



## Northern College

### PUBLICATION SCHEME

This publication scheme sets out what information the College routinely makes available and how you can access it without needing to make a formal written freedom of information request. In many cases the information is available on our website. For other information contained in the scheme, you may need to phone us 01226 776000 or email us at [dpofficer@northern.ac.uk](mailto:dpofficer@northern.ac.uk) and we will send you the information. We will try to do this within 3-5 working days.

There is no charge for any of the information contained in the publication scheme in the format indicated.

Who we are and what we do	
<b>Legal framework and how the college is organised</b>	
The corporate status of the Northern College is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The legislation is publicly available on the HMSO web site.	<a href="http://legislation.gov.uk">Further and Higher Education Act 1992 (legislation.gov.uk)</a>
The memorandum and articles of association and standing orders set out how the college is governed and can be found on the governance webpage.	<a href="#">Governance Documents</a>
The college is a registered charity, details of which can be found on the Charity Commission website.	<a href="#">Charity Register</a>
The college is a company limited by guarantee, details of which can be found on the Companies House website.	<a href="#">Companies Register</a>
An organisation chart outlines the College staffing structure.	available on request by email
The financial statements annual report contains a brief description of constitution and powers and a summary of the college's structure of corporate governance, as well as a list of governors and membership of committees of the Board of Governors.	<a href="#">Policies and Key Documents</a>
The governance webpage provides biographical information about members of the Board of Governors	<a href="#">Meet the Governors</a>
Location and contact details.	<a href="#">Contact Us</a>
Mission, Values and Strategic Objectives.	<a href="#">Our 2025 Strategic Ambition</a>
What we spend and how we spend it	

The audited annual financial statements are approved by the Board of Governors and include details of the college's income and expenditure, including information on sources of funding and income, such as funding grants, tuition fees, endowment and investment income.	<a href="#">Policies and Key Documents</a>
The Financial Regulations outline the procedures governing the financial management of the college, including the preparation of budgets and accounts, contracting, tendering, goods and services and procurement.	<a href="#">Policies and Key Documents</a>
The annual budget as approved by the Board of Governors.	available on request by email
Information on major plans for capital expenditure.	available on request by email
Financial audit reports.	available on request by email
Staff pay and grading structure.	available on request by email
Document outlining the basis of the College's insurance cover as agreed between the College and its insurers.	available on request by email
Procurement Arrangements – Procurement Policy	<a href="#">Policies and Key Documents</a>
Procurement tender procedures and reports and a register of suppliers.	Available on request by email
<b>What our priorities are and how we are doing</b>	
The mission, values and strategic objectives outline the college's strategic priorities.	<a href="#">Our 2025 Strategic Ambition</a>
The self-assessment and quality improvement plan gives details of college achievements against a wide range of performance indicators, including student retention and achievement, the profile of Northern College students and developments relating to teaching and learning.	Available on request by email
The financial statements annual report section provides a summary of our progress against a range of key performance areas.	<a href="#">Policies and Key Documents</a>
Submission documents for the validation of accredited programmes and moderation reports on academic programmes provide information regarding academic performance.	Available by email on request
OFSTED inspection reports provide an external evaluation of the college's quality of teaching, learning and assessment across all of its provision and grades sector subject areas, overall effectiveness, outcomes for learners, quality of teaching, learning and assessment and the effectiveness of leadership and management.	<a href="#">Ofsted Website</a>
Other external assessment reports including for example Investors in People, Investors in the Environment and Matrix provide further external evaluation of the college performance	Available on request by email

in specific areas.	
A performance dashboard is provided periodically for consideration by the Board of Governors and its committees and provides a progress report against a range of annual key performance indicators.	Available on request by email
<b>How we make decisions</b>	
Confirmed minutes of the meetings of the Board of Governors and its committees are published on the governance webpage. (Please note that some of the minutes may be confidential and will not therefore be routinely available. Access to confidential minutes will be considered on a case by case basis in response to a written FOI request.)	<a href="#">Governance Documents</a>
Papers for meetings of the Board of Governors and its committees are available on request by email. (Please note that some of the papers may be confidential and will not therefore be routinely available. Access to confidential papers will be considered on a case by case basis in response to a written FOI request.)	Available on request by email
The Governors' Code of Conduct includes a section on collective responsibility and decision making.	<a href="#">Governance Documents</a>
Minutes of the College's key committees and decision making groups are available on request by email. (Please note that some of the minutes may be confidential and will not therefore be routinely available. Access to confidential minutes will be considered on a case by case basis in response to a written FOI request.)	Available on request by email
<b>Our policies and procedures</b>	
Governor policies and procedures	<a href="#">Governance Documents</a>
Human resources policies and procedures	Available on request by email.
Policies and procedures relating to staff recruitment	Available on request by email.
Academic/student policies	<a href="#">Policies and Key Documents</a>
Key Compliance Policies	<a href="#">Policies and Key Documents</a>
<b>Lists and registers</b>	
Register of governor/senior staff interests	Available on request by email
Freedom of information disclosure log	Available on request by email
Data protection requests	Available on request by email
<b>The services we offer</b>	
Careers and educational guidance	<a href="#">Careers and Employability</a>
Courses	<a href="#">Courses</a>
Additional Support	<a href="#">Additional Learner Support</a>

Student Support and Library, Learning Support Centre	<a href="#">Library and Student Support</a> <a href="#">Student Stories</a>
Counselling	<a href="#">Additional Learner Support</a>
Accessibility	<a href="#">Equality, Diversity and Inclusion</a>
Residential Accommodation	<a href="#">Why Residential?</a>
Conference Facilities	<a href="#">Venue Hire and Retreats</a>
News	<a href="#">News</a>