

## 1. Governance

### Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

Class	Description	Manner
1.1 Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of some FE 'corporations' will be conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is often already publicly available, for example on the HMSO web site (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>) and need not be duplicated.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p>	<p>Further &amp; Higher Education Act 1992 Instruments &amp; Articles</p>
1.2 How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of work/responsibilities of units</li> </ul>	<p>See section 7.4 Job Descriptions: Teaching Staff Personal Tutor Senior Tutor HOS HOD Liaison Tutor Support Staff</p>
1.3 Information on the institutional context	<p>This class should include information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> <li>• The FE corporation's mission statement</li> <li>• Relevant sections of the FE corporation's corporate plan</li> <li>• Statement of the FE corporation's quality</li> </ul>	<p>The College Mission Three Year Development Plan 2003/04 – 2005/6 Quality Assurance Policy</p>

	<p>assurance policies and procedures</p> <ul style="list-style-type: none"> <li>• The FE corporation's learning and teaching strategy and periodic reviews of progress</li> </ul> <p>If some or all of the information listed above appears in another class(es), then cross-reference(s) to where in the publication scheme (PS) it appears should be included here.</p>	See 7.3
1.4 Management structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (eg Governing Body, Corporation). In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest</li> <li>• Codes of Conduct for members of governing bodies</li> <li>• Description of the sub-structures and committees supporting them. This may include Academic Boards, Boards of Governors and Steering Groups These may have 'Standing Orders' that indicate the mode of operation</li> <li>• Objectives on which the structure is based</li> <li>• Terms of reference, membership and mode of operation of all boards and committees in the formal structure</li> <li>• Code of practice for college elections and committee procedures</li> <li>• Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc</li> <li>• Appointment committees and procedures</li> </ul>	<p>College Mission Statement</p> <p>List of Governors Committee Membership</p> <p>Code of Conduct</p> <p>List of Committees</p> <p>Standing Orders</p> <p>Committees Terms of Reference</p> <p>See Standing Orders</p> <p>Minutes of all Committee &amp; Governing Body Meetings See Standing Orders</p>