MORLEY COLLEGE LONDON

Freedom of Information Policy

POLICY OWNER: Chief Planning and Data Officer
FINAL APPROVAL BY: Governing Body

Policy Category: Corporate
Approved by Policy Committee: 20 May 2025
Approved by Governing Body: 14 July 2025
Review Date: 31 July 2029

1. **Introduction, Purpose and Scope of Policy:**

   The Freedom of Information Act 2000 (FoIA) gives the public a general right to access recorded information held by public authorities including Further Education Colleges. The FoIA promotes greater accountability and openness across the public and publicly-funded sectors, thereby facilitating a better understanding of how public bodies carry out their business, why they make the decisions that they do and how they spend public money.

   Under the FoIA it is the duty of every public body to adopt and maintain a publication scheme to facilitate the availability of information.

   Morley College London is committed to the transparency of key public information.

2. **Equality and Diversity Analysis Screening**:

   In accordance with the College's Equality, Diversity and Inclusion Statement, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.

   This policy applies equally to all persons.

3. **Applicability**:

   The Policy is applicable to all staff and to the public.

4. **Definitions:**

   To '*publish'* information means to make that information available as a matter of routine.

   '*Public authorities*' include institutions within the further education sector, as defined by the Further and Higher Education Act 1992. Morley College London was designated as such an institution by The Education (Designated Institutions in Further Education) Order 1993.

5. **Statutory and regulatory requirements:**

   The FoIA requires the College to have a publication scheme, in a format approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

6. **Policy Objectives:**

   The policy aims to ensure that:

   - The College meets the requirements of the FoIA.
   - Staff are clear on their responsibilities under the FoIA.
   - Procedures are in place for the public to access published information and to make requests under the FoIA.

7. **Policy statement:**

   In accordance with the FoIA, the College has adopted a publication scheme which is a document listing the classes of information that it is committed to publish. The publication scheme that the College has adopted is the model publication scheme prepared and approved by the Information Commissioner.

For each class of information covered by the model publication scheme, the College will specify the information that is normally available, indicating whether it is available:

- on the College website;
- on request

In certain circumstances the College may make a charge to cover costs incurred in the provision of information.

8. **Implementation of Policy:**

The Data Protection Officer (DPO) will maintain a list of the main information sets that are available within each class of information, showing who is responsible for each information set and how it may be accessed (on the website or on request), following the Information Commissioner's definition document for Further Education Colleges. These responsibilities will be reviewed when the Policy is reviewed and at other times as required (for example, when there are changes in management responsibilities within the College).

The publication scheme is available in Appendix B.

Any individual is able to request information from the College, without having to state the purpose for which the information is required. A valid request needs to state the name of the applicant, an address (or email address) for correspondence and a description of the information required. Applicants are entitled to be informed in writing (or by email) whether the requested information is held and either to have the information communicated to them or to receive an explanation of why that cannot be done.

If the request is for personal data, this falls under the Data Protection Act and will be considered as a Subject Access Request.

Information held by the College, which is not published under the FoIA, can be requested by emailing freedomofinformationrequests@morleycollege.ac.uk or in writing from the Data Protection Officer, Morley College London, 61 Westminster Bridge Rd, London, SE1 7HT.

Where a member of staff receives a request for information directly and the information is readily available, the request should normally be met directly. Training and guidance will be provided to staff to inform them how to assess if the request is:

- identified by the applicant as a Freedom of Information (FoIA) request or
- the information is potentially covered by an exemption (see below) or
- otherwise protected from disclosure under the terms of the Information and Data Protection Policy.

Any other request for information should be referred through the relevant Head of School or Head of Professional Service to the DPO, who will work with the manager or managers concerned to provide the information requested if it is not inappropriate to do so.

All requests will be logged centrally by the Executive Assistant to the DPO and the central record updated when the response is completed.

Within 20 working days of the receipt of any request, the College must inform the applicant:

- whether the College holds the information requested;
- whether it is protected from disclosure under the Data Protection Act (which

takes precedence over the FoIA for this purpose); and

- whether it is considered for any other reason to be exempt from disclosure. If the information is available and not protected or considered to be exempt from disclosure it must be communicated within the 20 working day period in the format requested (electronic or hard copy).

A request is received when it is delivered to the College or to the inbox of a member of staff. Where, however, an automated 'out of office' message provides instructions on how to re-direct an email, the request is not considered to have been received until it has been delivered to the alternative address specified in that message.

9. Refusing FoIA requests:

In certain circumstances, the College may refuse a FoIA request:

Refusal where information is exempt from disclosure

Some information is exempt from disclosure and does not have to be provided. There are two broad categories of exemption:

- Absolute exemptions are where the right to know is wholly disapplied. In some cases, there is no legal right at all to access the information, for example if it relates to bodies dealing with security matters or is covered by parliamentary privilege. In other cases, it may be inappropriate for the College to provide the information but it may be available to the applicant by other means (some personal information and information provided to the College in confidence may fall into this category).

- All exemptions that are not absolute exemptions are qualified exemptions and are subject to a test of public interest. Having identified a possible qualified exemption, the College has to consider whether the public interest in maintaining the exemption outweighs the public interest in confirming or denying the existence of the information requested or providing the information to the applicant.

A full list of absolute and qualified exemptions is provided at Appendix A.

From the list of qualified exemptions, prejudice to effective conduct of public affairs could in some circumstances include details of policy discussions.

Refusal on the grounds of cost

The College will not comply with any FoIA request where the cost of finding out whether or not the information is held and locating, retrieving and extracting the information exceeds £450 (representing 18 hours of officer time at £25 an hour). Where more than one request is received for the same information or related pieces of information, either from a single applicant or from a group of applicants who appear to be acting in concert, and the combined cost of complying with all such requests would exceed £450, the College will not comply with such requests.

Refusal of vexatious and repeat requests

A request for information may be treated as vexatious where it would impose a significant burden on the College in terms of expense or distraction and where it meets at least one of the following criteria:

- It clearly does not have any serious purpose or value;
- It is designed to cause disruption or annoyance;
- It has the effect of harassing the College; or
- It can otherwise fairly be characterised as obsessive or manifestly unreasonable.

Each specific request will be looked at and assessed individually. The College will not normally refuse a request for information that should be available through the publication scheme.

Issues of a vexatious nature may arise where the College receives a FoIA request from an individual who has previously registered a grievance, pursued a complaint or otherwise been involved in a dispute. It is not unusual for those who believe that they have been unfairly treated by the College to pursue or attempt to re-open a grievance by invoking the FoIA.

Any request considered to be vexatious should be referred to the DPO. Should the request be linked to a complaint or grievance it will then be referred to the Policy and Governance Officer.

10. **Communication and training:**

College managers are responsible for ensuring that staff reporting to them are aware of the Policy, and that information is processed in accordance with the FoIA. This Policy will be published on the College website and staff will be alerted through the College Intranet to its publication and to any subsequent amendments.

The DPO will provide training for College managers on their responsibilities under the Act.

11. **Monitoring and Reporting:**

Under the FoIA, the Governing Body is responsible for compliance. On a day-to-day basis, however, the DPO will be responsible for ensuring that requests for information within the scope of the Policy are met within the timescale set out in the FoIA.

An annual report on compliance with the act will be produced for the Audit Committee.

12. **Related References, Policies, Procedures, Forms and other Appendices:**

This policy must be considered in conjunction with the College's Data Protection Policy and the Public Information Policy.

Appendix A sets out the types of information that are exempt or potentially exempt from disclosure under the FoIA.

Appendix A:

Information exempt from disclosure under the FoIA

Absolute exemptions

Information accessible by other means

Information supplied by, or relating to, bodies dealing with security matters

Court records

Parliamentary privilege

Personal information

Information provided in confidence

Information the disclosure of which is prohibited by law

Qualified exemptions

Information intended for future publication

National security

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 HM the Queen

Health and Safety

Some personal information

Legal professional privilege

Commercial interests

Appendix B:

Class Description	Information type Document	Description	Owner	Availability
Who we are and what we do. Organisational information, structures, locations and contacts.	**Legal framework / Instrument of Government / Articles of Association**	Information relating to the legal and corporate status of the institution		
	Articles of Association		Director of Governance	College Website
	Our Governance		Director of Governance	College Website
	Governance code		Director of Governance	College Website
	Code of Conduct		Director of Governance	College Website
	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. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.		
	Management and organisational structure		Chief People Officer	College Website
	Names and responsibilities of key personnel		Chief People Officer	On request
	Governance Structure		Director of Governance	College Website
	Governor Responsibilities		Director of Governance	College Website
	Governor Role descriptions Role Description and Criteria for Appointment – External Governor Role Description and Criteria for Appointment – Staff Governor		Director of Governance	College Website

	Role Description and Criteria for Appointment – Student Governor Role Description and Criteria for Appointment – Chair of Governors Role Description and Criteria for Appointment – Vice-chair of Governors		
	Committees of the Governing Body Audit Committee Terms of Reference Curriculum and Quality Committee Terms of Reference External Relations Committee Terms of Reference Finance, Resources and Sustainability Committee Terms of Reference Governance and Nominations Committee Terms of Reference People Committee Terms of Reference Remuneration Committee Terms of Reference	Director of Governance	College Website
	Governing Body's Standing Orders	Director of Governance	College Website
	Governing Body Programme of Meetings Programme of meetings current year Programme of meetings next year	Director of Governance	College Website
	Constitution of Student Representative Bodies	Director of Governance	College Website
	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it	On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.	
	Partnership organisations	Chief Finance Officer	On request
	Location and contact details	If possible, named contacts should be given in addition to contact phone numbers and email addresses, via the college.	
	College Centres North Kensington Centre for Skills Chelsea Centre for Creative Industries Waterloo Centre for Adult Education	Sales and Marketing Team	College Website

	Stockwell Centre		
	College Contact details	Sales and Marketing Team	College Website
	Student activities	Information relating to the operation and activities of the Student Union or its equivalent and other clubs, associations and non- academic activities that are organised for or by the students may also be included, where this information is held by the college.	
	Friends of Morley	Chief Marketing and Engagement Officer	College Website
	Student Voice	Director of Governance	College Website
	Information about student clubs and societies	Head of Student Services	MyDay
What we spend and how we spend it **Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.** We would expect as a minimum that financial information for the current and previous two financial	**Funding / income**	Information on the sources of funding and income, such as funding grants, tuition fees, endowment, rents and investment income (including investment strategy), as well as income generation schemes.	
	College accounts academic year 2022 to 2023 data	Chief Finance Officer	External Website
	Budgetary and account information; expenditure	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included. Details of items of expenditure over £15,000, including costs, supplier and transaction information. This should be published at least annually and, where practical, we would also	

years should be available.		expect it to be published on a half yearly or quarterly basis.	
	Report and Financial Statements for last year	Chief Finance Officer	College Website
	Report and Financial Statements for last year + 1	Chief Finance Officer	College Website
	Report and Financial Statements for last year + 2	Chief Finance Officer	College Website
	Capital programme	Information on major plans for capital expenditure, including any private finance initiative and public / private partnership contracts.	
	Information on major plans for capital expenditure	Chief Finance Officer	On request
	Financial regulations and procedures		
	Financial Regulations	Chief Finance Officer	College Website
	Pay policy	The statement of the college's policy and procedures regarding staff pay.	
	Pay and Rewards Policy and Strategy	Chief People Officer	On request
	Senior Post Holder Remuneration Policy	Chief People Officer	On request
	Staff pay and grading structures	This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff which, for the purposes of this document, means staff on the Senior Management / Leadership Team or senior post holders or equivalent level, or above, whose basic actual salary is at least £60,000 per annum. The salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.	
	Staff pay and grading structures	Chief People Officer	On request
	Gender Pay Report	Chief People Officer	College Website
	Staff allowances and expenses	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (as	

		defined above) by reference to categories. These policies should be produced in line with the college's policies, practices and procedures and must at least include travel, subsistence and accommodation.	
	Staff allowances and expenses regulations	Chief Finance Officer	On request
	Governors' allowances	Details of allowances or expenses that can be claimed or incurred, and a record of total payments made to individual governors.	
	Governors' Travel and Subsistence Policy	Director of Governance	College Website
	Register of suppliers		
	Register of suppliers	Chief Finance Officer	On request
	Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts available for public tender and reports of successful tenders.	
	Supply Chain Fees and Charges Policy	Chief Finance Officer	College Website
	Procedures used for the acquisition of goods and services	Chief Finance Officer	On request
	Contracts available for public tender	Chief Finance Officer	College Website (when on offer)
	Reports of successful tenders	Chief Finance Officer	On request
	Contracts	We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.	
	List of contracts awarded following tendering process	Chief Finance Officer	On request
What our priorities are and how we are doing	**Self-assessment report**		
	Self-assessment report	Vice Principal (Curriculum & Quality)	College Website
	HE self-assessment report	Vice Principal (HE)	College Website
	Corporate and business plans		

Strategies and plans, performance indicators, audits, inspections and reviews. **We would expect information in this class to be available at least for the current and previous three years.** Below is a list of the types of information that we would expect colleges to have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.	Strategic Plan		Principal and Chief Executive Officer	College Website
	Teaching and learning strategy			
	Learning and teaching at Morley		Vice Principal (Curriculum & Quality)	College Website
	Academic quality and standards			
	Quality Enhancement Framework		Vice Principal (Curriculum & Quality)	College Website
	Most recent Ofsted inspection report			
	Report of inspection of Morley College London		Vice Principal (Curriculum & Quality)	External Website
	Privacy impact assessments (in full or summary format)			
	Privacy impact assessments		Data Protection Officer	On request
	External review information	This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.		
	Annual monitoring and review process		Vice Principal (Curriculum & Quality)	
	Roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.		Vice Principal (Curriculum & Quality)	On request
	Corporate relations	Information relating to the college's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes		

	College's links with employers and sponsors, in both the public and private sectors, and the development of learning programmes	Chief Marketing and Engagement Officer	College Website
	Accountability Agreement	Vice Principal (Curriculum & Quality)	College Website
	Government and regulatory reports	For example, accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and /or monitoring bodies. Where information provided to such bodies is publicly available, the college may instead provide a direct link to that information.	
	TEF outcome	Vice Principal (HE)	College Website
How we make decisions Decision making processes and records of decisions.	**Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees.**	We would expect minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, to be readily available to the public. These may include, but are not limited to, such items as teaching and learning committee minutes, minutes of staff / student consultation meetings and appointment committees.	
	Governing Body Minutes	Director of Governance	College Website
	Student Council	Director of Governance	College Website
	Academic Board	Principal and Chief Executive Officer	On request
Our policies and procedures	**Policies and procedures for conducting college business**	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included.	

Current written protocols, policies and procedures for delivering our services and responsibilities. We would expect information in this class to be current information only.		Procedures for handling requests for information should be included.	
	Freedom of Information Policy	Chief Planning and Data Officer	College Website
	Data Protection Policy	Data Protection Officer	College Website
	Freedom of Speech and Freedom of Expression Policy	Principal and Chief Executive Officer	College Website
	Memoranda of understanding	Principal and Chief Executive Officer	College Website
	Adult Education Pound Plus Policy	Chief Finance Officer	College Website
	Anti-Fraud Policy	Chief Financial Officer	College Website
	Treasury Management Policy	Chief Finance Officer	College Website
	Risk Management Policy	Chief Finance Officer	College Website
	Governing Body's Standing Orders	Director of Governance	College Website
	Procedures and policies relating to academic services	Some of these policies may already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.	
	Exams Contingency Policy	Chief Planning and Data Officer	College Website
	Assessment Manual	Head of Performance Review and Enhancement	College Website

	Learning, Teaching and Assessment Policy	Vice Principal (Curriculum & Quality)	College Website
	Research and Scholarship Policy	Vice Principal (HE)	College Website
	Access and Widening Participation Statement	Vice Principal (HE)	College Website
	Higher Education Course Suspension and Closure Policy	Vice Principal (HE)	College Website
	Procedures and policies relating to student services	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline.	
	Safeguarding Policy and Procedure	Designated Safeguarding Lead	College Website
	Student Disciplinary Policy	Vice Principal (Student Engagement)	College Website
	Student Engagement Policy	Vice Principal (Student Engagement)	College Website
	Anti-Bullying and Harassment at College – Policy and Procedure for Students	Head of Student Services	College Website
	Student Support Policy and Fitness to Study Procedure	Head of Student Services	College Website
	Higher Education Student Protection Plan	Vice Principal (HE)	College Website
	Procedures and policies relating to human resources	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).	

	Public Interest Disclosure (Whistleblowing)		Director of Governance	College Website
	Procedures and policies relating to recruitment	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.		
	Provider Access Policy		Head of Student Services	College Website
	Student General Admissions Policy		Vice Principal (Student Engagement)	College Website
	Higher Education Admissions Policy		Vice Principal (HE)	College Website
	Higher Education: Recognition of Prior Learning (RPL) and Recognition of Prior Experiential Learning (RPEL) Policy and Procedure		Vice Principal (HE)	College Website
	Code of Conduct for members of governing bodies			
	Code of Conduct		Director of Governance	College Website
	Equality and Diversity policies; Equality Scheme	This will also include policies, statements, procedures and guidelines relating to equal opportunities.		
	Anti-racist statement		Principal and Chief Executive Officer	College Website
	Equality, diversity and inclusion statement		Principal and Chief Executive Officer	College Website
	Health and Safety			
	Health and Safety Policy		Chief Financial Officer	College Website
	Estate management	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.		
	Environmental Sustainability Policy		Chief Finance Officer	College Website

	Complaints policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.		
	Complaints Policy and Procedure		Director of Governance	College Website
	Higher Education Complaints Policy and Procedure		Vice Principal (HE)	
	Records management and personal data policies	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.		
	Freedom of Information Policy		Chief Planning and Data Officer	College Website
	Data Protection Policy		Data Protection Officer	College Website
	Information Technology Systems Acceptable Use Policy		Chief Financial Officer	College Website
	Public Information Policy		Chief Marketing and Engagement Officer	College Website
	Privacy Notice		Data Protection Officer	College Website
	Charging regimes and policies	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated. If the college charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it		

		makes the datasets available for re-use under the Open Government Licence.	
	Fees and Refunds Policy	Chief Financial Officer	College Website
Lists and registers We expect this to be information contained only in currently maintained lists and registers.	**Any information the college is currently legally required to hold in publicly available registers**		
	HE Transparency Data	Chief Planning and Data Officer	College Website
	Asset registers		
	Asset registers	Chief Financial Officer	On request
	Information asset register	We would not expect colleges to publish all details from all asset registers. We would, however, expect the location of public land and building assets and key attribute information that is normally recorded on an asset register to be available, along with some other information from capital asset registers.	
	Information asset register	Chief Financial Officer	On request
	CCTV	Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the college. The college should decide on the level of detail which is appropriate. This could be by building or more general geographic locations e.g. postcodes or partial postcodes, depending on the security issues raised.	
	Locations of any overt CCTV surveillance cameras	Director of Estates and Facilities	On request
	Disclosure logs	Where a college produces a disclosure log indicating the information that has been provided in response to requests, it should	

			be readily available. Disclosure logs are themselves recommended as good practice.		
		Disclosure logs		Data Protection Officer	On request
		Any register of interests kept in the college			
		Register of interests		Director of Governance	On request
		Senior staff's declaration of interests	This should include the names, departments and job titles of all senior staff who have made entries. The definition of senior staff is as stated above.		
		Senior staff's declaration of interests		Director of Governance	On request
		Register of gifts and hospitality provided to senior staff	This should include details of gifts given or received; details of any hospitality afforded and by which organisation.		
		Register of gifts and hospitality		Director of Governance	On request
The services we offer. **Information about the services we offer, including leaflets, guidance and newsletters.** Generally, this is an extension of part of the first class of information. While the first class provides information		**Prospectus and course content**			
		Short Courses Higher Education courses 16-18 courses Qualifications for Adults ESOL, Maths, English and Digital Skills T-Levels		Chief Marketing and Engagement Officer	College Website
		Health including medical services			
		Additional Learning Support		Head of Student Services	College Website
		Welfare and counselling services			
		Wellbeing at Morley		Head of Student Services	College Website
		Support for students with caring responsibilities and are/have been Care Experienced		Head of Student Services	

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. Examples of other services that could be included are:	**Funding, such as grants and bursaries, available to students from the college**			
	Fees, Funding and Concessions		Head of Student Services	College Website
	16-18 Financial Support		Head of Student Services	College Website
	Higher Education Tuition Fee Loan		Head of Student Services	College Website
	Access and participation plan (APP)		Vice Principal (HE)	College Website
	Morley College Bursary		Head of Student Services	College Website
	Learner Support Fund & Advanced Learner Loan Bursaries		Head of Student Services	College Website
	Staged payments		Head of Student Services	College Website
	Level 3 Free Courses for Jobs Offer and London Recovery Flexibility		Head of Student Services	College Website
	Advanced Learner Loan		Head of Student Services	College Website
	Careers advice			
	Careers, Education, Information Advice and Guidance		Head of Student Services	College Website
	Services for which the college is entitled to recover a fee together with those fees			
	Hiring and Lettings Policy and Procedure		Head of Student Services	College Website
	Facilities relating to music, art and other cultural activities			
	Morley Radio		Morley Radio and Studios Manager	College Website
	Events		Events and Alumni Manager	College Website
	Museums, libraries, special collections and archives	It is expected that this will include guides to collections and scope and availability of		

		catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.)		
	Morley Gallery		Gallery Manager	College Website
	Permanent Collection		Gallery Manager	College Website
	Our History		Chief Marketing and Engagement Officer	College Website
	Conference facilities			
	Venue Hire		Director of Estates and Facilities	College Website
	Recording Studios		Morley Radio and Studios Manager	College Website
	Morley Gallery private hire		Gallery Manager	College Website
	Advice and guidance			
	Learning with Morley		Head of Student Services	College Website
	Information for Parents and Carers		Head of Student Services	College Website
	Term Dates Term Dates - Morley College London		Chief Marketing and Engagement Officer	College Website
	Media releases			
	Latest News		Chief Marketing and Engagement Officer	College Website