

Publication Scheme

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our trust to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the trust is the only owner

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. The services we offer.

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.

3. Making Information Available:

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, the trust will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

4. Charging

Charges may be made for information published under this scheme. The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the trust 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, or with other statutory powers of the trust.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

5. Written requests

Information held by the trust 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.

6. The Scheme

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.

Information to be published

Who's who in the Trust

Who's who on the Board of Trustees and the basis of their appointment

Instrument of Government

Contact details for the Chief Executive Officer and for the Board of Trustees

Annual Report

Staffing Structure

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 financial year as a minimum. The information may be available on our website. Please note some of the information is only available by inspection.

Information to be published

Financial accounts for current and previous financial years

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

Pay policy

Staffing and grading structure

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. Please note some information is only available by inspection.

Information to be published

Performance management policy and procedures adopted by the Board of Trustees.

Trust future plans

Every Child Matters – policies and procedures

Class 4 – How we make decisions

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. Please note this information is only available by inspection.

Information to be published

Agendas of meetings of the Trust Board and (if held) its sub-committees
Minutes of meetings (as above) – 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. Please note some information is only available by inspection.

Information to be published

- Trust policies including:**
- Charging and remissions policy
 - Health and Safety
 - Complaints procedure
 - Staff conduct policy
 - Discipline and grievance policies
 - Staffing structure implementation plan
 - Information request handling policy
 - Equality and diversity (including equal opportunities) policies
 - Staff recruitment statement

- Records management and personal data policies, including:**
- Information security policies
 - Records retention destruction and archive policies
 - Data protection (including information sharing policies)

- Charging regimes and policies:**
- Charging and remissions policy

Class 6 – Lists and Registers

For example: Currently maintained lists and registers only. Please note information is only available by inspection.

Information to be published

Asset register

Any information the trust is currently legally required to hold in publicly available registers

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.

Information to be published

Trust publications
Leaflets and newsletters
How to get a copy & 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

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION
"Disbursement" cost	Photocopying/printing @ 10p per sheet (black & white)
	Photocopying/printing @ 15p per sheet (colour)
	Postage – applied at cost of Royal Mail standard 2 nd class post.