



## Freedom of Information Publication Scheme

Policy Dated:	September 2021
Adopted by Audit Committee:	June 2021
Date of Next Review:	June 2023
Reason for Review/Revision:	Statutory
Publication Scheme	Trust & School websites
Version	02
Lead	CEO

## 1. Aim of the publication scheme

The publication scheme covers the Trust's commitment on the following points:

- To publish proactively, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust 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 Trust 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.

## 2. Legal framework

This policy has due regard to the following legislation:

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance, including, but not limited to, the following:

- ICO 'Model publication scheme' 2016
- ICO 'Duty to provide advice and assistance (section 16)' 2016

This policy will be viewed in conjunction with the following other Trust policies:

- Data Protection Policy

## 3. Accepting requests for information

The Trust will only accept a request for information which meets all of the following criteria:

- It is in writing
- It states the name of the applicant and an address for correspondence
- It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

The Trust will publish details of its procedures for dealing with requests for information on the website, which includes:

- A contact address and email address
- A telephone number
- A named individual to assist applicants with their requests

## 4. The Classes of Available Information

### 4.1. Who the Trust is and what the Trust does

Organisational information, locations and contacts, constitutional and legal governance.

### 4.2. What the Trust spends and how the Trust spends it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### 4.3. What the Trust's priorities are and how the Trust is doing

Strategy and performance information, plans, assessments, inspections and reviews.

### 4.4. How the Trust makes decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### 4.5. The Trust's policies and procedures

Current written protocols for delivering our functions and responsibilities.

### 4.6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### 4.7. The services the Trust offers

Advice and guidance, booklets and leaflets, transactions and media releases.

### 4.8. 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. This includes information protected by the Data Protection Act.
- 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.

### 4.9. Requests for information

Information that is not published under the scheme can be requested in writing from the Trust's Data Protection Officer - details below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## 5. Charges

5.1. 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 Trust for routinely published material will be justified and transparent and kept to a minimum.

5.2. Material which is published and accessed on a website will be provided free of charge.

5.3. Charges may be made for information subject to a charging regime specified by Parliament.

**5.4.** Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

**5.5.** 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 information or information of fees which is readily available to the public.

**5.6.** 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.

## **6. Relevant Policies**

- Data Protection Policy
- Records Management Policy

## **7. Relevant Links**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 08456 30 60 60 or 01625 54 57 45  
Web site: [ico.org.uk](http://ico.org.uk)

## **6. Contacts**

For further information please contact the Trust's Data Protection Officer at the following address: Data Protection Officer at Panoramic Business Operations Services Ltd  
[dpo@panoramic.org.uk](mailto:dpo@panoramic.org.uk)



## Appendix 1

This publication scheme is best complied with by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

	Information to be published	How the information can be obtained	Charge
Who the Trust is and what the Trust does	Academy Funding Agreement; master and supplementary	Trust website	Free
	Academy Order	Hard Copy	See charging information
	Articles of Association	Trust website	Free
	Governing body – names and contact details of the governors and the basis of their appointment	School websites	Free
	Location and contact information – address, telephone number and website	Trust and School websites	Free
	Performance Tables	Trust and School websites	Free
	School staff and structure – names of key personnel	School websites	Free
	School session times, term dates and holidays	School websites	Free
	Trust staff – names of personnel	Trust website	Free
What the Trust spends and how the Trust spends it	Annual budget plan for individual schools	Hard Copy	See charging information
	Additional funding – Income generation schemes and other sources of funding	Hard Copy	See charging information
	Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy	See charging information
	Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ pay.	Hard Copy	See charging information
	Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	See charging information
	Staffing and grading structure	Hard Copy	See charging information
	Trust Accounts and financial statements	Trust website	Free
	Trustee, Member and Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	See charging information



<b>What the Trust's priorities are and how the Trust is doing</b>	Trust's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard Copy	See charging information
	Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard Copy	See charging information
	School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> <li>• Pupil Premium Spend</li> <li>• Sport Premium Spend</li> </ul>	School websites	Free
	Trust Strategic Plan	Trust website	Free
<b>How the Trust makes decisions</b>	Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	School websites	Free
	Trust, Members and Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy	See charging information
<b>Trust policies and procedures</b>	Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Record's retention</li> <li>• Destruction and archive policies</li> </ul>	Hard Copy	See charging information
	Data Protection Policies	Trust website	Free
	Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	Trust and School websites	Free
	Charging regimes and policies	Trust and School websites	Free
<b>Lists and registers</b>	Asset register	Hard Copy	See charging information
	Any information the trust is currently legally required to hold in publicly available registers	Hard Copy	See charging information
	Currently maintained lists and registers only	Hard Copy	See charging information
	Curriculum circulars and statutory instruments	School websites	Free
	Disclosure logs	Hard Copy	See charging information
<b>The services the Trust offers</b>	Extra-curricular activities	School websites	Free
	Out of school clubs	School websites	Free
	School publications	School websites	Free
	Services for which the Trust is entitled to recover a fee, together with those fees	Hard Copy	See charging information
	Leaflets, booklets and newsletters	School websites	Free

