

Class	Information type	Description	Owner	Availability
Description	Document			
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		Interim Director of People Operations	College Website
	Names and responsibilities of key personnel		Interim Director of People Operations	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 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		Director of Governance	College Website
	Committees of the Governing Body:		Director of Governance	College Website

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			
Governing Body's Standing Orders		Director of Governance	College Website
Governing Body Programme of Meetings Programme of meetings for 2025/26 Programme of meetings 2026/27 (provisional)		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 Stockwell Centre		Sales and Marketing Team	College Website
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	Vice Principal (Engagement & Growth)	College Website
	Student Voice	Director of Governance	College Website
	Information about student clubs and societies	Head of Student Services	MyDay Student Engagement Platform
<p>What we spend and how we spend it</p> <p>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 years should be available.</p>	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 expect it to be published on a half yearly or quarterly basis.	
	Report and Financial Statements for the year ended 31 July 2025	Chief Finance Officer	College Website
	Report and Financial Statements for the year ended 31 July 2024	Chief Finance Officer	College Website
	Report and Financial Statements for the year ended 31 July 2023	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	Interim Director of People Operations	On request	
Senior Post Holder Remuneration Policy	Interim Director of People Operations	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	Interim Director of People Operations	On request
Gender Pay Report 2024	Interim Director of People Operations	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
Self-assessment report		

<p>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p>We would expect information in this class to be available at least for the current and previous three years.</p> <p>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.</p>	Self-assessment report 2024/25		Vice Principal (Education Strategy & Policy)	On request	
	HE Annual Quality Review 2024/25		Vice Principal (Curriculum Strategy & Policy)	On request	
	Corporate and business plans				
	Strategic Plan 2021 – 2025		Principal and Chief Executive Officer	College Website	
	Teaching and learning strategy				
	Learning and teaching at Morley		Vice Principal (Education Strategy & Policy)	College Website	
	Academic quality and standards				
	Quality Enhancement Framework		Vice Principal (Education Strategy & Policy)	On request	
	Most recent Ofsted inspection report				
	Inspection of Morley College London, March 2023		Vice Principal (Education Strategy & Policy)	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.		
	Roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.		Vice Principal (Education Strategy & Policy)	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		Vice Principal (Engagement & Growth)	College Website		
Accountability Agreement 2025/26		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 2023 outcomes	Vice Principal (HE)	External 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 Current written protocols, policies and procedures for delivering our services and responsibilities. We would expect information in this class to be current information only.	Policies and procedures for conducting college business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. 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, Bribery and Corruption 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	Director of Quality and Inclusion	College Website
Learning, Teaching and Assessment Policy	Vice Principal (Education Strategy & Policy)	College Website
Research and Scholarship Policy	Vice Principal (Curriculum Strategy & Policy)	College Website
Access and Widening Participation Statement	Vice Principal (Curriculum Strategy & Policy)	College Website
Higher Education Course Suspension and Closure Policy	Vice Principal (Curriculum Strategy & Policy)	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 Principals (Curriculum) & (Education)	College Website
Student Engagement Policy	Vice Principals (Curriculum) & (Education)	College Website
Student Anti-Bullying and Harassment Policy	Vice Principals (Curriculum) & (Education)	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 Finance 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)	College website
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	Vice Principal (Engagement & Growth)	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	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.		

We expect this to be information contained only in currently maintained lists and registers.

	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
<p>The services we offer.</p> <p>Information about the services we offer, including leaflets, guidance and newsletters.</p> <p>Generally, this is an extension of part of the first class of information. 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. Examples of other services that</p>	Prospectus and course content		
	Short Courses	Vice Principal (Engagement & Growth)	College Website
	Higher Education Courses	Vice Principal (Engagement & Growth)	College Website
	16-18 courses	Vice Principal (Engagement & Growth)	College Website
	Qualifications for Adults	Vice Principal (Engagement & Growth)	College Website
	ESOL, Maths, English & Digital Skills	Vice Principal (Engagement & Growth)	College Website
	T-Levels	Vice Principal (Engagement & Growth)	College Website
	Health including medical services		
	Additional Learning Support	ALS Manager	College Website
	Welfare and counselling services		
	Wellbeing at Morley	Director of Quality and Inclusion	College Website
	Support for students with caring responsibilities and are/have been Care Experienced	Director of Quality and Inclusion	College Website
	Funding, such as grants and bursaries, available to students from the college		
	Fees, Funding and Concessions	Vice Principal (Engagement & Growth)	College Website
	16-18 Financial Support	Vice Principal (Engagement & Growth)	College Website
	Higher Education Tuition Fee Loan	Vice Principal (Engagement & Growth)	College Website
	Access and participation plan (APP) 2025-26 to 2028-29	Vice Principal (Curriculum Strategy & Policy)	College Website
	Morley College Bursary	Vice Principal (Engagement & Growth)	College Website
	Learner Support Fund & Advanced Learner Loan Bursaries	Vice Principal (Engagement & Growth)	College Website
	Staged payments	Vice Principal (Engagement & Growth)	College Website
Level 3 Free Courses for Jobs Offer and London Recovery Flexibility	Vice Principal (Engagement & Growth)	College Website	
Advanced Learner Loan	Vice Principal (Engagement & Growth)	College Website	

could be included are:	Careers advice		
	Careers, Education, Information Advice and Guidance	Director of Quality and Inclusion	College Website
	Services for which the college is entitled to recover a fee together with those fees		
	Hiring and Lettings Policy and Procedure	Director of Estates and Facilities	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	Vice Principal (Engagement & Growth)	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	Vice Principals (Curriculum & Education)	College Website
	Information for Parents and Carers	Head of Student Services	College Website
	Term Dates	Vice Principal (Engagement & Growth)	College Website
	Media releases		
Latest News	Vice Principal (Engagement & Growth)	College Website	