

AWARD-WINNING EDUCATION

HOPWOOD HALL COLLEGE  
**Publication  
Scheme**

**2024-2025**



## **1.1. Publication Scheme**

1.1.1. A publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring the college to make information available proactively, through a publication scheme.

1.1.2. Hopwood Hall College's publication scheme follows the model Publication Scheme produced for Further Education Colleges by the Information Commission's office.

1.1.3. The publication scheme is a guide to the information we make available to the public as part of our normal business activities. The information covered is included in the following classes:

- Who we are and what we do
- What we spend and how we spend it
- How we make decisions
- Lists and registers

1.1.4. The scheme is not a list of actual publications, because these will change as new material is published or existing material revised. It is however, Hopwood Hall College's commitment to make available the information described.

1.1.5. A publication scheme must set out the classes, or categories of information published. It must make clear how the information described can be accessed and whether or not charges will be made.

## **1.2. Accessing information covered by the publication scheme**

1.2.1. To request information available through our publication scheme, please email [dpo@hopwood.ac.uk](mailto:dpo@hopwood.ac.uk) or write to:

Victoria Moffatt

Executive Support

Hopwood Hall college and University Centre

Rochdale Road

Middleton

Manchester

M24 6XH

1.2.2. Where possible we intend to progressively publish all documents covered by the scheme in electronic format via our website, although at present some documents are available by request only.

### **1.3. What about information not covered by the publication scheme?**

1.3.1. From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which it has not already made available through its publication scheme. Requests should be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

### **1.4. Feedback**

1.4.1. It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the email or postal address above.

1.4.2. If we are unable to resolve any complaint, you have the right to complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

## **1.5. Who we are and what we do**

1.5.1. This section covers information relating to the way Hopwood Hall College is governed and how decisions are made.

## **1.6. Legal Framework**

1.6.1. Hopwood Hall College (UKPRN: 10003146) is a statutory corporation established under the Further and Higher Education Act 1992.

- Instrument and Articles of Government
- Further and Higher Education Act 1992

<http://www.legislation.gov.uk/>

<https://www.ukrlp.co.uk/>

<https://www.hopwood.ac.uk/about/>

## **1.7. How the Institution is Organised**

1.7.1. <https://www.hopwood.ac.uk/about/governance/>

## **1.8. What we spend and how we spend it**

1.8.1. This section covers financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

<https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Financial-Regulations-and-Procedures-Nov-22.pdf>

<https://www.hopwood.ac.uk/wp-content/uploads/2023/12/College-Signed-Accounts-2023.pdf>

## **1.9. What our priorities are and how we are doing**

1.9.1. <https://www.hopwood.ac.uk/about/college-strategy-2021-2025/>

1.9.2. <https://www.hopwood.ac.uk/wp-content/uploads/2024/06/Accountability-Statement-24-25.pdf>

1.9.3. <https://www.hopwood.ac.uk/wp-content/uploads/2023/06/10270661-Hopwood-Hall-College-130507-Final-PDF-2.pdf>

## **1.10. How we make decisions**

1.10.1. This section covers current written protocols and procedures for delivering our functions and responsibilities.

## **1.11. Governing Board**

1.11.1. <https://www.hopwood.ac.uk/about/governance/minutes-and-accounts/>

## **1.12. Our policies and procedures**

1.12.1. <https://www.hopwood.ac.uk/about/reports-policies/>

## **1.13. Equality and Diversity**

1.13.1. <https://www.hopwood.ac.uk/about/equality-diversity-inclusion/>

1.13.2. [https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Equality-Diversity-Report-22\\_23.pdf](https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Equality-Diversity-Report-22_23.pdf)

## **1.14. Health & Safety**

1.14.1. [https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Health-Safety-and-Welfare-at-Work-2023\\_24.pdf](https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Health-Safety-and-Welfare-at-Work-2023_24.pdf)

## **1.15. Safeguarding**

1.15.1. <https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Safeguarding-and-Child-Protection-Policy-2023-24.pdf>

## **1.16. Complaints policy and procedure**

1.16.1. <https://www.hopwood.ac.uk/wp-content/uploads/2023/04/Compliments-Complaints-Policy-2023-2026-1.pdf>

## **1.17. Data protection**

1.17.1. Data Protection Policy

## **1.18. Lists and registers**

1.18.1. This section covers information on lists and registers.

1.18.2. The following information can be requested upon written request:

- Register of interests:
  - Governors
  - Senior post holders
- Sub-Contracting supply-chain fees

## **1.19. Freedom of Information**

1.19.1. [Freedom of Information Act 2000 Policy](#)

## **1.20. The services we offer**

1.20.1. Our Curriculum Offer

<https://www.hopwood.ac.uk/college-life/our-courses/>

1.20.2. College Life

<https://www.hopwood.ac.uk/college-life/>

1.20.3. Student Support

<https://www.hopwood.ac.uk/college-life/how-we-support-you/>

<https://www.hopwood.ac.uk/college-life/additional-learning-support/>

<https://www.hopwood.ac.uk/college-life/financial-support/>

<https://www.hopwood.ac.uk/college-life/mental-health-wellbeing/>

1.20.4. College of Sanctuary

<https://www.hopwood.ac.uk/college-of-sanctuary/>