



Coastal Learning
PARTNERSHIP

FREEDOM OF INFORMATION PUBLICATION SCHEME

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Resources Committee
Policy Ratified:	July 2021
Review Date:	July 2024

Additional School Procedure	
Committee:	
Procedure Adopted:	
Review Date:	

Freedom of Information Publication Scheme (to be placed on CLP website and linked through from school websites)

This Scheme has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Introduction

The Freedom of Information Act (2000) places a statutory obligation on all public bodies to publish details of all recorded information that they hold and to allow the general public to have access to this information on request, except where an exemption applies e.g. personal or confidential data.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see personal information that a public authority holds about them, they should make a Subject Access Request under the General Data Protection Regulations (2018).

The Freedom of Information Act (FOIA)

The main features of the FOIA are:

- A general right of access to information held by public authorities.
- Sets out exemptions from the duty to provide information.
- Places a requirement on public authorities to exercise discretion; they may have to determine not only whether an exemption applies but also the extent to which it may apply (some exemptions are conditional and depend on where the balance of 'public interests lie').
- Make arrangements in respect of costs and fees.
- Places a duty on public authorities to adopt publication schemes.
- Public Authorities must make arrangements for enforcement and appeal.
- Places a duty to provide advice and assistance to people who wish to make, or have made requests for information, and
- Outlines Codes of Practice.

The FOIA is overseen by the Information Commissioner who has the ability to monitor organisational compliance, issue undertakings, serve information and enforcement notices and, if needed, initiate court proceedings to ensure compliance.

Managing Requests for Information

As defined in Section 8 of the FOIA, to meet all the requirements of a valid FOI request, a request to CLP must:

- Be in writing
- State the name of the applicant and a valid address for correspondence
- (email address is valid)
- Describe the information requested
- Be received in a legible form
- Be capable of being used for subsequent reference

The term 'in writing' covers requests submitted by letter and electronic form, including those sent via Social Media (e.g. Twitter and Facebook) and the request does not have to make any direct reference to the Act, or be the sole or main theme of the requester's correspondence.

Appendix 1 to this Publication Scheme gives a template for FOI requests. Appendix 2 details where specific types of information can be found.

When a request is received an acknowledgement will be issued within 5 working days.

A full response will be provided within 20 working days of the date that the request is received.

In the event that a request is ambiguous the requestor will be asked for clarification. The time for compliance will not begin until the necessary clarification has been received.

Charges

The Trust does not charge a fee for requests but does retain the right to impose a charge for communication costs, such as photocopying, printing and postage. In the event that the cost of complying with a request will exceed the limits stated in the legislation, the Trust retains the right to recover full costs including those associated with staff time.

When making a determination regarding as to whether the cost limit has been exceeded the Trust will consider the following:

- Time spent determining whether the information is held;
- Time spent finding the requested information, or records containing the information;
- Time spent retrieving the information or records; and
- Time spent extracting the requested information from records

In the event that a fee is applied the request will be issued with a fees notice. The request for information will not be completed until the fee is paid.

Refusal of Requests

The Trust is not obliged to comply with a request for information in the following situations:

- Where the cost of compliance exceeds the appropriate limit
- Where a fees notice has been issued but remains unpaid after three months
- Where a request is vexatious or repeated
- Where an exemption applies

Exemptions

There are a number of exemptions listed within the FOIA. These are specified grounds which under certain circumstances allow a public organisation to legitimately withhold requested information.

Only in cases where it is considered to be in the public interest to withhold information will an exemption be relied on to refuse a request. The requestor will be advised of the reasons for a refusal along with the particular exemption.

Vexatious/Repeated requests

Should an applicant make a 'vexatious' or 'repeated' request for identical or substantially similar information, the Trust Data Protection Officer will inform the applicant in writing that the request will not be fulfilled.

The Trust will offer assistance to the individual, by indicating why they consider the request is vexatious or repeated.

Complaints

Complaints will be dealt with in accordance with the Trust Complaints Policy. Should the complainant wish to take the matter further, it may be referred to the Information Commissioners Office.

Appendices

Appendix 1 - Freedom of Information Request Template

Appendix 2 - Freedom of Information Dataset

Appendix 1 - Freedom of Information Request Template

Please fill in the form below to make your request. Feel free to delete the parts highlighted in yellow, which provide more instructions to help you.

Send the completed form by email or post to the CLP Data Protection Officer, c/o Heathlands Primary Academy, Andrews Close, Springwater Road, Bournemouth BH11 8HB, office@coastalpartnership.co.uk.

Name of requester	Please specify your real name or the name of the person or organisation you're requesting the information on behalf of.
Contact details	This can be any postal or email address you can receive correspondence to, including personal and work addresses.
Information you want to access	Please be as specific as possible. We may return to you for further clarification if we're not clear what you're looking for.
How you want to receive the information	The means of communication here can be one or more of the following: <ul style="list-style-type: none">• A copy of the information (e.g. hard copy, electronic document)• An opportunity to come in and inspect the information• A digest or summary of the information

Appendix 2 - Freedom of Information Dataset

Information to be published (derived from https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/)	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School or CLP website as appropriate
Who's who in the school	
Who's who on the governing body / board of governors and the basis of their appointment	
Instrument of Government / Articles of Association	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	
School prospectus (if any)	
Annual Report (if any)	
Staffing structure	School or CLP website as appropriate
School session times and term dates	
Address of school and contact details, including email address.	

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>
<p>Annual budget plan and financial statements</p>	<p>Financial accounts are published on CLP website</p>
<p>Capital funding</p>	
<p>Financial audit reports</p>	
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>
<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).</p>	
<p>Pay policy</p>	
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	
<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	
<p>Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>CLP and school data is published on CLP website in annual financial accounts and via Get Information About Schools website https://get-information-schools.service.gov.uk/</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>
<p>Performance data or a direct link to it</p>	<p>Via Get Information About Schools website</p> <p>https://get-information-schools.service.gov.uk/</p>
<p>The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Published on school website</p>
<p>Safeguarding and child protection</p>	<p>Policies published on CLP and school websites</p>

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>CLP Scheme of Delegation published on CLP website</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Published on CLP and school websites</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p>	<p>Published on CLP and school websites, or by submitting FOI request to CLP central office</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>This FOI Publication Scheme, published on CLP website</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Submit FOI request to CLP central office</p> <p>office@coastalpartnership.co.uk</p>
<p>Curriculum circulars and statutory instruments</p>	
<p>Disclosure logs</p>	
<p>Asset register</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Published on CLP and school websites, or by submitting FOI request to CLP central office</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Published on school websites</p>
<p>Extra-curricular activities</p>	
<p>Out of school clubs</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	
<p>School publications, leaflets, books and newsletters</p>	