



REASEHEATH COLLEGE PUBLICATION SCHEME

This Publication Scheme has been produced in accordance with the Freedom of Information Act 2000.

Information Commissioner's Office (ICO) Model Publication Scheme

Reaseheath College has adopted the ICO's Model Publication Scheme, which can be found on the ICO's website at

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

The model publication scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The ICO's Model Publication Scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Reaseheath College Publication Scheme Guidance

This publication scheme is a guide to the information that Reaseheath College makes available to the public as part of its normal business activities and in line with the ICO's model publication scheme. The information covered is included in the classes of information set out below, where this information is held by Reaseheath College. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. Contact details for the Information Commissioner are provided at the end of this guide.

1. Information to be made available by the College

The information colleges routinely publish falls into the following categories:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The Services we offer

2. Charges for information

The College may make a reasonable charge for information which is not readily available or requested in hard copy.

3. Who we are and what we do

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

- Legal Framework
- How the institution is organised
- Departmental Structures
- Lists of and information relating to organisations we work with and any companies wholly owned by us
- Location and Contact Details
- Student Activities

4. What we spend and how we spend it

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

- Funding / Income
- Budgetary and account information
- Financial audit reports
- Capital programme
- Financial regulations and procedures
- Pay policy

- Staff pay and grading structures
- Staff allowances and expenses
- Governors' expenses
- Register of suppliers
- Procurement and tender procedures

5. What our priorities are and how we are doing

Strategies and plans, performance indicators, assessments, audits, inspections and reviews.

- Annual report
- Self-assessment Report
- Corporate and business plans
- Teaching and learning strategy
- Academic quality and standards
- Most recent Ofsted inspection report
- Links with employers and corporate relations
- Government and regulatory reports

6. How we make decisions

Decision making processes and records of decisions.

- Minutes, agendas and papers from governing body meetings and committee meetings
- Teaching and learning committee minutes
- Minutes of staff / student consultation meetings
- Appointment committees and procedures

Excluding material that is properly considered to be private.

7. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities,

- Policies and procedures for conducting college business
- Policies and procedures relating to academic services
- Procedures and policies relating to student services
- Procedures and policies relating to human resources
- Procedures and policies relating to recruitment
- Code of Conduct for members of governing bodies
- Equality Diversity and Inclusion policies
- Health and Safety
- Estate management
- Complaints policies and procedures
- Records management and personal data policies
- Charging regimes and policies

8. Lists and registers

Information held in currently maintained publically available registers required by law and other lists and registers relating to the functions of the college.

- Asset Registers
- CCTV
- Disclosure logs
- Register of Interests
- Senior Staff declaration of interests
- Register of gifts and hospitality provided to senior staff

9. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

- Prospectus and course information
- Services for outside bodies
- Welfare and counseling
- Health and well being
- Funding, such as grants and bursaries available to students
- Chaplaincy services
- Services for which the college is entitled to recover a fee, together with those fees
- Sports and recreational facilities
- Libraries
- Conference facilities
- Advice and guidance
- Careers advice
- Local campaigns
- Media releases

10. 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.

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

The college will aim to make published information under this scheme available on its website, wherever practicable.

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, requests for information published under this scheme can be addressed to:

The Company Secretary and Head of Governance, Reaseheath College, Reaseheath, Nantwich, Cheshire, CW5 6DF.

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 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.

12. 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.

13. Written requests

Information held by a public authority 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. Requests should be made in writing to The Clerk to the Company Secretary and Head of Governance, Reaseheath College, Reaseheath, Nantwich, Cheshire, CW5 6DF.

14. How to obtain more information

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

or via the internet at www.ico.gov.uk

Date of Issue	January 2015
Date of Update	December 2021
Next Review Date	December 2024
Lead	Company Secretary
Approved by	College Executive [06.12.21] Reaseheath College Board[09.12.21]
Published	Staff Intranet, Student Intranet, Website
Date of Equality Analysis	January 2015
Equality Analysis Review	No substantive changes to scheme
Version history	Reviewed January 2018, no substantive changes required – link to ICO model publication scheme added. December 2021, changes to staff titles only.