

Freedom of Information Act – Tameside

Publication Scheme 2014

Who we are and what we do Organisations information, structures, locations and contacts			
Subject	Available Information	Format	Fee
Legal framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law. The corporate status of Tameside College Corporation 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: http://www.legislation.hmso.gov.uk/acts.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. Tameside College Corporation's legal status is derived from the Instruments and Articles of Government. http://www.tameside.ac.uk/pdf/Instrument%20and%20Articles%20of%20Government%20-%20Updated%20March%202013.pdf</p> <p>Tameside College was formed in February 1998 from a merger of Tameside College of Technology and Hyde Clarendon College. It operates on 2 main sites and is located 8 miles east of Manchester. It is the major provider of education and training opportunities in Tameside with a comprehensive portfolio of provision to meet the needs of local people from pre-entry up to HND/Foundation Degree and provides extensive work based learning opportunities.</p>	Internet	No
How the College is organised	<p>Organisation chart Senior management structure Governing Body</p>	<p>Paper/Electronic Paper/Electronic Internet</p>	<p>£15 £15 No</p>
List of and information relating to organisations it works in partnership with and any companies wholly owned by it	<p>Association of Colleges Professional Partner www.aoc.co.uk Calderdale College Peer Review Partner www.calderdale.ac.uk Positive Steps Careers Service www.positivesteps.org.uk Denton South Neighbourhood Partnership</p>	Internet	No

	<p>Community Partner www.tameside-strategic-partnership.org.uk/neighbourhood.htm Droyslden Academy Academy Sponsor Partner www.droysldenacademy.com Grimsby College Peer Review Partner www.grimsby.ac.uk Groundwork Tameside Community Partner www.groundwork.org.uk/sites/msstt Hattersley Neighbourhood Partnership Community Partner www.tameside-strategic-partnership.org.uk/neighbourhood.htm Higher Education Funding Council for England Funding Body Partner www.hefce.ac.uk Hyde Community Action Community Partner www.hydecommunityaction.org.uk Innovation Lab Business Partner www.innovation-lab.co.uk Job Centre Plus Referral Partner http://www.direct.gov.uk/en/Employment/Jobseekers/ContactJobcentrePlus/DG_186347 JTL Business Partner www.jtltraining.com Manchester Metropolitan University Collaborative Partner www.mmu.ac.uk Mercedes Benz Business Partner www.trucks.mercedes-benz.co.uk Next Step Business Partner https://nationalcareersservice.direct.gov.uk NHS</p>		
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	<p>Collaborative/Buisness/Community Partner www.nhs.uk Skills Funding Agency Funding Body http://skillsfundingagency.bis.gov.uk Skills Solution Collaborative Partner www.skills-solutions.org.uk Smallshaw Hurst Neighbourhood Partnership Community Partner www.tameside-strategic-partnership.org.uk/neighbourhood.htm St Peters Partnership Community Partner www.tameside-strategic-partnership.org.uk/neighbourhood.htm Tameside Business Family Business Partner www.liveworkinvest.com Tameside MBC Community Partner www.tameside.gov.uk Tameside Strategic Partnership Planning Partner www.tameside-strategic-partnership.org.uk Community and voluntary Action Community Partner www.cvat.org.uk The University of Huddersfield Collaborative Partner www.hud.ac.uk The University of Central Lancashire Collaborative Partner www.uclan.ac.uk Lean Training Solutions Collaborative Partner www.leantrainingsolutions.co.uk NSPP Collaborative Partner www.nspp.co.uk Pure Innovations</p>		
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	<p>Collaborative Partner www.pureinnovations.co.uk Education Funding Agency Funding Body www.gov.uk/government/organisations/skills-funding-agency</p> <p>Companies wholly owned by Tameside College:</p> <p>Tameside College Services Limited – Company Registration Number is 2799735 (Note that this company is dormant)</p> <p>Tameside College Energy Supply Limited – Company Registration Number is 2906489 The principal activity of this company is development of software for use in the education sector.</p> <p>Information on these companies can be obtained from Companies House website – www.companieshouse.gov.uk</p>		
Location and contact details	<p>www.tameside.ac.uk www.hydeclarendon.ac.uk</p>	Internet	No
Student activities	<p>The Students Union is based across the two main sites of the college. Elections are held each year to decide upon the President, Vice President and other executive roles as required.</p> <p>There is currently a President, Vice President, Entertainments Officer and Finance Officer based at the Hyde Clarendon Site and a Vice President, Entertainments Officer and Activities Officer based at the Beaufort Road Site.</p> <p>The NUS is given the opportunity to meet weekly at each respective site. The sessions are usually organised and run by the students themselves and exist to plan activities, debate issues of interests and organise charity events. The sites sometimes work together on larger scale events.</p>	Internet	No
What we spend and how we spend it			
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit			
Funding / income	Members report and financial statements	Paper/Electronic	£15
Budgetary and account information	Members report and financial statements	Paper/Electronic	£15

Financial audit reports	Members report and financial statements	Paper/Electronic	£15
Capital programme	Accommodation strategy Capital Bid programme	Paper/Electronic Paper/Electronic	£15 £15
Financial regulations and procedures	Financial Regulations Treasury Management Policy Performance Monitoring Procedure	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic	£15 £15 £15 £15 £15
Staff pay and grading structures	Salary scales	Paper/Electronic	£15
Procurement and tender procedures and reports	Procurement Policy	Paper/Electronic	£15
Register of suppliers	List of contracts	Paper/Electronic	£15
Contract Tenders	A Tendering Register is kept. This is a hard copy register and not maintained electronically as tenders are opened in the presence of 2 witnesses who sign the register. Tenders are required for purchases over £50k.	Paper	£15
What our priorities are and how we are doing			
Strategies and plans, performance indicators, audits, inspections and reviews			
Annual report	Members report and financial statements	Paper/Electronic	£15
Corporate and business plans	Development Plan Business Plan	Paper/Electronic Paper/Electronic	£15 £15
Teaching and learning strategy	Quality Improvement Review Procedure Annual Planning Cycle Procedure Reviewing Quality Assurance Procedure Self Assessment of Academic Areas Procedure Self Assessment of Service Areas Procedure Wider Review Procedure Course Review & Evaluation Procedure Observation of Teaching and Learning Procedure	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic	£15 £15 £15 £15 £15 £15 £15 £15

	Internal Verification Procedure	Paper/Electronic	£15
Academic quality and standards	Self Assessment Report	Paper/Electronic	£15
External review information	<p>The College is subject to review by OFSTED in relation to further education and the Quality Assurance Agency in relation to Higher Education.</p> <p>Each year the College provides a self assessment report to OFSTED showing current levels of performance and trends over recent years. It provides detailed analysis of performance by different categories of student and sector subject area. It also identifies areas for improvement. On a four yearly cycle, OFSTED inspects the college to assess performance against a number of key criteria. Further information about inspections can be found on the OFSTED website</p> <p>Performance criteria about the College is also collated and published on an annual basis through the Framework for Excellence (FfE). This includes Learner Views, Employer Views, Learner Destinations and Success Rates. Information about FfE can be found on the Skills Funding Agency website.</p> <p>Reviews of the College undertaken by the Quality Assurance Agency (QAA) are based on the Integrated Quality and Enhancement Review method. Reviews run in cycles determined by the QAA. Information about IQER can be found on the QAA website</p>	Internet	No
Government and regulatory reports	<p>Inspections of further education colleges are undertaken by OFSTED. The latest OFSTED inspection at the College took place in June 2009 and is available using the link provided: Tameside College OFSTED Report</p> <p>The Quality Assurance Agency (QAA) is responsible for higher education and perform reviews of further education colleges delivering higher education. The College was subject to the QAA's Integrated Quality and Enhancement Review in January 2010. The report is available using the following link: Tameside College IQER</p>	Internet	No
How we make decisions			
Decision making process and records of decisions			
Minutes from governing body, council, academic boards and steering groups	Corporation Minutes SMT minutes Strategy Group minutes Leadership and Management Group minutes HoPA Group minutes	Internet Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic	No £15 £15 £15 £15
Minutes of staff / student consultation meetings	Minutes of learner voice forums Learner voice process	Paper/Electronic Paper/Electronic	£15 £15
Appointment committees and			

		Paper/Electronic	£15
Procedures and policies relating to human resources	Employment Handbook Human Resources (Personnel Development) Policy	Paper/Electronic Paper/Electronic	£15 £15
Procedures and policies relating to recruitment	Staff Recruitment and Selection Procedure Recruiting Casual or Consultancy/Self Employed Contract Staff	Paper/Electronic Paper/Electronic	£15 £15
Code of conduct for members of governing bodies	Governor terms of reference	Internet	No
Equality and diversity	Single Equality Scheme Equality & Diversity Policy Equality & Diversity Procedure	Internet Paper/Electronic Paper/Electronic	No £15 £15
Health and safety	Health & Safety Policy Health & Safety Audit Scheme Critical Incident/Disaster Recovery Procedure Learner Visits, Residential and Exchanges Procedure Safeguarding Policy Protection of Vulnerable Adults Procedure Child Protection Policy Child Protection Procedure	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic	£15 £15 £15 £15 £15 £15 £15 £15
Estate management	Accommodation Policy Environmental Policy	Paper/Electronic Paper/Electronic	£15 £15
Complaints policies and procedures	Customer Care Policy (Complaints) Customer Care Procedure (Complaints) Freedom of Information Policy	Paper/Electronic Paper/Electronic Paper/Electronic	£15 £15 £15
Records management and personal data policies	Data Protection Policy Client Records Procedure Recording of Learner Attendance Procedure Withdrawal or Transfer Procedure	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic	£15 £15 £15 £15
Charging regimes and policies	Tuition Fees Policy	Paper/Electronic	£15

Lists and registers <i>currently maintained lists and registers, don't expect colleges to publish all details from all asset registers</i>			
Asset registers	Financial Regulations Fixed Asset Register Tameside College Library Catalogue (OPAC)	Paper/Electronic Paper/Electronic Internet	£15 £15 No
Disclosure logs	The College holds copies of all responses to previous Freedom of Information requests handled under the Act. Personal details such as names and addresses (both postal and email) are redacted to protect requesters' privacy.	Paper/Electronic	£15
The services we offer			
Information about the services we offer, including leaflets, guidance and newsletters			
Prospectus and course content	Information about courses and prospectuses can be found on the College's websites using the links below: www.tameside.ac.uk www.hydeclarendon.ac.uk	Internet Internet	No No
Health advice	Student Services	Internet	No
Careers advice	Student Services	Internet	No
Services for which the college is entitled to recover a fee together with those fees	The College provides a range of services to the public including a restaurant, hair and beauty treatments, travel agents and nursery. Information about these services can be accessed using the links below: Reflections Restaurant The Elysium Centre - Hair and Beauty Tameside Travel The Nursery	Internet Internet Internet Internet	No No No No
Sports and recreational facilities	The College provides opportunities for local residents and businesses to hire the sports hall and fitness suites. Information about hiring these facilities can be found using the following link: College Sports Halls	Internet	
Museums, libraries, special collections and archives	The College has a Library and 6 Active Learning Zones Tameside College Library Catalogue (OPAC)	Internet	No
Advice and guidance	Connexions	Internet	No
Local campaigns	www.tamesidecollege.ac.uk www.hydeclarendon.ac.uk	Internet	No
Media releases	www.tamesidecollege.ac.uk www.hydeclarendon.ac.uk	Internet	No