



# FREEDOM OF INFORMATION POLICY

May 2023-24

Passmores Co-operative Learning Community

## **Passmores Co-operative Learning Community Publication Scheme**

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish, the format in which the information will be made available and whether the information is available free of charge or on payment. This scheme should be read in conjunction with the PCLC Data Protection Policy.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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 review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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 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:

### **Who we are and what we do:**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it:**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing:**

Strategy and performance information, plans, assessments, inspections and reviews. How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures:**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers:**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer:**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

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 in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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

The authority 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 a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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 this 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 an authority 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 authority 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 information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### Written requests

Information held by a public authority 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.

**This policy was adopted by the Trustees on 24<sup>th</sup> May 2023. It will be reviewed in May 2024 or earlier if changes are made to the model ICO document.**

## Appendix: Freedom of Information Publication Scheme – Guide to Information

### Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.

Who's who in the school

Who's who on the governing body and the basis of their appointment

Articles of Association

Information about duties of the governors

Location & contact details for the school and key personnel. Names and positions of all staff and how they can be contacted

School prospectus & curriculum

School session times and term dates

Gender Pay Gap Reporting

### Class 2 – What we spend and how we spend it

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum. This information may be available on our website or in hard copy or both.

Annual budget plan and financial statements

Capital funding

Procurement and contracts

Staff allowances and expenses policy

Governors' allowances and expenses policy

Expenditures

Financial Audit Reports

Premiums and other forms of financial support e.g. Pupil Premium Grant, Recovery funding

Trade Union facility time reporting

### Class 3 – What our priorities are and how we are doing

For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum. This information may be available on our website or in hard copy or both.

Government supplied performance data

The latest Ofsted report

Performance management policy

Schools future plans

Exam and assessment results

Data Protection Impact Assessments (in full or summary format) or any other impact assessments (eg health and safety, equality) as appropriate and relevant.

#### **Class 4 – How we make decisions**

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on our website or in hard copy or both.

Admissions policy (not individual admission decisions)

Minutes of meetings - available on request. This will exclude information that is properly regarded as private to the meetings.

#### **Class 5 – Our policies and procedures**

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

*School policies including:*

- Accessibility Plan
- Anti-bullying
- Behaviour
- Careers Programme information
- Charging and Remissions
- Complaints Procedure
- Data Protection
- Health and Safety
- Equality Duty Statement
- Equality and diversity in Employment (including equal opportunities)
- E-safety
- Relationships & Sex Education
- SEND Policy and SEND Report
- Staff Code of Conduct
- Staff Discipline and Grievance
- Safeguarding & Child Protection
- Staff Recruitment
- Whistleblowing Procedure

#### **Class 6 – Lists and Registers**

For example: Currently maintained lists and registers only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register).

#### **Class 7 – The services we offer**

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

Extra-curricular activities

Out of school clubs

School publications, including leaflets, books and newsletters

Services for which the school is entitled to recover a fee, together with those fees

### **How to get a copy & potential costs**

Where information is available on our website it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

Photocopying/printing @ 10p per sheet (black & white)
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Photocopying/printing @ 15p per sheet (colour)
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Postage – applied at cost of Royal Mail standard 2 <sup>nd</sup> class post.
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