uk/school/130843/chichester-college-group">https://www.find-school-performance-data.service.gov.uk/school/130843/chichester-college-group</a>	No
	Higher education transparency tables	<a href="https://www.chigroup.ac.uk/governance/policies-and-procedures/higher-education-transparency">https://www.chigroup.ac.uk/governance/policies-and-procedures/higher-education-transparency</a>	No
	External and Internal audit reports	Available on request	No
	Data protection impact assessments	Available on request	No
How Chichester College Group makes decisions	Governance structure	<a href="https://www.chigroup.ac.uk/governance">https://www.chigroup.ac.uk/governance</a>	
	Corporation, Committee and Board agendas and minutes	<a href="https://www.chigroup.ac.uk/governance/corporation-meetings">https://www.chigroup.ac.uk/governance/corporation-meetings</a>	No
Policies and procedures	Policies and procedures	<a href="https://www.chigroup.ac.uk/governance/policies-and-procedures">https://www.chigroup.ac.uk/governance/policies-and-procedures</a>	No
	Code of conduct for members of the governing body	Intended for future publication	No
	Current staff vacancies	<a href="https://chichestercollegegroupcareers.co.uk/">https://chichestercollegegroupcareers.co.uk/</a>	No
Lists and registers	Data Protection Logs	Available on request	No
	Freedom of Information and environmental information logs	Available on request	No
	Register of interests	Available on request	No
	Register of gifts and hospitality recieved	Available on request	No

Services offered by Chichester College Group	Prospectus	<p>Brinsbury College: <a href="https://brinsbury.ac.uk/download-prospectus">https://brinsbury.ac.uk/download-prospectus</a></p> <p>Chichester College: <a href="https://chichester.ac.uk/download-prospectus">https://chichester.ac.uk/download-prospectus</a></p> <p>Crawley College: <a href="https://www.crawley.ac.uk/download-prospectus">https://www.crawley.ac.uk/download-prospectus</a></p> <p>Worthing College: <a href="https://www.worthing.ac.uk/download-guide">https://www.worthing.ac.uk/download-guide</a></p> <p>Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/download-guide">https://www.haywardsheath.ac.uk/download-guide</a></p> <p>Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/about-the-college/prospectus">https://www.gbmc.ac.uk/about-the-college/prospectus</a></p>	No
	Student Voice	<p>Brinsbury College: <a href="https://www.brinsbury.ac.uk/college-life/student-life/chi-su">https://www.brinsbury.ac.uk/college-life/student-life/chi-su</a></p> <p>Chichester College: <a href="https://www.chichester.ac.uk/college-life/student-life/chi-su">https://www.chichester.ac.uk/college-life/student-life/chi-su</a></p> <p>Crawley College: <a href="https://www.crawley.ac.uk/college-life/student-life">https://www.crawley.ac.uk/college-life/student-life</a></p> <p>Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/college-life/student-life/haywards-heath-su">https://www.haywardsheath.ac.uk/college-life/student-life/haywards-heath-su</a></p> <p>Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/16-plus-courses/student-support/student-governors/student-voice">https://www.gbmc.ac.uk/16-plus-courses/student-support/student-governors/student-voice</a></p>	No

		Worthing College: <a href="https://www.worthing.ac.uk/college-life/student-life">https://www.worthing.ac.uk/college-life/student-life</a>	
	Enrichment	Chichester College: <a href="https://www.chichester.ac.uk/college-life/sports-clubs">https://www.chichester.ac.uk/college-life/sports-clubs</a>  Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/16-plus-courses/study-programmes/16-enrichment">https://www.gbmc.ac.uk/16-plus-courses/study-programmes/16-enrichment</a>	No
	Sports Centre	<a href="https://www.chichester.ac.uk/the-sports-centre">https://www.chichester.ac.uk/the-sports-centre</a>	No
	Learning Resource Centre and Library	Brighton MET College: <a href="https://www.gbmc.ac.uk/about-the-college/college-life/learning-resource-centre-brighton">https://www.gbmc.ac.uk/about-the-college/college-life/learning-resource-centre-brighton</a>  Brinsbury College: <a href="https://www.brinsbury.ac.uk/college-life/facilities/library-services">https://www.brinsbury.ac.uk/college-life/facilities/library-services</a>  Chichester College: <a href="https://www.chichester.ac.uk/college-life/facilities/library-services">https://www.chichester.ac.uk/college-life/facilities/library-services</a>  Crawley College: <a href="https://www.crawley.ac.uk/college-life/facilities/learning-resources">https://www.crawley.ac.uk/college-life/facilities/learning-resources</a>  Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/college-life/facilities">https://www.haywardsheath.ac.uk/college-life/facilities</a>  Northbrook College: <a href="https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/learning-resource-centres-northbrook-met">https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/learning-resource-centres-northbrook-met</a>  Worthing College: <a href="https://www.worthing.ac.uk/library">https://www.worthing.ac.uk/library</a>	No
	Careers Advice and Guidance	Brinsbury College: <a href="https://www.brinsbury.ac.uk/college-life/careers-advice-and-guidance">https://www.brinsbury.ac.uk/college-life/careers-advice-and-guidance</a>	No

		<p>Chichester College: <a href="https://www.chichester.ac.uk/college-life/careers-advice-and-guidance">https://www.chichester.ac.uk/college-life/careers-advice-and-guidance</a></p> <p>Crawley College: <a href="https://www.crawley.ac.uk/college-life/careers-advice-and-guidance">https://www.crawley.ac.uk/college-life/careers-advice-and-guidance</a></p> <p>Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/college-life/careers-advice-and-guidance">https://www.haywardsheath.ac.uk/college-life/careers-advice-and-guidance</a></p> <p>Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/16-plus-courses/student-support/student-services/careers-and-employability">https://www.gbmc.ac.uk/16-plus-courses/student-support/student-services/careers-and-employability</a></p> <p>Worthing College: <a href="https://www.worthing.ac.uk/college-life/careers-advice-and-guidance">https://www.worthing.ac.uk/college-life/careers-advice-and-guidance</a></p>	
	Student finance	<p>Brinsbury College: <a href="https://www.brinsbury.ac.uk/college-life/financial-support">https://www.brinsbury.ac.uk/college-life/financial-support</a></p> <p>Chichester College: <a href="https://www.chichester.ac.uk/college-life/financial-support">https://www.chichester.ac.uk/college-life/financial-support</a></p> <p>Crawley College: <a href="https://www.crawley.ac.uk/college-life/financial-support">https://www.crawley.ac.uk/college-life/financial-support</a></p> <p>Haywards Heath College: <a href="https://www.haywardsheath.ac.uk/college-life/financial-support">https://www.haywardsheath.ac.uk/college-life/financial-support</a></p> <p>Northbrook and Brighton MET Colleges: <a href="https://www.gbmc.ac.uk/16-plus-courses/16-19-course-fees">https://www.gbmc.ac.uk/16-plus-courses/16-19-course-fees</a></p> <p><a href="https://www.gbmc.ac.uk/courses-for-adults/adult-course-fees-and-financial-support">https://www.gbmc.ac.uk/courses-for-adults/adult-course-fees-and-financial-support</a></p>	No



		<p>Worthing College:  <a href="https://www.worthing.ac.uk/college-life/financial-support">https://www.worthing.ac.uk/college-life/financial-support</a></p>	
	Additional Learning Support	<p>Brinsbury College: <a href="https://www.brinsbury.ac.uk/college-life/student-services/additional-learning-support">https://www.brinsbury.ac.uk/college-life/student-services/additional-learning-support</a></p> <p>Chichester College:  <a href="https://www.chichester.ac.uk/college-life/student-services/additional-learning-support">https://www.chichester.ac.uk/college-life/student-services/additional-learning-support</a></p> <p>Crawley College:  <a href="https://www.crawley.ac.uk/college-life/student-services/additional-learning-support">https://www.crawley.ac.uk/college-life/student-services/additional-learning-support</a></p> <p>Haywards Heath College:  <a href="https://www.haywardsheath.ac.uk/college-life/student-services/additional-learning-support">https://www.haywardsheath.ac.uk/college-life/student-services/additional-learning-support</a></p> <p>Northbrook and Brighton MET Colleges:  <a href="https://www.gbmc.ac.uk/16-plus-courses/student-support/student-services/additional-learning-support">https://www.gbmc.ac.uk/16-plus-courses/student-support/student-services/additional-learning-support</a></p> <p>Worthing College:  <a href="https://www.worthing.ac.uk/college-life/student-services/additional-learning-support">https://www.worthing.ac.uk/college-life/student-services/additional-learning-support</a></p>	No
	Café, Bar and Restaurant	<p>64 Restaurant and Bar:  <a href="https://www.chichester.ac.uk/college-life/facilities/64-restaurant-and-bar">https://www.chichester.ac.uk/college-life/facilities/64-restaurant-and-bar</a></p> <p>Café 19:  <a href="https://www.chichester.ac.uk/college-life/facilities/cafe-19">https://www.chichester.ac.uk/college-life/facilities/cafe-19</a></p> <p>58 Café, Bar and Restaurant:</p>	No

		<a href="https://www.crawley.ac.uk/college-life/facilities/fifty-eight-cafe-bar-and-restaurant">https://www.crawley.ac.uk/college-life/facilities/fifty-eight-cafe-bar-and-restaurant</a>  The Arundel Restaurant: <a href="https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/arundel-restaurant">https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/arundel-restaurant</a>  The Gallery Restaurant: <a href="https://www.gbmc.ac.uk/about-the-college/campuses-and-facilities/college-life/the-gallery">https://www.gbmc.ac.uk/about-the-college/campuses-and-facilities/college-life/the-gallery</a>	
	Hair Salon and Beauty Spa	Lee Stafford Hair Salon: <a href="https://www.chichester.ac.uk/college-life/facilities/lee-stafford-hair">https://www.chichester.ac.uk/college-life/facilities/lee-stafford-hair</a>  Oasis Beauty Spa: <a href="https://www.chichester.ac.uk/college-life/facilities/oasis-beauty-spa">https://www.chichester.ac.uk/college-life/facilities/oasis-beauty-spa</a>  Metro Salons: <a href="https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/arundel-restaurant">https://www.gbmc.ac.uk/about-the-college/college-life/campuses-and-facilities-northbrook-met/arundel-restaurant</a>	No
	Accommodation	<a href="https://www.chichester.ac.uk/college-life/accommodation">https://www.chichester.ac.uk/college-life/accommodation</a>	No
	Press releases	Chichester College Group: <a href="https://www.chigroup.ac.uk/news">https://www.chigroup.ac.uk/news</a>  Brinsbury College: <a href="https://www.brinsbury.ac.uk/news">https://www.brinsbury.ac.uk/news</a>  Chichester College: <a href="https://www.chichester.ac.uk/news">https://www.chichester.ac.uk/news</a>  Crawley College: <a href="https://www.crawley.ac.uk/news">https://www.crawley.ac.uk/news</a>	No

		<p>Haywards Heath College:  <a href="https://www.haywardsheath.ac.uk/news">https://www.haywardsheath.ac.uk/news</a></p> <p>Northbrook and Brighton MET Colleges:  <a href="https://www.gbmc.ac.uk/news-events/about-the-college/news">https://www.gbmc.ac.uk/news-events/about-the-college/news</a></p> <p>Worthing College:  <a href="https://www.worthing.ac.uk/news">https://www.worthing.ac.uk/news</a></p>	
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