



# Freedom of Information (FOI) Policy and Publication Scheme

## Introduction

The Freedom of Information Act 2000 (the Act) gives a right of access to all types of recorded information held by public organisations and places a number of obligations on such organisations, one of which is to produce a Publication Scheme. This applies to New Collaborative Learning Trust (NCLT) and its colleges.

The Act, which is enforced by the Information Commissioner, gives applicants rights:

- to be told whether the information is held by the college/trust
- to receive the information, where possible in the manner requested, for example as a copy or summary, or in paper or electronic format
- whether or not the information is available free of charge

NCLT promotes transparency and openness in relation to the information it holds and will seek to meet its obligations in law and in spirit, achieving an appropriate balance between the resources, confidentiality and other people's right to privacy and the purpose for which the information is held.

## Publication Scheme

A publication scheme is a document which describes the information the trust/college publishes, or intends to publish. In this context, 'publish' means to make information available. There is no obligation to publish drafts, notes, older versions of documents that have been superseded, emails or other correspondence. Actions and decisions in relation to specific individuals are also unlikely to be covered.

NCLT has adopted the model publication scheme for the Further Education sector, which lays out descriptors, and is therefore committed to publishing the information it describes.

These descriptions are called 'classes of information'. The scheme is a list of types of information which may change as new material is published or existing material revised. It is also the public organisation's **commitment** to make available the information described.

The Publication Scheme must also make clear how the information described can be accessed and whether or not charges will be made. This Publication Scheme is not an exhaustive list of information held and is a 'live' document and so may be subject to change. The Act only covers information held and it does not require us to create new information or to record information we do not need for our own business purposes.

## Accessing Information under the Freedom of Information Act

To request information available through our publication scheme, please put your request in writing stating as clearly as possible the type of information you require to:

*Lauren Walker, Freedom of Information Officer, New Collaborative Learning Trust  
c/o New College, Park Lane, Pontefract, WF8 4QR  
Email: [lauren.walker@nclt.ac.uk](mailto:lauren.walker@nclt.ac.uk)*

If no administration charge applies we will respond to your request within 20 working days. If a charge applies we will contact you within 10 working days and inform you of the administration charge. An administration fee may apply to cover the costs of copying,

collating, staff time etc where items are not routinely available or for items in other request formats which incur additional costs, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion. If an administration charge applies we will supply the information within 10 working days of receiving your payment.

To proceed with the request you must sign and return the proforma sent to you and make the correct payment. Payment may be made through the post by cheque or in person cheque, card or cash. Please make cheques payable to NCLT.

### **Exemptions**

The Freedom of Information Act creates a general right of access to information held by public organisations. However, it also sets out a number of exemptions where that right is either not allowed or is qualified. The exemptions relate to issues such as national security, law enforcement, commercial interests and data protection.

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

### **What about Information Not Covered by the Publication Scheme?**

From 1 January 2005 you have the right, under the Freedom of Information Act (2000), to request any information held by a public organisation which it has not already made available through its publication scheme.

Requests will have to be made in writing and, in general, the college will have 20 working days to respond. A fee may be charged and if we are unable to supply the information you have requested due to a valid exemption then the reason will be explained to you.

### **Feedback**

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. Any questions, comments or complaints about this scheme should be sent in writing to the Freedom of Information Officer/Complaints Officer:

*Lauren Walker, New Collaborative Learning Trust  
c/o New College, Park Lane, Pontefract, WF8 4QR  
Email: [lauren.walker@nclt.ac.uk](mailto:lauren.walker@nclt.ac.uk)*

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

*Information Commissioner  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

### **Further Information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Freedom of Information Act Publication Scheme

### GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

(all requests via the Director of Human Resources)

**Many documents can be found electronically on the trust/college website.**

*This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact us. Some information may, in some circumstances, be exempt from disclosure.*

<b>SECTION ONE - WHO ARE WE AND WHAT WE DO</b>		
<b>Class</b>	<b>Name of Document/Description</b>	<b>Manner ie paper or electronic</b>
Legal framework	<ul style="list-style-type: none"> <li>• Instruments and Articles of Government</li> <li>• Legal status – we are an approved academy as deemed by the Academies Act 2010</li> <li>• Charitable status – the trust is a charitable company limited by guarantee</li> </ul>	Electronic Paper Paper
How the institution is organised	<ul style="list-style-type: none"> <li>• Organisation chart/trust structure</li> <li>• Calendar and term dates</li> <li>• Trust/College policies</li> <li>• Governance Plan (including Standing Orders)</li> <li>• Staff job descriptions</li> </ul>	All Electronic
List of and information relating to organisations it works in partnership with and any companies wholly or partly owned by it	<ul style="list-style-type: none"> <li>• Funding Agencies</li> <li>• Ofsted</li> <li>• Examining Boards</li> <li>• Partner Schools and other schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• FE Colleges</li> <li>• Universities - information on formal partnerships with HE Institutions</li> <li>• Teaching School Alliance</li> </ul>	All Paper
Location and contact details	New Collaborative Learning Trust (NCLT) c/o New College, Park Lane, Pontefract, WF8 4QR Telephone: 01977 702139 Fax: 01977 600708 Email: <a href="mailto:Reception@nclt.ac.uk">Reception@nclt.ac.uk</a> Website: <a href="http://www.nclt.ac.uk">www.nclt.ac.uk</a>	Paper
Student Activities	<ul style="list-style-type: none"> <li>• Student Executive Constitution</li> <li>• Student Handbook</li> </ul>	Electronic Electronic
<b>SECTION TWO - WHAT WE SPEND AND HOW WE SPEND IT</b>		
Funding/Income	<ul style="list-style-type: none"> <li>• Funding Agreement</li> <li>• Financial Regulations</li> <li>• Insurance Certificate</li> </ul>	All Electronic
Budgetary and account information; expenditure	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Financial Regulations</li> <li>• Remuneration of senior staff – detailed in the annual accounts</li> </ul>	All Electronic
Financial Audit Reports	<ul style="list-style-type: none"> <li>• Annual Financial Statements and Regularity Audit Report</li> <li>• Annual Internal Audit Report</li> </ul>	Electronic Electronic
Capital Programme	<ul style="list-style-type: none"> <li>• Estates Manager reports to senior managers on progress of capital projects</li> </ul>	Paper
Financial Regulations and Procedures	<ul style="list-style-type: none"> <li>• Financial Regulations Policy</li> </ul>	Electronic
Pay Policy	<ul style="list-style-type: none"> <li>• Remuneration and Pay Progression Policy</li> </ul>	Electronic
Staff Pay and Grading Structures	<ul style="list-style-type: none"> <li>• Salary grades and pay</li> </ul>	Electronic
Staff/Director Allowances and Expenses	<ul style="list-style-type: none"> <li>• Details of the allowances and expenditure that can be claimed</li> <li>• Details of any staff/governor allowances and expenses paid</li> </ul>	Electronic Electronic
Register of Suppliers	<ul style="list-style-type: none"> <li>• List of approved suppliers</li> </ul>	Electronic
Procurement and Tender	<ul style="list-style-type: none"> <li>• Financial Regulations</li> </ul>	Electronic

Procedures and Reports		
Contracts	Detail of any contracts valued over £100,000 is available on request - subject to confidentiality and commercial sensitivity restrictions.	Electronic

### SECTION THREE - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

<ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Strategic Plan</li> <li>• College Self-Assessment Report and Quality Improvement Action Plans (SAR/QUIP)</li> <li>• Teaching and Learning Policy</li> <li>• Quality assurance guidance</li> <li>• Ofsted Inspection Report</li> <li>• Annual accounts – document available in February following year end</li> <li>• Teaching results</li> <li>• Assessment Policy</li> <li>• Strategic Planning</li> <li>• Student Perception of Course feedback</li> <li>• Equal opportunities monitoring data</li> <li>• Equal opportunities objectives and progress</li> </ul>	All Electronic
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### SECTION FOUR - HOW WE MAKE DECISIONS

Meeting Minutes/Papers	<ul style="list-style-type: none"> <li>• Board of Directors' Meeting Agendas, Minutes and Papers</li> <li>• E&amp;D, Health and Safety and Safeguarding Meeting Minutes and Papers</li> </ul> <p>Many papers and minutes of such meetings are confidential under data protection or commercial sensitivity issues.</p>	All Electronic
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### SECTION FIVE – OUR POLICIES AND PROCEDURES

Policies and Procedures	<ul style="list-style-type: none"> <li>• All College Staff and Student Policies</li> <li>• Governance Plan</li> </ul>	Electronic Electronic
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### SECTION SIX - LISTS AND REGISTERS

<ul style="list-style-type: none"> <li>• A Register of Interests held</li> <li>• As asset register is held</li> <li>• FOI requests log</li> <li>• Register of any gifts/hospitality provided to senior staff.</li> <li>• Location of any overt CCTV cameras.</li> </ul>	All Electronic
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### SECTION SEVEN - THE SERVICES WE OFFER

Information and Services	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Course/subject leaflets/information</li> <li>• Counselling Handbook/Policy</li> <li>• Student Handbook</li> <li>• Examinations Policy</li> <li>• Bursary Information</li> <li>• Lettings Information/Facilities</li> <li>• Press Releases</li> <li>• Work experience procedures</li> </ul>	All Electronic
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