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SharePoint:	Policies and Procedures: MIS		
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Approved by:	SMT	Date:	17 March 2017
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Review Date:	May 2021 (reviewed Sept 18 (FC) – no change) (reviewed Oct 19 – minor change) (reviewed May 2020 (JW) – minor change)		
External Web Site appropriate:	YES		
Linked policies/College documents:	Data Protection Policy		
Summary available:	NO		

Freedom of Information and Publication Scheme Guide

**This document can be made available in other formats,
on request**

Freedom of Information Act 2000

Introduction

The Freedom of Information Act 2000 has been implemented to make information held by public authorities easily available and transparent.

There are two fundamental ways this is implemented:

- Public authorities such as colleges are obliged to publish certain information regarding their activities (details below under the "Publication Scheme")
- Members of the public can request information from any public authorities

Anyone can make a freedom of information (FOI) request. This includes non-UK citizens. Requests can also be actioned by companies.

More information about the Freedom of Information Act and Publication Scheme can be found on the Information Commissioner's website:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

What's covered by the Act?

Any recorded information held by the College which includes:

- Printed documents
- Computer files
- Letters
- Emails
- Photographs
- Sound and video recordings

Note: The Act does not give people access to their own records; such requests have to be made in the form of a 'Subject Access Request'. Such requests are subject to conditions under the 'Data Protection Act'.

Making a FOI request

To enable Newbury College to actively respond to a FOI please ensure the following rules and content are contained within your request:

The request must:

- be in writing – this could be in the form of a letter, email or social networking site
- include your name or business
- include a correspondence address – this could include an email address
- describe the information being requested

Contact Details

The Data Protection Officer is responsible for managing and processing any Freedom of Information request:

By Email: info@newbury-college.ac.uk

By Post:

Data Protection Officer
Newbury College
Monks Lane
Newbury
Berkshire
RG14 7TD

Responding to a request

The College aims to respond as quickly as possible. However as outlined by the Information Commissioners Office the College has up to 20 working days to respond to any request.

In some scenarios requests could fall within the listed exemptions or exceed the allowed fee limited (see below), therefore the College may uphold all or part of the request.

Even in this scenario the College will respond providing the relevant exemption reason if applicable.

For more information regarding exemptions please refer to Part II of the Act, at sections 21 to 44.

Complaints

The College will make every endeavour to accurately and promptly respond to all Freedom of Information requests. In the unlikely event you are not satisfied with the response you can raise a complaint directly with the Complaints Officer:

Complaints Officer
Newbury College
Monks Lane
Newbury
Berkshire
RG14 7TD

If the College is unable to resolve your complaint and you still feel dissatisfied with the response received, then you have the option to complain directly to the Information Commissioners Office.

FOI Case Reception Unit (Complaints Resolution)
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: mail@ico-gsi.govuk

Publication Scheme

Introduction

The 'Publication Scheme' is a model which sets out our commitment to make various classes of information routinely available (unless exempt or resource-intensive). The aim of the scheme is to promote openness and transparency making information readily accessible to members of the public.

Newbury College has implemented the publication scheme for the Further Education sector which indicates which classes of information we are committed to publish.

Classes/Types of information

The classes listed below are the standard as set by the Publication Scheme:

- **What we are and what we do**
 - Legal framework
 - Articles and Instrument of Government
<https://www.newbury-college.ac.uk/info/corporation.html>
 - How the institution is organised
 - <https://www.newbury-college.ac.uk/info/about-newbury-college.html>
 - Full organisational structure, available on request - pdf
 - Lists of and information relating to partnership organisations and wholly owned companies
 - ESFA / Office for Students
 - Local Authorities
 - Examining Boards
 - Learner Record Service
 - Employers
 - Ofsted
 - Location and contact details
 - <https://www.newbury-college.ac.uk/contact-us.html>
 - Student activities
 - Held internally on Moodle, available on request
- **What we spend and how we spend it**
 - Funding / income / expenditure
 - Annual Report - <https://www.newbury-college.ac.uk/info/about-newbury-college.html> - downloadable pdf
 - Budgetary and account information
 - available on request
 - Final audit reports
 - <https://www.newbury-college.ac.uk/info/about-newbury-college.html> - downloadable pdf
 - Capital programme
 - available on request
 - Financial regulations and procedures
 - available on request
 - Pay/Contract policy
 - available on request
 - Staff pay and grading structure
 - available on request
 - Staff allowances and expenses
 - available on request
 - Governors' allowances
 - available on request
 - Register of suppliers
 - available on request
 - Procurement and tender procedures and reports
 - available on request
 - Contracts
 - available on request

- **What our priorities are and how we are doing**
 - Corporate and business plans
 - <https://www.newbury-college.ac.uk/info/corporation.html> - downloadable pdf
 - Teaching and learning strategy / Academic quality and standards / Privacy impact assessments
 - Self-assessment report
 - available on request
 - Most recent Ofsted inspection report
 - <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130602-website>
 - Annual Report
 - <https://www.newbury-college.ac.uk/info/about-newbury-college.html>
 - External area review information
 - <https://www.gov.uk/government/collections/post-16-education-and-training-area-reviews>
 - Corporate relations
 - <https://www.newbury-college.ac.uk/apprenticeships>
 - Government and regulatory reports
 - <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130602-website>
- **How we make decisions**
 - Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees
 - available on request
- **Our policies and procedures**
 - Policies and procedures
 - <https://www.newbury-college.ac.uk/info/policies.html>
 - Code of Conduct for members of governing bodies
 - available on request
 - Estate Management
 - available on request
 - Records management and data policies
 - available on request
 - File Plans
 - available on request
 - Charging regimes and policies
 - See “**Fees and Charges**” below
- **Lists and registers**
 - Any information the college is legally required to hold in publicly available registers
 - Asset registers
 - available on request
 - Information asset register
 - available on request
 - CCTV
 - available on request
 - Disclosure logs
 - available on request
 - Any register of interest kept in the college
 - available on request
 - Senior Staff’s declaration of interest
 - available on request
 - Register of gifts and hospitality provided to senior staff
 - available on request
- **The services we offer**
 - Prospectus and course content
 - <https://www.newbury-college.ac.uk/prospectus-builder.html>
 - Services for outside bodies
 - <https://www.newbury-college.ac.uk/info/facilities.html>
 - Health including medical services /Welfare and counselling services
 - <https://www.newbury-college.ac.uk/info/health-promotion.html>
 - Funding, such as grants and bursaries, available to students from the college
 - <https://www.newbury-college.ac.uk/info/financial-help-for-learners.html>

- Careers advice
 - <https://www.newbury-college.ac.uk/info/advice-and-guidance.html>
- Chaplaincy services and multi-faith provision
 - <https://www.newbury-college.ac.uk/info/health-promotion.html>
- Sports and recreational facilities
 - Enrichment and Enhancement
<https://www.newbury-college.ac.uk/school-leavers/>
- Facilities relating to music, art and other cultural activities
 - <https://www.newbury-college.ac.uk/info/facilities/classrooms-and-workshops.html>
- Conference facilities
 - <https://www.newbury-college.ac.uk/room-hire.html>
- Advice and guidance
 - <https://www.newbury-college.ac.uk/info/advice-and-guidance.html>
- Media releases
 - <https://www.newbury-college.ac.uk/news.html>

Feedback

The purpose of the Publication Scheme is to promote openness, transparency and increase accessibility. If you have any suggestions how we might improve our publication of information please let us know by emailing info@newbury-college.ac.uk.

Requests for Information not covered by the Publication Scheme

The Publication Scheme relates to information published or readily available as listed in the breakdown of classes above. If the information requested does not fall under these classes and is not available, the College will try to direct you to other sources of information to action the request.

Requests which cannot be resolved by the College's Publication Scheme will be classed as a 'Freedom of Information' request. Newbury College will seek to answer such requests promptly and in a timely manner; however such requests are subject to 20 working days in order to complete.

Fees and Charges

In most cases our information is available free of charge and downloadable from our website. However Newbury College reserves the right, as stated within the Freedom of Information Act, to charge fees where necessary for communication channels such as photocopying, printing and postage.

Obviously some requests are more time consuming than others and for this reason the legislation gives Newbury College the right to refuse a request on these grounds, should the cost be more than £450 to process.

Should a request exceed such thresholds, the request will not be processed; however you will be provided with an option to reduce the request in order for it to be processed.

Please note splitting a request in smaller multiple requests will still be seen as one request and therefore the same legislation will apply.

Date: March 2017

Reviewed: Sept 2018 (FC – no change) Oct 2019 (minor change) May 2020 (Minor change)

Review due: May 2021