

PUBLICATION SCHEME – FREEDOM OF INFORMATION

What is the scheme?

The publication scheme is a guide to the information routinely published by Lowestoft Sixth Form College, or which it is intended to publish. The Scheme provides a description of the "classes" or types of information published.

Adopting a publication scheme is a requirement of Section 19 of The Freedom of Information Act 2000, updated in January 2009. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including Universities and Further Education Colleges). The Lowestoft Sixth Form College scheme follows the Model Publication Scheme produced for Universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland for use from January 2009.

How do I obtain information covered by the publication scheme?

Lowestoft Sixth Form College will make available items which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.

Where possible we intend progressively to publish all documents covered by the scheme in electronic format via the college's website at www.lowesoftsfc.ac.uk or www.l6fc.org although at present many documents are available in hard copy only. Requests for information should be made to the Freedom of Information Officer.

How much do printed publications cost?

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £20. In certain circumstances the college may waive the charge. For a full list of fees please see Annex A.

If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please contact:

Nick Coules
Freedom of Information Officer
Lowestoft Sixth Form College
Rotterdam Road
Lowestoft, Suffolk
NR32 2PJ

Tel: 01502 537000

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 (subject to certain exemptions) held by a public authority, including a college such as Lowestoft Sixth Form College, which we have not already made available through our publication scheme. Requests have to be made in writing and, in general, public authorities have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations (see Annex A). We are not required to release information to which an exemption in the Act legitimately applies.

Complaints

We will do everything in our power to meet your information needs. However, if you have a complaint we are unable to resolve, you have the right to complain to the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

FREEDOM OF INFORMATION – MODEL PUBLICATION SCHEME

Note: Please see Annex A for information on charges

Who we are and What we do	Organisational information, structures, locations & contacts	
Legal Framework	Information relating to the legal and corporate status of the college	Information available by application to the Clerk to the Corporation
Organisation of College	Organisational Structure - names & responsibilities of key people	Information available by application to the Clerk to the Corporation
	Boards & Committees - Terms of Reference, Membership, Description	Information available by application to the Clerk to the Corporation
	Departmental Structure & Senior Personnel	Organisation Wall chart – Freedom of Information Officer
What we spend and how we spend it	Financial information	
Funding/Income	Sources of funding & income eg funding grants, tuition fees, endowment and investment income	Information available on application to the Freedom of Information Officer
Budgetary and Account Information	Annual statement of accounts & other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. Revenue budgets and budgets for capital expenditure included.	Information available on application to the Freedom of Information Officer
Financial Audit Reports		Information available on application to the Freedom of Information Officer
Capital Programme	Info on major plans for capital expenditure including any public private partnership contracts	Information available on application to the Freedom of Information Officer

Financial Regulations & Procedures		Information available on application to the Freedom of Information Officer
Register of Suppliers Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders. Significant Contracts List	Information available on application to the Freedom of Information Officer
Contracts	Details only of contracts of sufficient size to have been through tendering process	Information available on application to the Freedom of Information Officer
What Our Priorities are and How we are doing	Strategies and plans, performance indicators, audits, inspections and reviews. Material at least from the current and previous 3 years	
Annual Report		Information available on application to the Freedom of Information Officer
Corporate and Business Plans		Information available on application to the Freedom of Information Officer
Academic Quality and Standards	Includes internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching. Course Approval, Validation and Approval Observation of Learning and Teaching Procedure Learning and Teaching Policy Monitoring and Reporting the Results of BTEC Programmes Quality Framework Tutorial Framework	Information available on application to the Freedom of Information Officer
Government and Regulatory Reports	eg Accreditation and monitoring reports by professional, statutory or regulatory bodies and information the college is legally obliged to make available to funding and/or monitoring bodies	Information available on application to the Freedom of Information Officer

How we make Decisions	Decision making processes and records of decisions.	
Governing Body, Student Council, Leadership Team and other College Committees	Minutes of meetings where key decisions are made about operation of the college - excluding material that is properly considered to be private	Information available on application to the Freedom of Information Officer
Minutes of Staff/Student Consultation meetings		Information available on application to the Freedom of Information Officer
Appointment Committees and procedures		Information available on application to the Freedom of Information Officer
<p>The College publishes selected Governance documentation and Minutes online. These are available on our website http://www.lowestoftsfc.ac.uk/index.php/about-us/corporation/</p>		
Our Policies and Procedures	Current written protocols, policies and procedures for delivering services and responsibilities	
Policies and Procedures for conducting college business	<p>Codes of Practice, memoranda of understanding, procedural rules, standing orders and similar information. Procedures for handling request for information should be included.</p> <p>Responsibilities of the Board: Standing Orders Relating to Committees Standing Orders relating to the Corporation Election of Staff to the Board Risk Management Statement and Strategy</p>	Information available on application to the Freedom of Information Officer

<p>Procedures and Policies relating to Teaching and Learning</p>	<p>(Some of these policies may already be covered in 'What Our Policies are etc' Additional policies may include policies & procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations Cheating and Plagiarism Course Approval, Validation and Approval Observation of Learning and Teaching Procedure, Learning and Teaching Policy Quality Framework Tutorial Framework</p>	<p>Information available on application to the Freedom of Information Officer</p>
<p>Procedures and Policies relating to Student Services</p>	<p>Include student admission and registration, management of the student records system, the assessment of external qualifications, internal student complains and appeals, code of student discipline Admissions Statement and Procedure Assessment Appeals Procedure Monitoring and Reporting the Results of BTEC Programmes Student Absence Procedure Student Conditions of Use of IT Systems Student Disciplinary Procedure Other Student Policies: Safeguarding Exam Support for Students with Learning Difficulties or Disabilities Disruptive Behaviour in the</p>	<p>Information available on application to the Freedom of Information Officer</p>
<p>Procedures and Policies relating to Human Resources</p>	<p>Full range of HR policies and procedures eg generic terms and conditions of employment, collective bargaining and consultation with trade unions,</p>	<p>Information available on application to the Freedom of Information Officer</p>

	grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (induction, probation, appraisal, promotions).	
Procedures and Policies relating to Recruitment	Current vacancies Recruitment and Selection for Employees	Information available on application to the Freedom of Information Officer
Code of Conduct for Members of Governing Bodies		Responsibilities of the Board: College Governors Code of Practice Information available on application to the Freedom of Information Officer
Equality & Diversity	Policies, Statements, procedures and guidelines regarding equality & diversity.	Information available on application to the Freedom of Information Officer
Health & Safety	Field Trips, Visits and Other Extra-Mural Activities Procedure Health and Safety for Students Health, Safety and Welfare Policy	Information available on application to the Freedom of Information Officer
Estate & Facilities Management	Disposals procedures, travel plan, grounds and building maintenance	Information available on application to the Freedom of Information Officer
Complaints Policies and Procedures	Include covering requests for information and operating the Publication Scheme Complaints Procedure	Information available on application to the Freedom of Information Officer
Records Management and Personal Data Policies	Information Security Policies, records retention and archive policies, data protection (including data sharing) policies Data Protection and FOI Requests Policy, Data Protection Compliance Policy, Staff Conditions of Use of IT Systems, Student Conditions of Use of IT Systems	Information available on application to the Freedom of Information Officer
Lists and Registers	Current information	

Information the college is legally required to hold in publicly available registers	Register of Members Interests	Information available on application to the Freedom of Information Officer
Asset Registers	Some information from capital asset registers to be available	Information available on application to the Freedom of Information Officer
Disclosure Logs	Information that has been provided in response to request should be readily available.	Information available on application to the Freedom of Information Officer
The Services We Offer	Include marketing, leaflets, guidance and newsletters	
Prospectus and Course Content		WWW.L6FC.ORG or www.lowestoftsfc.ac.uk
Careers Advice		Information available on application to the Freedom of Information Officer
Chaplaincy Services		Information available on application to the Freedom of Information Officer
Services for which the College is entitled to recover a Fee together with those Fees		Information available on application to the Freedom of Information Officer
Sports and Recreational Facilities		WWW.L6FC.ORG www.lowestoftsfc.ac.uk http://sentinel.onesuffolk.net/facilities/Waterlane-Leisure-Centre/
Learning Resource Centre,	Include Guides to Collections and scope and availability of catalogues	Information available on application to the Freedom of Information Officer
Media Releases		Social Media platforms: WWW.L6FC.ORG www.lowestoftsfc.ac.uk Twitter/Facebook/YouTube/Pinterest

ANNEX A: FREEDOM OF INFORMATION (FEES)

FREEDOM OF INFORMATION – FEES PROCEDURE

Lowestoft Sixth Form College is committed to meeting its obligations under the Freedom of Information and other access legislation as decreed to government.

We will consider all requests for information on their merits and aim to send a response within 20 working days, or 40 calendar days for requests for personal information, handled under the Data Protection act. If we are unable to give an answer within the allotted time, we will let you know and tell you how much longer we need.

Requests for Personal Information under the Data Protection Act

Where a request is made for access to personal information held by the college, a charge of £10 will normally apply. This includes any photocopying which we need to do.

The College reserves the right to waive this fee for existing staff and for applicants who are in receipt of benefit providing that proof of current benefit entitlement is provided when requested.

Request for Information under the Freedom of Information Act

The Freedom of Information Act and the associated Fees Regulations stipulate that we cannot levy a fee for information unless the amount of time taken to locate the information exceeds 18 hours. However, we are allowed to charge for disbursements related to the provision of information and any reformatting requested by the applicant provided we ensure that applicants are aware of any charges.

For any information which is provided in hard copy our rates for photocopying/printing, reformatting and postage will normally be as follows:

Table of Charges

- A4 black and white - 5p per printed side
- A4 colour - 25p per printed side
- A3 black and white - 10p per printed side
- A3 colour - 50p per printed side
- Alternative media - Charge to be agreed in advance on request

Printouts from a PC

- A4 black and white - 5p per printed side
- A4 colour - 25p per printed side

Postage - At the prevailing Royal Mail rates

Charges for retrieving the information

The Freedom of Information Act gives public bodies two options for handling difficult or voluminous requests: to either charge or refuse to answer the request. On assessing your

request, we will first inform you that your request will exceed the appropriate limit of £450, which is set by government, and discuss ways in which you can reduce your request to bring it within the appropriate limit.

In order to assess whether the appropriate limit has been exceeded we will take into account the staff time, charged at a rate of £25 per hour, involved in the following:

- Finding out if we hold the information requested
- Locating information or documents
- Retrieving information or documents
- Extracting, editing and blanking out exempt information from documents

In cases where we do not hold the requested information, the time taken to determine whether or not we hold it may be charged if the 18 hours is exceeded.

Aggregated requests

If we receive two or more related requests within a period of 60 consecutive working days from an individual or different individuals who appear to be acting together or as part of a campaign, the costs of complying with the individual requests are aggregated. If the total is found to be in excess of the appropriate limit, we treat the set of requests as a single request that exceeds the appropriate limit. For example a request made by 2 individuals, each amounting to £300; added together the total costs are £600 and therefore exceed the appropriate limit of £450. The college can charge each applicant £300 (together with any disbursement charges).

Payment

If a charge is to be levied, we will notify you in a Fees Notice. We are not obliged to respond to a request unless the fee is paid within three months.

Charges for Environmental Information

The Environmental Information Regulations allow authorities to levy a "reasonable" charge for the provision of information. As long as the cost of locating the information is likely to be below the "appropriate limit" set by the Freedom of Information legislation, we will only charge you for printing, photocopying and postage, at the same rate as for Freedom of Information requests.

Where charges apply, we will send you a fees notice as soon as possible specifying what you have to pay. We must receive payment from you before we can supply you with the information which you have requested. If we do not receive payment from you within 60 working days for Environmental Information requests we will treat your request as having been withdrawn.