

## Freedom of information

### A GUIDE TO THE PUBLICATION SCHEME

February 2013

#### Introduction

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme to replace the Publication Scheme previously adopted by the College.

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education (October 2008) was adopted by the Sheffield College with effect from 1 January 2009.

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- The information is archived, out of date or otherwise inaccessible; or, it would be impracticable or resource-intensive to prepare the material for routine release

The Sheffield College Publication Scheme can be accessed from its website: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk).

The ICO's Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links on [www.ico.gov.uk](http://www.ico.gov.uk)

#### Information to be made available by the College

The information colleges routinely publish falls into the following categories – these have been determined by the ICO:

- 1. Who we are and what we do**
  - current organisational information, structures, locations, contacts and the legal framework
- 2. What we spend and how we spend it**
  - Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit
- 3. What our priorities are and how we are doing**
  - Strategies and plans, performance indicators, audits, inspections and reviews
- 4. How we make decisions**
  - Decision-making processes and records of decisions
- 5. Our policies and procedures**

- Current written protocols, policies and procedures for delivery of College services and responsibilities

**6. Lists and registers**

- Current information legally required to be held in publicly available registers and logs

**7. The Services we offer**

- Prospectuses, leaflets, advice and guidance, newsletters

**How to obtain information**

- Via the College website – [www.sheffcol.ac.uk/about/public-document/freedom-of-information](http://www.sheffcol.ac.uk/about/public-document/freedom-of-information)
- By e-mail to FOIA@sheffcol.ac.uk
- In writing to –

The Clerk to the Corporation/Senior Administrator  
The Sheffield College  
Granville Road  
Sheffield  
S2 2RL

Individuals requesting information are asked to submit these in writing, preferably using the form appended. A response will normally be provided within 20 working days.

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](http://www.ico.gov.uk)

**Charges for information**

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be notified to the individual at the time a request is received.

**THE SHEFFIELD COLLEGE  
PUBLICATION SCHEME  
February 2013**

**Key points from “How to operate a publication Scheme” guidance from the ICO**

**1 The Model Scheme**

The model provided by the Information Commissioner (IC) must be adopted in its entirety. Any deviance from this model requires separate approval of the IC.

- The Scheme came into effect from 1 January 2009
- Adoption by the Governing Body, 16 March 2009
- Last reviewed and updated February 2013

**2 The College must produce a guide to the information on the website (preferred by IC) and/or leaflet to cater for individuals without access to website – setting out:**

- The information the College will routinely make available
- How it can be accessed
- Whether a charge will be made

**3 Timescales for producing information:**

- Information available should be provided when requested
- If information has to be posted it should be sent promptly and within minimum of 5 working days
- If information has to be viewed at College premises, the individual making the request should be contacted within 5 working days to make a convenient appointment

**4 Review of the Scheme**

- A review of the scheme has to take place from “time to time”
- The person responsible for the whole scheme should co-ordinate an annual review
- Individuals should be responsible for updating and making available information they hold (particularly where this is made available on line via the College website)

**5 Procedures**

- Procedures for making sure new documents covered by the scheme are available need to be put in place
- Cross-college responsibilities must be clear

**6 Complaints:**

- There must be a procedure which sets out how to make a complaint when information included in the Scheme is not made available. The College’s existing complaints procedure could be used for this purpose.



## Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Guide to the Publication Scheme before you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you and what you should expect from us.

Parts 1,2,3 and 4 must be completed as fully as possible.

### 1. Personal details of the applicant

|                        |                |
|------------------------|----------------|
| Title (Mr/Mrs/Miss/Ms) |                |
| -----                  |                |
| First Name             | Surname        |
| -----                  |                |
| Address                |                |
| -----                  |                |
| Telephone              | E-mail address |
| -----                  |                |

- 2. Details of the information required, continue on separate sheet if necessary**  
(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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**3 Other Information** (Please provide any other details to identify or locate the information which would help us to process your request eg your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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**4 Data Protection Notice** – The personal details you have provided to Sheffield College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature  
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Date  
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**Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment**

Please send your completed request form to:

The Sheffield College  
Granville Road  
Sheffield  
S2 2RL

Telephone Number: 0114 260 2600  
Fax Number: 0114 260 2601  
E-mail: FOIA@sheffcol.ac.uk