



Humber UTC
A University Technical College

Freedom of Information Publication Scheme

July 2017

Marc Doyle

*Approved by the Humber UTC Governing
Body on XXXX*



Document control table

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Document History

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This is the Humber UTC's publication scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for the maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect the college to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO would expect the college to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, 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- The information is archived, out of date or otherwise inaccessible; or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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the college.

Some information which we may hold may not be public, for example personal information.

This publication scheme confirms to the latest model scheme approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The college does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the college by email, fax or letter. Contact details are set out below:

Email: XXXXXX

Website: <https://www.humberutc.co.uk/>

Contact address: Humber UTC, Carlton Street, Scunthorpe, North Lincolnshire, DN15 6TA.

To help us process your request quickly, please clearly make any correspondence **“Publication Scheme Request”**.

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the college to ask if we have it.

3. Paying for information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our websites using a local library or an internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the Schedule of Charges box in the table in Section 4 below.

4. Classes of information currently published

Class 1 – who we are and what we do – current information only

Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. **Current and previous two financial years as a minimum.**

Class 3 – What are our priorities are and how we are doing (*Strategies and plans, performance indicators, audits, inspections and reviews.*) **Current information as a minimum:-**

Class 4 – How we make decisions. Current and previous three years as a minimum:-

Class 5 – Our policies and procedures. (*Written protocols , policies and procedures for delivering our services and responsibilities.*) **Current information only.**

Class 6 – Lists and registers (*Currently maintained list and registers only*).

5. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be address to the Company Secretary, Outwood Grange Academies or email foirequests@outwood.com.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Enquiry Information Line: 01625 545700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk

Appendix 1 – Schedule of Charges

Document	Contact	Charge
College policies for students and staff	Business Manager	£
Records management and personal data policies	Business Manager	£
Charging regimes and policies	Business Manager	£
College profile	Available on website	Free
Future plans	Business Manager	£
Admissions information/decisions	Business Manager	£
Minutes of the Local College Councils and Board	Business Manager	£
Curriculum circulars and statutory instruments	Business Manager	£
Disclosure logs – logs of information provided in response to requests	Business Manager	£
Assets register	Business Manager	£
Any information the college is currently legally required to hold in publicly available registers (NOT INCLUDING ATTENDANCE REGISTERS)	Business Manager	£
The services the college offers, e.g. extra-curricular activities, college publications	Business Manager	£