

# Learning in Harmony Trust

## Freedom of Information Publication Scheme

### 1. Introduction: what is a publication scheme and why has it been developed?

1.1. This publication scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

#### 1.2. This scheme commits the Trust:

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

1.2.2. To specify the information that is held by the Trust and falls within the classifications below

1.2.3. To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme

1.2.4. 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

1.2.5. To review and update, on a regular basis, the information the Trust makes available under this scheme

1.2.6. To produce a schedule of any fees charged for access to information which is made proactively available

1.2.7. To make the publication scheme available to the public

### 2. Classes of information

#### 2.1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

#### 2.2. What we spend and how we spend it

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

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

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

#### 2.4. How we make decisions

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

#### 2.5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

**2.6. Lists and registers**

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

**2.7. The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

- 3.1. The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2. Where it is within the capability of the Trust, information will be provided on our 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.
- 3.3. 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.
- 3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.
- 3.5. 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. Charges which may be made for information published under this scheme**

- 4.1. 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.
- 4.2. Material which is published and accessed on a website will be provided free of charge.
- 4.3. Charges may be made for information, subject to a charging regime specified by Parliament.

4.4. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging or the costs directly incurred as a result of viewing information.

**5. Written requests**

5.1. 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. Contact details**

6.1. If you require a paper version of any information, or want to ask whether information is available, please contact the Federation by telephone, email or letter. Contact details are set out below or you can visit the Trust website [www.lihtrust.uk](http://www.lihtrust.uk) .

Email: [info@lihtrust.uk](mailto:info@lihtrust.uk)

Address: Hartley Primary School, Hartley Avenue, East Ham E6 1NT

Telephone: 0208 325 4560

**7. Monitoring, evaluation and review**

7.1. The Trust will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Federation.

## Guide to information available under the publication scheme

### Class 1 - who we are and what we do

Information to be published	How it can be obtained	Cost
Who's who on the Board and the basis of their appointment	<a href="http://www.lihtrust.uk">www.lihtrust.uk</a>	No charge
Instrument of Government	<a href="http://www.lihtrust.uk">www.lihtrust.uk</a>	No charge
Staffing structure		

### Class 2 - What we spend and how we spend it

Information to be published	How it can be obtained	Cost
Statutory Accounts	<a href="http://www.lihtrust.uk">www.lihtrust.uk</a>	Schedule of charges
Annual budget plan and financial statements	Hard copy	Schedule of charges
Capitalised funding	Hard copy	Schedule of charges
Additional funding	Hard copy	Schedule of charges
Procurement and projects	Hard copy	Schedule of charges
Pay Policy	Hard copy	Schedule of charges
Staffing and grading structure	Hard copy	Schedule of charges

### Class 3 - What our priorities are and how we are doing

Information to be published	How it can be obtained	Cost
Performance Management Policy and procedures adopted by the Board	Hard copy	Schedule of charges

#### Class 4 - How we make decisions

Information to be published	How it can be obtained	Cost
Agendas of meetings of the Trustee Board and sub-committees	Hard copy	Schedule of charges
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meetings	Hard copy	Schedule of charges

#### Class 5 - Our Policies and Procedures

Information to be published	How it can be obtained	Cost
Trust policies including: <ul style="list-style-type: none"> <li>- Health &amp; Safety</li> <li>- Complaints Procedure</li> <li>- Equality &amp; Diversity Policy</li> <li>- Staff recruitment policies</li> </ul>	<a href="http://www.lihtrust.uk">www.lihtrust.uk</a>	No charge
Staff code of conduct	Hard copy	Schedule of charges
Discipline and Grievance policies	Hard copy	Schedule of charges
Records management and personal data policies: including: data protection and information sharing policies	Hard copy	Schedule of charges
Records Retention Policy	Hard copy	Schedule of charges
Charing regimes and policies	Website (individual school websites)	No charge

## Class 6 - Lists and registers

Information to be published	How it can be obtained	Cost
Declarations of pecuniary interests	Trust website and individual school websites	No charge
Register of attendance at meetings	Trust website and individual school websites	No charge
Asset register	Hard Copy	Schedule of charges

## Class 7 - The services we offer

Information to be published	How it can be obtained	Cost
Trust publications	Website	No charge
Leaflets books and newsletters	School websites	No charge

## Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @50p per sheet (black and white)	Actual charge
	Photocopying/printing @80p per sheet (colour)	Actual charge
Statutory fee		In accordance with legislation