

CENTRAL SUSSEX COLLEGE

PUBLICATION SCHEME

1. Who we are and what we do

Organisational Information, structure, locations and contacts.

1	Class	Documents	Format	Contact	Fee
1.1	Legal Framework	<ul style="list-style-type: none"> <li>▪ Instrument and Articles of Government</li> <li>▪ Legal Status – conferred by the Further Education and Higher Education Act 1992</li> <li>▪ Charitable Status – The College is an exempt charity under the powers conferred by the Further Education and Higher Education Act 1992</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p>	<p><a href="http://www.opsi.gov.uk/stat.htm">www.opsi.gov.uk/stat.htm</a></p> <p><a href="http://www.opsi.gov.uk/stat.htm">www.opsi.gov.uk/stat.htm</a></p> <p><a href="http://www.opsi.gov.uk/stat.htm">www.opsi.gov.uk/stat.htm</a></p>	
1.2	How Central Sussex College is organised	<ul style="list-style-type: none"> <li>▪ College Leadership Team</li> <li>▪ Organisational Structure</li> <li>▪ Corporation and Committee Structure</li> <li>▪ Terms of Reference for Corporation Committee</li> <li>▪ Standing Orders for the Corporation</li> </ul>	<p>College Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p>	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us/College Executive Team</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us/ Organisational Structure</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance Section</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance Section</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About us, Governance Section</p>	

1.3	Information relating to Organisations the College works in partnership with.			On request. contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
1.4	Location and contact details	Contact details for each campus are available on the College Website as follows: <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Campuses	College Website	Central Sussex College College Road Crawley West Sussex RH10 1NR  Tel: 01293 442200 Fax: 01293 442399 Email: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a> Website: <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a>	
1.5	Student Activities		College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/Work hard Play hard also Campuses/campus name/Enrichment or Student Life	

## 2. What we spend and how we spend it

Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

<b>2</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
2.1	Funding Income			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.2	Budgetary and account information			For further information contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.3	Capital Programme			For further information contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.4	Financial Regulations and Procedures	Financial Regulations	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance	
2.5	Staff pay and grading structures			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.6	Register of suppliers			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.7	Procurement and tender procedures and reports	Financial Regulations	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance for further information; contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
2.8	Contracts			On request	

				contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
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### 3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

<b>3</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
3.1	Annual Report  Corporate and business plans  Teaching and Learning strategy  Academic quality and standards	Annual report   Curriculum Strategies	   College Website	On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>  On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us/ Curriculum Strategies  On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
3.2	External review Information	OFSTED Report	Website	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	
3.3	Corporate Relations		College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services and Employer Link Newsletter	
3.4	Government and Regularity Reports			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	

#### 4. How we make decisions

Decision Making processes and records of decisions.

<b>4</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
4.1	Minutes from Governing Body, Council, Academic Boards and Steering Groups	Corporation and Committee Minutes	College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to About Us, Governance	
	Teaching and Learning committee Minutes			On request contact: <a href="mailto:clerk@centraisussex.ac.uk">clerk@centraisussex.ac.uk</a>	
	Minutes of Staff/Student Consultation meetings			On request contact: <a href="mailto:clerk@centraisussex.ac.uk">clerk@centraisussex.ac.uk</a>	
	Appointment Committees and procedures			On request contact: <a href="mailto:clerk@centraisussex.ac.uk">clerk@centraisussex.ac.uk</a>	

## 5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

5	Class	Documents	Format	Contact	Fee
5.1	Policies and procedures for conducting College business	<ul style="list-style-type: none"> <li>▪ Instrument and Articles of Government</li> <li>▪ Code of Conduct for Corporation Members</li> <li>▪ Standing Orders for the Corporation</li> <li>▪ Freedom of Information Act Procedure</li> </ul>	<p>Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p>	<p>refer to 1.1</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Freedom of Information/ Freedom of Information Act Procedure or Request for Information</p>	
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> <li>▪ Mission Statement</li> <li>▪ College Strategic Plan</li> <li>▪ Curriculum Strategies</li> <li>▪ Every Child Matters</li> </ul>	<p>College Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p>	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a></p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support /Every Child Matters</p> <p>For further information contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a></p>	
5.3	Procedures and policies	<ul style="list-style-type: none"> <li>▪ Student Policies listed in the Student Handbook</li> </ul>		Contact:	

	relating to student services	<ul style="list-style-type: none"> <li>▪ College Charter</li>   <li>▪ Learning Development and Support</li> <li>▪ Personal Development advise</li> <li>▪ Services for students with special needs</li> <li>▪ Student Welfare</li> <li>▪ Counselling</li>   <li>▪ Student Liaison</li>   <li>▪ Admissions Policy</li>   <li>▪ Student Admission and enrolment</li> <li>▪ Student administration</li>   <li>▪ Student Accommodation</li> </ul>	<p>College Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p>	<p><a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a></p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/Learning Support and also campus information</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/Student Union</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us</p> <p>contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a></p> <p>contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a></p>	
5.4	Information relating to Employer Services	<ul style="list-style-type: none"> <li>▪ Employer Charter</li>   <li>▪ Skills Strategy</li> </ul>	<p>College Website</p> <p>College Website</p>	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services</p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services</p>	
5.5	Procedures and policies relating to Human Resources	<ul style="list-style-type: none"> <li>▪ Whistleblowing Procedure</li> </ul>	<p>College Website</p>	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Quality</p> <p>For further information contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a></p>	
5.6	Procedures and policies			On request	

	relating to recruitment			contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
5.7	Code of Conduct for Members of the Corporation	<ul style="list-style-type: none"> <li>▪ Code of Conduct for Corporation Members</li> </ul>	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us, Governance	
5.8	Equality & Diversity	<ul style="list-style-type: none"> <li>▪ Equality &amp; Diversity</li> <li>▪ Disability Equality Scheme</li> </ul>	College Website  College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Equality & Diversity  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Equality & Diversity	
5.9	Health & Safety			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
5.10	Estate Management			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
5.11	Complaints Procedure	Customer Complaints Procedure	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Customer Complaints	
5.12	Records Management and personal data policies			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
5.13	Charging regimes and policies	<ul style="list-style-type: none"> <li>▪ Fee Policy</li> <li>▪ Pricing Policy</li> </ul>	Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services or Quality Assurance  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services or Quality Assurance	

## 6. Lists and registers

Current Maintained lists and registers

<b>6</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
6.1	Information the College is legally required to hold in publically available registers			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
6.2	Asset Registers			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	
6.3	Disclosure Logs			On request contact: <a href="mailto:clerk@centralsussex.ac.uk">clerk@centralsussex.ac.uk</a>	

## 7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

7	Class	Documents	Format	Contact	Fee
7.1	Information on the services offered by the College		College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a>  For further information contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a>	
7.2	Prospectus and course content		College Website/ Document	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Courses	
7.3	Sports and Recreational facilities		College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/Work hard Play hard and Campus Life/Enrichment/Student Information	
7.4	Local campaigns	<ul style="list-style-type: none"> <li>▪ News and Events</li> <li>▪ Forthcoming Events</li> </ul>	College Website  College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to News and Events  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to News and Events	
7.5	Media releases		College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to News and Events and also Press Section	