



Freedom of Information Publication Scheme

This publication scheme is based upon the model publication scheme prepared and approved by the Information Commissioner.

This publication scheme commits the College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the College. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

By **publication**, we mean that information is already in a format that is available for public scrutiny. In addition, members of the public may **request** information which needs to be collated or processed to be made available to conform to the request. Our policy on requests is also made clear in this document.

Purpose of the Publication Scheme

The scheme commits the College:

- To publish or otherwise make available information which is held by the College and falls within the classifications below
- To specify information which is held by the College and falls within the classifications below.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To make clear what categories of information it will not publish or otherwise make available or the criteria for not making such information available
- To review and update on a regular basis the information the College makes available under this scheme.
- To make this publication scheme available to members of the public.
- To publish any dataset held by the College that has been requested, and updated versions it holds, unless the College is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the College is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act 2000 section 19. The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19(8) of that Act.

Classes of Information that the College will publish

Who we are and what we do

Including organisational information, location and contacts, arrangements for constitutional and legal governance (Instruments and Articles of Governance), the Governors Annual Business Cycle, Corporation list and the Committee structure.

What we spend and how we spend it

Including published accounts and financial statements, and financial regulations.

What our priorities are and how we are doing

Including published performance information, (for example results, league table information etc.), inspections (for example, Ofsted inspection reports) and reviews, College mission, values and strategic aims or priorities.

How we make decisions

Including policy proposals and decisions. Governing Body minutes.

Our policies and procedures

Including current written policies, procedures, guidelines and protocols for delivering our functions and responsibilities - for example our Admissions and Exclusions Policy, Child Protection Policy, Equality & Diversity Policy etc.

Lists and registers

Including information held in registers required by law and other lists and registers relating to the College's functions.

The services we offer

Including the College curriculum offer (e.g. the College Prospectus), advice and guidance, and associated booklets, leaflets, and media releases.

Classes of Information that the College will not publish

There are some exemptions in the Freedom of Information Act where the right of access is not allowed or qualified relating to issues such as national security, law enforcement, commercial interest and data protection. The College will therefore not publish:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information which is deemed confidential with regard to individual persons or conversations
- Information which is deemed confidential with regard to commercial sensitivity
- Information in draft form
- Information which is classed as not for Public Access within the terms of the College's Public Access Policy and Instruments & Articles of Governance

If the information you have requested is exempt from the Act the College will contact you within 20 days and explain which exemption the information falls within.

The method by which information published under this scheme will be made available

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on a website. Otherwise it may provide the information as a copy of a published document.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by a website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where the manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying (at 10 p per printed side of paper in black and white side, and 30p per printed side of paper in colour)
- Postage and packaging (at the relevant Royal Mail rates)

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Requests for Information

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The College will only make available on request information covered by the categories of publication identified above. Specifically it will not make available on request those classes of information it has stated above that it will not publish.

In addition, in line with provisions of the Freedom of Information Act, it will not provide information in response to a request where

- a. It would cost too much to deal with the request

Some data requests will be more difficult to satisfy in that they may require extensive or complex processing or collation of information, or information may be contained in files which are archived or not readily accessible. As such the College will incur costs in meeting the Freedom of Information request. Where the costs comprising the staff costs (charged at £25 per hour) plus actual disbursements (arising from copying and communicating) exceed £450, the College may choose to refuse the request, or may choose to proceed on the basis of charging these costs for provision of the requested information

- b. The request is deemed to be vexatious

Under Section 14 of the Freedom of Information Act, if the College receives several requests from the same person or a series of requests that appear intended to disrupt its work, these may be treated as vexatious.

Rowan Johnson
Vice Principal
May 2018

Originally Approved by Corporation	24 March 2009
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