



## **Freedom of Information Policy and Publication Scheme (S1.43)**

## **1. Introduction**

Since January 2005 all requests for information received by colleges have had to be answered in accordance with the Freedom of Information (FOI) Act 2000. The only exception would be an individual's request for their own personal data (a 'subject access request') which must be handled under the terms of the Data Protection Act 1998. The FOI was designed to bring about a culture change in public organisations: from 'need to know' to 'right to know'.

## **2. Scope**

The FOI Act gives the public a general right of access to recorded information held by the College. Documents covered include: files, letters, databases, loose reports, emails, office notebooks, etc. The scope of the Act extends to closed files and archived materials, as well as information in current use.

The Act requires the College to have an approved publication scheme. When responding to requests for information, there are procedural requirements set out in the Act which must be followed. There are also valid reasons for withholding information, which are known as exemptions from the right to know.

In general, the exemptions which relate to Cadbury College are:

- Information which is accessible to the applicant by other means
- Information in draft form
- Personal information
- Information gathered in confidence
- Information that is no longer readily available

## **3. Compliance with the FOI Act**

Cadbury College will comply with the terms and spirit of the Act by adopting the 'model' publication scheme for further education. The information covered is included in the classes below:

- Who we are and what we do
- Organisational information, constitutional and legal governance
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews
- How we make decisions
- Policies and procedures
- Written protocols for delivering our functions and responsibilities
- Advice and guidance, booklets and leaflets, transactions and media releases

## **4. FOI Act Request Procedure**

All requests for information have to be made by letter to the Publications Scheme Co-ordinator – the Principal - at the Cadbury College address (Downland Close, Kings Norton, Birmingham, B38 8QT) or by email ([principal@cadcol.ac.uk](mailto:principal@cadcol.ac.uk)). The College will respond to these within 20 working days. In some cases, the College will charge a fee which is calculated according to the Fees Regulations. If the College decides that it will not release

information, usually because an exemption applies (see 2) above), then it will let the applicant know in writing.

The Publication Scheme indicates the manner in which information will be made available. Where cited, at cost charges will be 10p per sheet, plus any postage. Payment will be required from the applicant prior to information being provided.

Obligations under disability and discrimination legislation to provide information in alternative forms and formats will be met where possible.

The College will inform applicants if information requests are being refused on the grounds of being vexatious.

Any questions, comments or complaints about this scheme should be sent in writing to the Publications Scheme Co-ordinator.

If the College is unable to resolve a complaint, applicants may complain to the Information Commissioner who oversees the implementation of the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 08456 30 60 60

Email: via the website [www.ico.gov.uk](http://www.ico.gov.uk)

## The Publication Scheme:

### 1. Who we are and what we do: Organisation, structure, location, contacts

		Documents	Manner*	Fee
1.1	Legal Framework	<ul style="list-style-type: none"> <li>The Instruments and Articles of Government for the College</li> <li>Financial Regulations</li> </ul>	P P	At cost At cost
1.2	How the College is organised	<ul style="list-style-type: none"> <li>Organisation structure charts (Senior Management, Pastoral, Academic and Support staff)</li> <li>Corporation membership</li> <li>Corporation Committee structure</li> <li>Corporation Standing Orders</li> <li>Terms of Reference of Standing Committees</li> </ul>	P/E  P/E P/E P/E P/E	At cost/free  At cost/free At cost/free At cost/free At cost/free
1.3	Partnership organisations	<ul style="list-style-type: none"> <li>Educational organisations</li> <li>Community organisations</li> <li>Business organisations</li> </ul>	P/E P/E P/E	At cost/free At cost/free At cost/free
1.4	Location and contact details	<ul style="list-style-type: none"> <li>College location</li> <li>College contact details</li> <li>Staff list with initials and job titles</li> </ul>	W/P P/E P/E	Free/At cost At cost/free At cost/free
1.5	Student activities	<ul style="list-style-type: none"> <li>Student Council Constitution (Guild??)</li> <li>Student Council Officers</li> <li>Student Council Activities</li> </ul>	P/E P/E P/E	At cost/free At cost/free At cost/free

\*Note: Manner Coding: P = Paper, W = accessible on College website, E = Electronic document

## 2. What we spend and how we spend it: Financial information

		Documents		
2.1	Funding/Income	<ul style="list-style-type: none"> <li>Financial Statements</li> </ul>	P/E	At cost/free
2.2	Budgetary information	<ul style="list-style-type: none"> <li>Annual Financial Plan/Budget</li> </ul>	P/E	At cost/free
2.3	Financial Audit	<ul style="list-style-type: none"> <li>Internal Audit Report</li> <li>Financial Statements</li> <li>Provider Financial Review</li> </ul>	P P/E P/E	At cost At cost/free At cost/free
2.4	Financial Regulations and Procedures	<ul style="list-style-type: none"> <li>Financial Regulations and Procedures</li> </ul>	P/E	At cost/free
2.5	Staff pay and grading structures	<ul style="list-style-type: none"> <li>Pay Policy</li> <li>SFCF pay scales for teachers and support staff</li> </ul>	P/E	At cost/free At cost/free
2.6	Capital works	<ul style="list-style-type: none"> <li>Financial statement</li> </ul>	P/E	At cost/free
2.7	Register of suppliers	<ul style="list-style-type: none"> <li>List of suppliers</li> </ul>	Paper	At cost
2.8	Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>Financial regulations and procedures</li> <li>Corporation Finance and Resources Committee minutes</li> </ul>	P/E P/E	At cost/free At cost/free

## 3. What our priorities are and how we are doing: Strategies and plans, performance indicators, reviews

		Documents	Manner	Fee
3.1	Corporate and Business Plans	<ul style="list-style-type: none"> <li>Mission Statement</li> <li>Development Plan</li> </ul>	P/E P/E	At cost/free At cost/free
3.2	Academic quality and standards	<ul style="list-style-type: none"> <li>Quality Assurance Framework</li> <li>Curriculum Policies</li> <li>Examination results</li> <li>Lesson observation grades</li> <li>Self-Assessment Report</li> <li>Examination Timetable</li> <li>List of external examining bodies used</li> </ul>	P/E P/E W/P P/E P P/E P/E	At cost/free At cost/free Free/At cost At cost/free At cost At cost/free At cost/free
3.4	External review information	<ul style="list-style-type: none"> <li>Ofsted report (<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>).</li> </ul>	W/P	Free/At cost
3.5	Corporate Relations	<ul style="list-style-type: none"> <li>Links with employers and the Community</li> </ul>	P/E	At cost/free
3.6	Government and Regulatory reports	<ul style="list-style-type: none"> <li>Reports and returns to funding authority government departments: Funding returns, Audit reports, etc.</li> </ul>	P/E	At cost/free

#### 4. How we make decisions: decision-making processes and records of decisions

		Documents	Manner	Fee
4.1	Minutes from the Governing Body.	<ul style="list-style-type: none"> <li>The agenda for every meeting of the Governing Body and its committees</li> <li>The public minutes of Corporation meetings, approved by the Chair</li> <li>Any public report, document or other paper considered at such meeting</li> </ul>	P/E P/E P/E	At cost/free At cost/free At cost/free
4.2	Quality Committee Minutes	<ul style="list-style-type: none"> <li>Quality Committee Minutes</li> </ul>	P/E	At cost/free
4.3	Minutes of Staff Council and Student Council meetings	<ul style="list-style-type: none"> <li>Staff Council Terms of Reference</li> <li>Minutes of Staff Council Meetings</li> <li>Student Council Terms of Reference</li> <li>Minutes of Student Council Meetings</li> </ul>	P/E P/E P/E P/E	At cost/free At cost/free At cost/free At cost/free
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> <li>The procedures for the appointment of governors</li> <li>Public minutes of Search and Personnel Committees</li> </ul>	P/E P/E	At cost/free At cost/free

#### 5. Our policies and procedures (P & Ps): current written policies and procedures for delivering our services and responsibilities.

		Documents	Manner	Fee
5.1	P&Ps for conducting college business	<ul style="list-style-type: none"> <li>The college's committee structure, standing orders, terms of reference for committees and governors' code of conduct</li> <li>Procedures for handling requests for information</li> <li>Risk Management Policy</li> </ul>	P/E P/E P/E	At cost/free At cost/free At cost/free
5.2	P&Ps relating to Academic services	<ul style="list-style-type: none"> <li>College prospectus</li> <li>Staff Handbook</li> <li>Tutorial handbook</li> <li>Changing course procedure (Amended Learner Agreement)</li> <li>Examination handbook</li> <li>Trips and Visits Procedures</li> <li>Work experience Procedures</li> <li>Curriculum Policies</li> </ul>	W/P P/E P/E P/E P/E P/E P/E P/E	Free At cost/free At cost/free At cost/free At cost/free Free At cost/free At cost/free
5.3	P&Ps relating to student services	<ul style="list-style-type: none"> <li>College Prospectus</li> <li>Admissions Policy (including entry criteria)</li> <li>Student Disciplinary Policy &amp; Procedures</li> <li>Tutorial handbook</li> <li>Examination policies and procedures</li> <li>Appeal procedures</li> </ul>	W/P P/E P/E P/E P/E P/E	Free At cost/free At cost/free At cost/free At cost/free At cost/free
5.4	P&Ps relating to human resources	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Code of Conduct for employees</li> <li>Anti-Harassment Policy</li> <li>Stress management policy</li> <li>Sickness management policy</li> <li>Absence procedure for staff</li> </ul>	P P/E P/E P/E P/E P/E	At cost At cost/free At cost/free At cost/free At cost/free At cost/free

		<ul style="list-style-type: none"> <li>• Conditions of service handbook for teachers</li> <li>• Conditions of service handbook for support s</li> <li>• Disciplinary, Grievance and Capability proce</li> <li>• Confidential Reporting (Whistleblowing) proce</li> <li>• Redundancy Policy</li> <li>• Professional Review procedures</li> <li>• Investors in People Review/Report</li> </ul>	P/E P/E P/E P/E P/E P/E P/E P/E	At cost/free At cost/free At cost/free At cost/free At cost/free At cost/free At cost/free At cost/free
5.5	P&Ps relating to staff recruitment	<ul style="list-style-type: none"> <li>• Current vacancies</li> <li>• Standard recruitment documentation</li> <li>• Remuneration policy</li> <li>• Policy Statement on the recruitment of offenders</li> <li>• Policy Statement on the secure storage, ha use, retention and disposal of disclosures disclosure information</li> </ul>	P/E P/E P/E P/E P/E	At cost/free At cost/free At cost/free At cost/free At cost/free
5.6	Code of Conduct for members of Governing Bodies	<ul style="list-style-type: none"> <li>• Code of Conduct (within Rules and Byelaws)</li> <li>• Principles of Public Life (within Rules Byelaws)</li> </ul>	P/E P/E	At cost/free At cost/free
5.7	Equality and Diversity	<ul style="list-style-type: none"> <li>• Single Equality Scheme and Annexes (Gender Race and Disability)</li> <li>• Equal Opportunities Reports</li> </ul>	W/P  P/E	Free/At cost  At cost/free
5.8	Health and Safety	<ul style="list-style-type: none"> <li>• Health &amp; Safety policy</li> <li>• Health and Safety Reports</li> <li>• Child Protection Policy</li> </ul>	P/E P/E P/E	At cost/free At cost/free At cost/free
5.9	Estate Management	<ul style="list-style-type: none"> <li>• Finance and Resources Committee</li> <li>• Financial regulations and procedures</li> <li>• Planned maintenance schedule</li> <li>• Facilities SAR</li> </ul>	P/E P/E P/E P/E	At cost/free At cost/free At cost/free At cost/free
5.10	Complaints	<ul style="list-style-type: none"> <li>• Complaints Procedure</li> </ul>	P/E	At cost/free
5.11	Records Management and personal data policies	<ul style="list-style-type: none"> <li>• Data Protection Policy (includes information security and records retention policies);</li> <li>• Policy Statement on the secure storage, handling, use, retention and disposal disclosures and disclosure information</li> </ul>	P/E  P/E	At cost/free  At cost/free
5.12	Charging regimes and policies	<ul style="list-style-type: none"> <li>• EU and Non-EU fees policy and procedures</li> <li>• Publications Scheme</li> <li>• Information on other charges</li> </ul>	P/E P/E P/E	Free Free Free

## 6. Lists and registers: information contained in currently maintained lists and registers

		Documents	Manner	Fee
6.1	Legally required to hold in publicly available registers	<ul style="list-style-type: none"> <li>• The Register of Interests and Register of Eli</li> </ul>	P/E.	Free
6.2	Asset registers	<ul style="list-style-type: none"> <li>• Report &amp; Financial Statements</li> </ul>	P/E.	At cost/free

## 7. College services

		Documents	Manner	Fee
7.1	Prospectus and course content	<ul style="list-style-type: none"> <li>Dates for the current academic year;</li> <li>Dates for future academic years;</li> <li>College calendar;</li> <li>Examination timetable;</li> <li>Library Information Leaflet</li> <li>Prospectus &amp; List of Courses</li> <li>Student Diary;</li> <li>Course syllabi;</li> <li>Timetables;</li> <li>Trips and visits procedures e.g. Parent's Consent Forms, Student Code of Conduct for Residential Visits and Exchanges;</li> <li>Amended Learner Agreements (following changes).</li> </ul>	W W W P W/P W/P E P/E P/E P/E  P/E	Free Free Free Free Free Free Free Free Free Free  Free
7.2	Student Welfare /Health	<ul style="list-style-type: none"> <li>Student Diary</li> <li>Educational Maintenance Allowance procedure</li> <li>Learner Support Fund</li> </ul>	E P/E P/E	Free At cost/free At cost/free
7.3	Careers Advice	<ul style="list-style-type: none"> <li>Careers advice</li> <li>Higher Education (including HE finance, ch courses, Open days, Oxbridge, studying abroad clearing</li> </ul>	P P	At cost At cost
7.4	Services for which the college is entitled to recover a fee	<ul style="list-style-type: none"> <li>Examination resit processing documentation</li> </ul>	P	Free
7.6	Sports, recreational and enrichment activities	<ul style="list-style-type: none"> <li>Sports and recreational Activities</li> <li>Enrichment activities</li> </ul>	P/E P/E	At cost/free At cost/free
7.7	Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>Library/Learning Centre user agreement</li> <li>Network user agreement</li> </ul>	P/E P/E	At cost/free At cost/free



## Freedom of Information Request Form

Your contact details:

Full Name:

Address:

Phone:

Email:

Description of information you require:

Note: Please provide a description of the information you wish the College to provide and the use that it will be put. Understanding your need will often help us identify the most appropriate documents.

Previous requests:

Note: If you have requested this information from another public authority, please give both the date and request details below.

Date of request:

Name of public authority:

Note: If you have previously requested information from Cadbury College please provide details below:

Date of request:

Information requested:

Declaration:

I declare that the information given in this application form is true.

Signed:

Date:

Once you have completed your request form, please send it to:

Freedom of Information Officer  
Cadbury Sixth Form College  
Downland Close  
Kings Norton  
Birmingham  
B38 8QT