

### Model Publication Scheme

This publication scheme has been prepared based on the model approved by the Information Commissioner. It has been adopted without modification by Halesowen College without further approval and will be valid until further notice.

This publication scheme commits the College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information stated below, where this information is held by the College and it is in the Public interest to disclose. In making information available, the College will always adhere to the requirements of data protection legislation.

The scheme commits the College:

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

### Classes of Information

#### Who we are and what we do?

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

#### How Halesowen College is organised

Details of the Corporation and the senior management team alongside organisation charts for the College and wholly owned subsidiary company.

#### The services we offer

A description of the services offered and links to the digital prospectus and courses for adults, HE apprenticeships on the website.

#### Student Activities

Information about the College ambassadors' scheme and Students Union. There is a link to the learner's section of the website.

#### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. There is a link to the published Annual Report and Financial Statements alongside key financial policies.

#### What our priorities are and how we are doing

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

## **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. There are links to the strategy and annual plans alongside the latest Ofsted report and key strategy documents.

## **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities which are not covered in other sections.

## **Human Resources**

Details of key processes and associated policies.

## **Health and Safety**

Overarching objective/policy statement and a link to the approved policy.

## **Complaints**

Details of the College ethos and a link to the policy which explains how to make a complaint.

## **Non-Disclosure**

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.
- Information for which disclosure would breach other legislation.

## **The method by which information published under this scheme will be made available**

The College will indicate clearly to the public what information is covered by this scheme and provide links on the Freedom of Information Scheme on the website to documents.

Should an individual not wish to access the information by the website, they may email a request or write to the registered office.

In exceptional circumstances some information may be available only by viewing in person. 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 the College is legally required to translate any information, it will do so.

Obligations under other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

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 College 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 Parliament.

Charges may be made for actual disbursements incurred 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 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 schedule or schedules of fees which is readily available to the public.

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.

### **Written requests**

Information held by the College 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.