



FREEDOM OF INFORMATION PUBLICATION SCHEME

AREA: Personnel

TOPIC: Freedom of Information Publication Scheme

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the College's commitment to make available the information described.

3. The Model Publication Scheme for further education

- 3.1 Herefordshire and Ludlow College has adopted the model publication scheme prepared and approved by the Information Commissioner developed for the Further Education sector and is therefore committed to publishing the information it describes.

The Model Publication Scheme can be viewed at Appendix 1 of this policy.

Should you require further information visit the ICO web site :-

<http://www.ico.gov.uk/>

- 3.2 In accordance with the Model Publication Scheme published by the Office of the Information Commissioner the College publishes or otherwise makes available information which falls into the following classes :-

- **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance. – information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

- **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered - information is available on the College's website together with links to College policies. For additional information please contact Debra Baldwin, Director of Personnel, 01432 365309, baldwind@hct.ac.uk

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.

Types of documents typically available are listed under Appendix 2 of this policy. Exceptions to the Freedom of Information Act are listed under Appendix 3.

4. Accessing information covered by the publication scheme

- 4.1 To request information available through our publication scheme, please contact:

Mrs Debra Baldwin
Director of Personnel
Herefordshire and Ludlow College
Folly Lane
Hereford
HR1 1LS

01432 365309
baldwind@hcollege.ac.uk

A response will normally be made by the College within 20 working days of the receipt of a request. However the originator of the request will be informed if a response is likely to take more than 20 working days.

5. Charges

Generally, no charge will be made for providing information requested under the publication scheme.

The College does however reserve the right to make charges. Such charges will be put in writing prior to the requested information being released.

6. Feedback

- 6.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

Mrs Debra Baldwin
Director of Personnel
Herefordshire and Ludlow College
Folly Lane
Hereford
HR1 1LS

01432 365309
baldwind@hcollege.ac.uk

- 6.2 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 : Telephone number 0303 123 1113

Or access the web site :- https://www.ico.gov.uk/Global/contact_us.aspx

7. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

<http://www.ico.gov.uk/>

APPENDIX 3

Exemptions – freedom of information

- Section 21: information reasonably accessible to the applicant by other means
- Section 22: information intended for future publication
- Section 23: security bodies
- Section 24: safeguarding national security
- How Section 23 and 24 interact
- Section 26: defence
- Section 27: international relations
- Section 28: relations within the UK
- Section 29: the economy
- Section 30: investigations
- Section 31: law enforcement
- Section 32: information contained in court records
- Section 32: information contained in court transcripts
- Section 33: public audit
- Section 35: policy formulation, ministerial communications, law officers' advice, and the operation of ministerial private office
- Section 36: effective conduct of public affairs
- Section 36: record of the qualified person's opinion
- Section 37: communications with Her Majesty and the awarding of honours
- Section 38: health and safety
- Section 40: personal information
- Section 40: applying the exemption for third party personal data
- Section 40: access to information held in complaint files
- Section 40: information exempt from the subject access right
- Section 40: neither confirm nor deny in relation to personal data
- Section 40: requests for personal data about public authority employees
- Section 41: information provided in confidence
- Section 41: information provided in confidence relating to contracts
- Section 41: the duty of confidence and the public interest
- Section 42: legal professional privilege
- Section 43: commercial interest
- Section 43: commercial detriment of third parties
- Section 43: public sector contracts
- Section 44: prohibitions on disclosure

Additional information on the above sections can be obtained at :

http://www.ico.gov.uk/for_organisations/guidance_index/freedom_of_information_and_environmental_information.aspx#exemptions

