



UTCW Published Guide to Information

This Guide describes the information which the College publishes in accordance with the Model Publication Scheme for the public sector issued by the Information Commissioner. It was last updated in February 2021. The Guide lists the classes of information which we publish and the formats in which they are published. Information which is published on the College's website is available on the website free of charge. Charges may apply where information is provided in other formats, such as in hard copy. This Guide is structured into class sections, reflecting the ICO's Model Publication Scheme.

Any enquiries or requests relating to the Publication Scheme should be send for attention of the Data Protection Officer at the following address: UTCW, Dallam Lane, Warrington, WA27NG

Email – info@utcw.co.uk



Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
<i>This will be current information only.</i>		
Staff team	About/Staff section - Website	n/a
Who's who on the governing body and the basis of their appointment	Info/Governance section - Website	n/a
Articles of association	Info/Governance section - Website	n/a
School prospectus	Study section - Website	n/a
Curriculum Information	Study section - Website	n/a
School session times and term dates	Info/college day/term dates - Website	n/a
Location and contact information - Including contact for Principal and Chair of Trust Board	Contact us section/ Governance section - Website	n/a
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
<i>Current and previous financial year as a minimum.</i>		
Annual budget plan and financial statements - Annual Accounts (financial statements) - Further detailed budget information	Governance/ Annual accounts section – Website Hard copy - on request	n/a 5p per page
Funding Agreement	Governance section – website	n/a
Capitalised funding	Hard copy – on request	5p per page
Additional funding	Hard copy – on request	5p per page
Financial Audit reports	Hard copy – on request	5p per page
Procurement and contracts	Hard copy – on request	5p per page
Details of expenditure items over £2000 annually	Hard copy – on request	5p per page
Pay policy	Hard copy – on request	5p per page
Staff allowances and expenses - Publication of executive pay - Remuneration of £100k	Full staff allowances and expenses – hard copy on request Governance section – website	5p per page n/a
Staffing and grading structure	Hard copy - on request	5p per page



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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum.</i>		
School profile - Government supplied performance data - The latest Ofsted report	Info/Progress& performance section – website About/Ofsted section– website	n/a
Teacher and support staff appraisal and capability procedures	Policies section - website	n/a
Schools future plans	School development plan – Hard copy on request	5p per page
Child Protection and safeguarding policy	Policies section - website	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions	Policies section - website Apply section - website	n/a
Agendas of meetings of the Trust Board and Sub Committee	Hard copy – on request	5p per page
Minutes of meetings (as above)	Hard copy – on request This will exclude information that is properly regarded as private to the meetings.	5p per page
Class 5 - Policies and Procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities.</i>		
Statutory Policies	Policies section – website	n/a
Other college policies	Hard copy – on request	5p per page
Data Protection	Data protection section – website	n/a
Equality and Diversity	Policies section – website	n/a
Recruitment and staffing	Policies section – website	n/a
Charging and remissions	Policies section – website	n/a



Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers <i>Currently maintained lists and registers</i>		
Curriculum circulars and statutory instruments	Inspection only – contact school	n/a
Disclosure logs	Inspection only – contact school	n/a
Asset register	Inspection only – contact school	n/a
Class 7 - The services we offer <i>Information about the services the school provides including leaflets, guidance and newsletters.</i>		
Extra-curricular activities	Destinations section – website Study section – website	n/a n/a
Events	Events section – website	n/a
Newsletters	News section – website	n/a