Shrewsbury College

FREEDOM OF INFORMATION (FOI) POLICY

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FREEDOM OF INFORMATION (FOI) POLICY

1. AIM

The Freedom of Information Act (FOIA) 2000 gives the public a general right to access recorded information, including digital information and datasets, held by public authorities including Further Education Colleges. The Act promotes greater openness and accountability across the public sector, therefore facilitating a better understanding of how public bodies carry out their business, why they make the decisions they do and how they spend public money. All institutions are required to issue a publication scheme.

The aim of this policy is to set out how the college will ensure the public, and all other interested parties, have access to information the college routinely publishes about (and often created by) the college and how we will respond to requests for information under the act in a timely and transparent way.

It sets out the types of information available and details how it may be accessed.

2. THE PUBLICATION SCHEME

Under the FOI it is the duty of every public body to adopt and maintain a publication scheme to ensure information is made routinely available to the public as a minimum requirement. In accordance with the legislation, the college will adopt the model publication scheme as required by the Information Commissioner's Office (ICO), which is a document describing the information that the college publishes or otherwise makes available as a matter of routine. This model scheme is in line with Section 20 of the Act and is the new scheme adopted by all public authorities from 1 January 2009. This scheme is that approved by the UK Information Commissioner and is accessible on the college website.

The publication scheme shall be reviewed annually in accordance with college policies to ensure that

i. when new information is created or published by the college, it is considered for inclusion in the publication scheme.

ii. when information becomes obsolete or superseded then the information is removed.

iii. contact details of key staff or teams are accurate and data is accessible.

iv. information is easy to locate and accessible to the public via the college website or other appropriate formats.

Any changes to the standard scheme must be in line with ICO requirements.

3. HANDLING INFORMATION REQUESTS

To ensure requests are handled promptly and clearly identify the information requested, the college will need to be able to record the request, contact the applicant and locate the information.

The request:

1. must be made in writing
2. should state the name of the applicant and an address for correspondence
3. must describe the information required

Where a request is unclear or too broad, the college will contact the applicant to seek clarification before proceeding.

Requests should be made in writing (post, e-mail or other written electronic format) to

Vice Principal – Quality, Apprenticeships, and Information
Shrewsbury College
Priory Road
Shrewsbury
Shropshire
SY1 1RX

Or to foi@shrewsbury.ac.uk

In case of absence the Director of Technical Services should be contacted.

The college undertakes to either supply the information or to explain why the information cannot be supplied promptly and in any event within 20 working days of the receipt of the request.

Requests for environmental information must be dealt with according to the Environmental Information Regulations 2004 (EIR), and requests for other information according to the Freedom of Information Act 2000 (FOIA).

4. TIMESCALE FOR COMPLIANCE

On receipt of a request the college is obliged to inform the applicant in writing whether the information requested is held and if so, communicate that information to the

applicant, promptly and in any event within 20 working days after receipt of the request. For the purposes of this policy, a college working day is defined as a day that the college is open for its normal working hours and excludes weekends, bank holidays, and scheduled college closures days, e.g. during the Christmas period.

The 20 working day clock starts:

i. The day after the college receives the request. The time limit for compliance is the twentieth working day following the date of receipt.

ii. or the day the college receives further information it reasonably requires in order to identify and locate the information requested.

Where a fee is applicable, the timescale for responding will be paused until payment is received.

A request is received when it is delivered to the college, or when it is delivered to the inbox of a member of staff. The date of receipt is not the date the request is passed to the appropriate person for processing.

In respect of emails, however, where an automated 'out of office' message provides instructions on how to re-direct a message, the request would not be 'received' until it was re-sent to the alternative contact.

The correspondence to the applicant must state:

i. whether the college holds the information of the type requested;
ii. whether it cannot be supplied due to the constraints of the Data Protection Act 2018 and UK GDPR which takes precedence over any FOI rights;
iii. whether the information is exempt from disclosure (see Exemptions below).

For each request a FOI log must be completed stating:

Date of request (as college date stamp)

Nature of request

Name and address of individual

College response including any exemptions applied

Date of correspondence with the individual / request completed

Costs incurred/charged

The completion of such a log is necessary to ensure that if referred to the Information Commissioner the college could demonstrate that the process was completed fairly and within the legislation.

Where additional time is required to consider the public interest test, the college will issue an interim response within 20 working days and clearly explain the reason for the extension.

5. EXEMPTIONS

Some information is exempt from disclosure, therefore each request will be assessed on a case-by-case basis.

In certain circumstances the college may refuse a FOI request:

i. when the request is considered vexatious or repeated;

ii. when the cost of compliance exceeds the appropriate statutory limit;

iii. when the information falls under one of the exemptions.

The Freedom of Information Act provides two distinct but related rights of access to information which impose corresponding duties on the college. These are:

i. the duty to inform the applicant whether or not information is held by the authority, and, if so,

ii. the duty to communicate that information to the applicant.

The Act refers to the first duty as 'the duty to confirm or deny'. If information has been requested but is not held, it will normally be reasonable to inform the applicant of this fact. However, there may be some exceptional cases where it would not even be right to confirm or deny that information requested was held.

There are two broad categories of exemptions:

Absolute exemptions. These are cases where the right to know is wholly disapplied. In some cases, there is no legal right of access at all, for instance information supplied by or relating to bodies dealing with security matters or information covered by parliamentary privilege. In other cases, for instance information available to the applicant by other means or personal information relating to the applicant, it may be possible to obtain the information by alternative means although not under FOI.

Qualified exemptions. These are cases where the college, having identified a possible exemption, must consider whether the public interest in maintaining the exemption is greater than that in confirming or denying the existence of the information requested and providing the information to the applicant.

The full list of exemptions can be found in Appendix A.

Exemptions are subject to the public interest test unless FOI states that they are absolute exemptions.

When applying the test, the college will consider the specific circumstances of the request and provide clear justification for its decision.

Should the college receive a request for information, which is covered by an exemption, the applicant will be informed wherever possible within 20 working days of receipt of the request that the information cannot be provided together with an explanation. This explanation will set out the exemption applied and the reasons for the decision. However, when considering a qualified exemption, it may be reasonable for the 20-day period to be extended provided an interim response is issued within the timescale together with a justification for the extension and an estimate of when the final response is expected. In addition, the college must inform the applicant that they have the right to appeal to the Information Commissioner about the information being withheld. Where the college does not hold the requested information, this must be communicated within 20 working days giving a brief explanation of why this is not held if appropriate and similarly where the applicant may find the information.

6. VEXATIOUS AND REPEAT REQUESTS

A request may be considered vexatious following an assessment of the specific circumstances, including the burden on the college and where it meets at least one of the following criteria:

It appears to lack serious purpose or value

There is evidence that it is intended to cause disruption or annoyance

It has the effect of harassing the college

It can otherwise fairly be characterised as obsessive or manifestly unreasonable.

A request will not be considered vexatious solely because it is burdensome, relates to an ongoing issue or complaint, or requires significant work to process.

Each specific request should be looked at and assessed individually, taking into account the context, history and impact of the request.

The existence of a prior complaint, grievance or dispute will be considered as part of the context, but will not in itself make a request vexatious.

In circumstances where requests are used solely for the purpose of going over the same ground raised in a previously closed complaint which has exhausted available procedures, the college will view the request as vexatious.

Any request considered potentially vexatious will be passed to the Vice Principal of Quality, Apprenticeships, and Information and advice from the Information Commissioner's Office may be sought where necessary. Should this be linked to a complaint/dispute this will then be referred to the principal.

Where the college has previously complied with a request for information which was made by any person, it is not obliged to comply with a subsequent identical or substantially similar request from that person unless a reasonable interval has elapsed, taking into account any changes in circumstances or the information requested.

All refusals for information will be communicated to the applicant in accordance with the paragraph above on exemption.

7. FEES

Requests for information may be chargeable, although the college will aim to publish most information free of charge where possible. The charging regime shall be straightforward, transparent and fair. Information contained in the publication scheme guide will state whether a fee is required. Staff time to locate and extract information may be taken into account when estimating whether the appropriate cost limit is exceeded, in line with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

The Government has published the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. In accordance with this legislation, appropriate cost limit is £450. As a result, the college may refuse the request on the basis that the cost of compliance exceeds the appropriate limit. In estimating this cost, the college shall only account for costs that may reasonably be incurred in determining whether the information is held. Where costs are estimated to exceed the £450 threshold the college will ask the applicant to modify their request. If this is not possible, the college may refuse the request.

The college will provide advice and assistance to help the applicant refine their request where possible.

8. COMMENTS AND COMPLAINTS ABOUT THE PUBLICATION SCHEME

If you have any comments or suggestions about our Publication Scheme we welcome your feedback.

If you have a complaint about the operation of this Publication Scheme or access to information under this scheme, please contact:

Vice Principal – Quality, Apprenticeships, and Information
Shrewsbury College
Priory Road
Shrewsbury
Shropshire
SY1 1RX

Or foi@shrewsbury.ac.uk

Complaints will be handled in line with the college's Complaints Policy.

If you remain dissatisfied, you may also contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. To contact their helpline telephone 01625 545745.

APPENDIX A – Exemptions

The college will apply exemptions to disclosures as set out within the Freedom of Information Act (2000), and these are considered on a case-by-case basis. Exemption include:

Qualified – Qualified exemptions are subject to the public interest test, meaning the college must consider whether the public interest in maintaining the exemption outweighs the public interest in disclosure.

- Information intended for future publication
- National security (s.24) (This exemption should be read in conjunction with "information supplied by, or relating to, bodies dealing with security matters")
- Defence
- International relations
- Relations within the UK
- The economy
- Investigations and proceedings
- Law enforcement
- Audit functions
- Formulation of government policy
- Prejudice to effective conduct of public affairs
- Communications with the Sovereign
- Health and safety
- Personal data (Section 40 – Data Protection Act 2018 and UK GDPR)
- Legal professional privilege
- Commercial interests

Absolute - Absolute exemptions are not subject to the public interest test and information may be withheld where the exemption applies.

- Information accessible by other means
- Information supplied by or relating to, bodies dealing with security matters
- Court records
- Parliamentary privilege
- Personal data (Section 40 – Data Protection Act 2018 and UK GDPR)
- Information provided in confidence
- Information whose disclosure is prohibited by law

APPENDIX B – Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This represents the minimum level of information that the college will make routinely available.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily located and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme , ensuring it remains accurate and up to date.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the

Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

The college will provide information in accessible formats in line with relevant legislation.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To make a request

Requests for information will be handled in accordance with the college's Freedom of Information Policy.

1. Who we are and what we do

This section includes organisational information, structures, locations and contacts. It includes information relating to the legal framework within which the institution is established, how the organisation is organised, details the organisations it works in partnership with and any wholly owned companies, gives contact details and provides information on student activities. The terms of reference, membership and description of the Corporation and committees is also provided under this heading.

	Class	Description	Manner	Fee
1.1.	**Legal framework / Instrument of Government / Articles of Association**	Information relating to the legal and corporate status of the institution.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
1.2.	**How the institution is organised**	Information about the management structure of the institution, including a description of its governance arrangements and organisational structure, together with a description of the work of each unit and the names and responsibilities of key personnel.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
1.3.	**Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it**	Listings of sub-contracting partners; for the purposes of training delivery, with associated income and fees. The college does not wholly or partly own any other organisations. Further details of partnership working are available on the College Partners webpage.	Sub-Contracting Fees Declaration DfE Subcontracting Register	
1.4.	Location and contact details	The College operates 3 campuses: Welsh Bridge Campus English Bridge Campus London Road Campus Details of all are available through the college website.	Campuses	

	Class	Description	Manner	Fee
1.5.	Student activities	Student activities are detailed on the Student Pages of the website.	Website - https://www.shrewsbury.ac.uk/our-courses/school-leavers/sports-clubs-enrichment	

2. What we spend and how we spend it

This section covers relating to projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the institution's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1.	**Funding / income**	**Information/Document title:** Annual budget.	Website - https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/financial-accounts	
2.2.	**Budgetary and account information; expenditure**	**Information/Document title:** Annual budget Capital budget Any other information relating to budgets and accounts, contracting, goods and services, insurance and travel and subsistence. Remuneration of senior staff is published in the annual accounts. Pension information is available from Human Resources.	Electronic from Finance Dept.	
2.3.	**Financial audit reports**	**Information/Document title:** Annual report of the audit committee. Other audit reports. Anti-Fraud and Corruption Policy is part of the Financial Regulations	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
2.4.	**Capital programme**	**Information/Document title:** Accounts Three Year Financial Plan and Budget	Website - https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/financial-accounts	

	Class	Description	Manner	Fee
2.5.	**Financial regulations and procedures**	**Information/Document title:** Financial Regulations and Procedures.	Electronic from Finance Dept.	
2.6.	**Staff pay and grading structures**	**Information/Document title:** Staff pay and grading structures.	Electronic from HR Dept.	
2.7.	**Register of suppliers**	**Information/Document title:** Register of suppliers	Electronic from Finance Dept.	
2.8.	**Procurement and tender procedures and reports**	**Information/Document title:** Financial Regulations and Procedures. Procurement Policy	Electronic from Finance Dept.	
2.9.	**Contracts**	**Information/Document title:** List of tendered contracts.	Electronic from Finance Dept.	

3. What our priorities are and how we are doing

This section covers information on the college's strategies and plans, performance indicators, audits, inspections and reviews.

	Class	Description	Manner	Fee
3.1.	**Annual reports**	Annual report of members of the Corporation is on the college website, under 'College Governance' and 'Governance Documentation'.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
3.2.	**Corporate and business plans**	College Strategic Plan	Electronic from Clerk to Corporation	
		College Mission, Vision and Top Priorities is on the college website under 'College Governance'	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
		Planning and budgeting processes	Electronic from Finance Dept.	

	Class	Description	Manner	Fee
3.3.	**Teaching and learning strategy**	College Teaching and Learning Strategy Annual Self-Assessment reports	Electronic from Quality Dept.	
3.4.	**Academic quality and standards**	Quality Enhancement Plan Annual Self-Assessment reports	Electronic from Quality Dept.	
3.5.	**External review information**	Quality Enhancement Plan Annual Self-Assessment Reports	Electronic from Quality Dept.	
3.6.	**Corporate relations**	Listings of sub-contracting partners; for the purposes of training delivery, with associated income and fees. Further details of partnership working are available on the College Partners webpage	Sub-Contracting Fees Declaration DfE Subcontracting Register College Partners	
3.7.	**Government and regulatory reports**	Ofsted Report; search for Shrewsbury Colleges Group	http://www.ofsted.gov.uk	

4. How we make decisions

This section includes information on the college's decision making processes and on records of decisions. In some instances information from Corporation and committee minutes will be exempt from disclosure, for example, where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of individuals.

	Class	Description	Manner	Fee
4.1.	**Minutes of Corporation and committees**	Corporation minutes and committee minutes since 1 August 2016, can be found on the college website. Minutes before this date are available from the Clerk to the Corporation.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
		Previous minutes for Shrewsbury Sixth Form College or Shrewsbury College of Arts & Technology are available upon request College Governance Webpage	Electronic from Clerk to Corporation	
4.2.	**Teaching and learning committee minutes**	Minutes of the Corporation's Quality and Standards Committee are available from the Clerk to the Corporation.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
4.3.	**Minutes of staff / student consultation meetings**	Staff/Student Consultation Framework	Electronic from HR Dept. Electronic from Student Support Team	
4.4.	**Appointment committees and procedures**	Codes of Practice and Policies on the recruitment and selection of employees.	Electronic from HR Dept.	
		The Policies and Procedures relating to the appointment of Governors and co-opted external committee members are on the college website under 'College Governance' and 'How to Become a Governor'	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	

5. Our policies and procedures

This section includes information on current written protocols, policies and procedures for delivering our services and responsibilities.

	Class	Description	Manner	Fee
5.1.	**Policies and procedures for conducting college business**	Corporation Standing Orders can be found on the college website under 'College Governance', 'Governance Documents' Governors' Code of Conduct can be found on the college website under 'College Governance', 'Governance Documents'.	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance	
5.2.	**Procedures and policies relating to academic services**	Annual report of members of the Corporation can be found on the college website under 'College Governance', 'Governance Documents'. College Strategic Plan Quality Enhancement Plan	Website – https://www.shrewsbury.ac.uk/about-us/governance-leadership/college-governance See point 3.2 See point 3.4	
5.3.	**Procedures and policies relating to student services**	The college has Policies in place for all key Student Services. These can be found on the college websites. Some policies are published on the college internal MOODLE pages these can be requested. Policies include, but are not limited to: Safeguarding Policy Health & Safety Policy Positive Mental Health Policy Social Media Policy Single Equality Scheme Student Behaviour Policy Complaints Policy Whistleblowing Policy	Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	

	Class	Description	Manner	Fee
5.4.	**Procedures and policies relating to human resources**	Terms and conditions of employment Salary grades framework All relevant Human Resources Policies and Procedures, including: Capability Policy and Procedure Disciplinary Policy and Procedure Single Equality Scheme Recruitment of Ex-Offenders And Criminal Records Policy and Procedure Family Matters including policies for; Adoption, Flexible Working, Maternity, Parental Leave, Paternity Leave, Special Leave, etc. Grievance Policy and Procedure Harassment and Bully Procedure Lone Working Policy Staff Induction Policy Redundancy Policy Resourcing, including; Homeworking, Dismissal, Volunteering Smoking Policy Staff Training & Development Policy and Procedure Teach Qualifications Policy Travel Expenses Policy Union Recognition Agreement	Electronic from HR Dept.	
5.5.	**Procedures and policies relating to recruitment**	Code of Practice on the recruitment and selection of employees Current job vacancies	See point 5.4	
5.6.	**Code of conduct for members of governing bodies**	Governors' Code of Conduct.	See point 5.1	
5.7.	**Equality and Diversity**	Equality & Diversity Policy, other supporting documents are available upon request.	Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	
5.8.	**Health and Safety**	Health and Safety Policy, other supporting documents are available upon request.	Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	

	Class	Description	Manner	Fee
5.9.	**Estate Management**	Property Strategy Tendering Policy and Procedures – Estates Grounds Maintenance Plan and Policy	Electronic from Estates Dept.	
5.10.	**Complaints policies and**	Complaints Policy	Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	
5.11.	**Records management and personal data policies**	General Data Protection Policy, which included the college's policies on information security, records retention, archive policies and data protection (including data sharing)	Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	
5.12.	**Charging regimes and policies**	Fees Policy and Refunds Policy Sub-Contractor Fees Policy	Electronic from Finance Dept. Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	

6. Lists and registers

This section contains contained only in currently maintained lists and registers.

	Class	Description	Manner	Fee
6.1.	**Asset registers**	Asset register Capital asset register	Electronic from Finance Dept.	
6.2.	**Register of Interests**	Governors' and Budget Holders' Declarations of Interest Records	Electronic from Clerk to Corporation	

7. The services we offer

This section contains information about the services the college offers, including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information, see section 1 above. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes.

	Class	Description	Manner	Fee
7.1.	**Prospectus and course content**	College prospectus Course Information Open Days Information Press Releases Student Application Pack Newsletters	Website – https://www.shrewsbury.ac.uk/	
7.2.	**Health advice**	The college runs cross-college sessions on sexual health, healthy eating, drugs and smoking.	Website – https://www.shrewsbury.ac.uk/	
7.3.	**Careers advice**	The college offers Careers guidance FREE through - The Agency - Personal tutors - Progression Specialists - Student Services	Paper and Electronic from Student Support Team	
7.4.	**Chaplaincy services**	The college currently does not offer this service.		
7.5.	**Services for which the college is entitled to recover a fee together with those fees**	College prospectus Fees and Refunds Policy	Website – https://www.shrewsbury.ac.uk/ Website – https://www.shrewsbury.ac.uk/about-us/about-shrewsbury-college/college-policies	

	Class	Description	Manner	Fee
7.6.	**Sports and recreational facilities**	College Prospectus and website	Website – https://www.shrewsbury.ac.uk/	
7.7.	**Museums, libraries, special collections and archives**	The college has a range of Student Learning Centres with appropriate resources in electronic and paper formats. No special collections are held by the college.		
7.8.	**Advice and guidance**	Advice and guidance services booklets	Paper and Electronic from Student Support Team	
7.9.	**Media releases**	News and events can be accessed on the college website or through following the college on Facebook and Twitter.	Website – https://www.shrewsbury.ac.uk/	