

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b>	
Organisational information, structures, locations and contacts. (This will be current information only)	Hard copy or Website
Who's who in the college	Hard copy
Who's who on the governing body and the basis of their appointment	Hard copy
Instrument of Government	Hard copy
Contact details for the Principal and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy
College prospectus	Hard copy
Staffing structure	Hard copy
College timetable and term dates	Hard copy
<b>Class 2 – What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)	Hard copy or Website
Annual budget plan, financial statements and other funding	Hard copy
Financial procedures manual	Hard copy
Departmental capitation	Hard copy
NJC Conditions of Service Handbook for Teaching Staff and Support Staff	Hard copy
Staffing pay scales	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, audits, inspections and reviews (Current information as a minimum)	Hard copy or Website
College profile	Hard copy
Performance Management Structure Manual	Hard copy
College Strategic Plan and Self-Assessment report	Hard copy
Every Child Matters – policies and procedures	Hard copy
Corporation committee terms of reference	Hard copy
Internal audit report	Hard copy
External audit report	Hard copy
Investors in People report	Hard copy
Information and Learning Technology strategy	Hard copy
Financial Management and Control Evaluation report	Hard copy
Total Skills strategy	Hard copy
Marketing strategy	Hard copy
Quality Assurance manual	Hard copy
<b>Class 4 – How we make decisions</b>	
Decision making processes and records of decisions (Current and previous three years as a minimum)	Hard copy or Website

## Esher College | Freedom of Information | Information Available

Admissions policy (not individual admission decisions)	Website
Agendas of meetings of the governing body and its sub-committees	Hard copy
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy

### Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)	Hard copy or Website
College policies	Hard copy
Student and curriculum policies	Hard copy
Records management and personal data policies	Hard copy
Charging regimes and policies	Hard copy

### Class 6 – Lists and Registers

Currently maintained lists and registers only	Hard copy or Website; some information may only be available by inspection
Asset register	Hard copy

### 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)	hard copy or website; some information may only be available by inspection
Adult Education brochure	Hard copy
Prospectus	Hard copy
Information, Advice and Guidance for all	Hard copy
Newsletters	Hard copy

### CONTACT DETAILS:

The Director of Management Information Systems  
Esher College  
Weston Green Road  
Thames Ditton  
Surrey  
KT7 0JB

### SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (Black and White)	Actual cost
Disbursement cost	Photocopying/printing @ 7p per sheet (Colour)	Actual cost
Disbursement cost	Royal Mail 2 <sup>nd</sup> Class Postage	Actual cost