



## Freedom of Information Publication Scheme

<b>Review Due:</b>	July 2024
<b>Last Review</b>	July 2023
<b>Applicable to:</b>	All Trust Schools
<b>Reviewed By:</b>	SV
<b>Approved By:</b>	Trust Board July 2023

Policy Review Notes	
Date	Action
January 2022	Policy approval by Trust Board
July 2022	Review to bring in line with all GDPR related policies and privacy notices, no changes made.
Sept 2023	Reviewed in line with ICO template and associated guidance

The Partnership Trust adopts the [Information Commissioner Officers Model Freedom of Information Act Publication Scheme](#) which sets out as follows:

***Note: Throughout this scheme the term authority means The Partnership Trust and all schools within it***

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.

### **The Partnership Trust : Guide to Information**

<b>Information to be published</b>	<b>How can the information be obtained</b>
<b>Class 1: Who we are and what we do (organisational information, structures, locations and contacts)</b>	
Nb, this will be current information only	
Who's who in the Trust	Trust website
Who's who on the Board of Trustees and the basis of their appointment	Trust website
Instrument of Governance, Articles of Association, Funding Agreements	Trust website
Contact details for Trust and individual schools to include information relating to local governing bodies	Trust and school websites
Annual Report and accounts	Trust website
Staffing structure	Individual school websites
School session times and term dates	Individual school websites
<b>Class 2 – What we spend and how we spend it</b>	
The Partnership Trust Annual Report and Accounts	Trust website
Pay Policy	Trust website
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy or email
Staff Expenses Policy	Trust website
Staff allowances and expenses incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy or email
Governor and Trustees Expenses Policies	Trust website
A record of total expenses paid to individual governors or trustees	Hard copy or email
<b>Class 3 – What our priorities are and how we are doing (Strategies, plans, performance indicators, audits, inspections and reviews)</b>	
The Partnership Trust Annual Report	Trust website
Ofsted Reports and schools performance data	Individual school's websites

Vision, Values and Aims	Trust and Individual School's websites
Future plans eg proposals for any imminent or known consultation on the future of the Trust or schools, eg change of status	Trust and individual school websites
Safeguarding and child protection policies and procedures	Individual school websites
Pupil Premium Grant information report	Trust and individual school websites
Sports Funding Grant Information report	Trust and individual school websites
Staff Appraisal Policy	Trust website
<b>Class 4 – How we make decisions</b>	
Agendas and Minutes of Trust Board meetings (nb this will exclude information that is properly regarded as private to the meeting)	Hard copy or email
Agendas and Minutes of School's Local Governing Body meetings nb this will exclude information that is properly regarded as private to the meeting)	Hard copy or email
Admissions policy (not individual decisions)	Individual school websites
<b>Class 5 – our policies and procedures</b>	
Trust Policies, including Complaints Policy and Staff Code of Conduct, Staff Discipline and Grievance, records management, Charging and data protection policies and privacy notices and documents that the Trust is required to have by statute or funding agreement	Website, hard copy or email
Individual School Policies, including Health and Safety, Safeguarding and Child Protection, Charging Pupil Behaviour and curriculum policies nb this will exclude information that is properly regarded as private to the meeting)	Website, hard copy or email
<b>Class 6 – Lists and Registers</b> <b>Nb currently maintained lists and registers only</b> Note some information may only be available by inspections	
Asset Register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (note this does not include attendance registers)	Hard copy
<b>Class 7 – the services we offer</b> <b>(including information about the services we offer, including leaflets, guidance and newsletters)</b> Current information only Note, some information may only be available by inspection	
Extra curricular activities	Individual school websites or email
Out of school clubs	Individual school websites or email
Services for which the school is entitled to recover a fee together with those fee	Individual school website
Newsletters and leaflets	Individual school website or email

### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/ printing @10p per sheet (black and white)	Actual cost plus admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost plus admin

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Staff costs	<p>Cost of time involved to prepare response - £25 per hour</p> <p><i>*note in line with ICO's expectations, we expect that for much of the information which is routinely made available there will be either minimal or no cost. This will include information available from websites or supplied in hard copy form with any charges only being for the cost of any printing, copying or postage involved</i></p>	Flat charge