

## Freedom of Information Action Publication Scheme

### Contents

1. Introduction - Status of the Scheme	2
2. Classes of Information	2
3. The method by which Information published under this scheme will be made available	3
4. Charges which may be made for Information published under this scheme	4
5. Written Requests	4
6. Annex 1: Guide to Information available from SAET under the Publication Scheme	5

## 1. Introduction - Status of the Scheme

1.1 This publication scheme has been prepared in accordance with the provisions of the Freedom of Information Act 2000 (FOI) and complies with the model publication scheme prepared and approved by the Information Commissioner.

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

1.3 SAET will:

Proactively publish or otherwise routinely make available, information which it holds, including environmental information, which falls within the classifications below.

- Specify the information that is held by the authority and falls within the classifications below.
- Proactively publish or otherwise routinely make available, information in line with the statements contained within this scheme.
- 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.
- Review and regularly update the information made available under this scheme.
- Produce and publish a schedule of any fees that it may charge for access to information which is made proactively available under this scheme.
- Make this publication scheme available to the public.
- 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 there is only one 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.

## 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 authority.
- 2.7 The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 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 SAET will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

3.2 All statutory policies exist and key information that the public may require is accessible via the website of every academy in SAET.

3.3 Where it is within the capability of SAET, 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 a website, SAET will indicate how information can be obtained by other means and will provide it by those means.

3.4 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.

3.5 Information will be provided in the language in which it is held or in such other language that is legally required. Where it is legally required to translate any information, it will do so.

3.6 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 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. Charges may be made for information subject to a charging regime specified by Parliament.

4.3 Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

4.4 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.

4.5 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

4.6 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.

#### **5. 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.

## Annex 1: GUIDE TO INFORMATION AVAILABLE FROM SAET THE UNDER THE PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
Members of the SAET Board and their appointments	SAET website	No charge
Instrument of Government	DfE website- <a href="http://www.dfe.gov.uk">www.dfe.gov.uk</a>	No charge
Contact details for SAET	SAET website	No charge
Corporate details: registered office; directors; members; registered office	Companies House website - <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>	Companies House charges
Academy profiles	Academy websites	No charge
Contact details for academies	SAET website	No charge
Staffing structure	Hard copy	Schedule of charges
<b>Class 2 – What we spend and how we spend it</b>		
Statutory accounts	Published on SAET and Academy website by 31 <sup>st</sup> January each year	No charge
Procurement – policy and opportunities	SAET website and Official Journal of the European Union	No charge
Pay policy	Hard copy	Schedule of charges
<b>Class 3 What are our priorities and how are we doing</b>		
Objectives	SAET website	No charge
Plans for future development	SAET website	No charge
Achievements	Academy websites	No charge
Exam results	Academy websites	No charge
Latest Ofsted reports	Academy websites	No charge
Newsletters	Academy websites and hard copy	No charge
<b>Class 4 How we make decisions</b>		
<b>Scheme of delegation</b>	Hard copy	Schedule of charges
Admissions procedures	Academy websites and hard copy	No charge
<b>Class 5 Our policies and Procedures</b>		
Policies and procedures including:		
Safeguarding policies and procedures	Academy websites and hard copy	No charge
Health & Safety Policy	Academy websites and hard copy	No charge
Complaints procedure	Academy websites and hard copy	No charge
Equality and Diversity policies	Academy websites and hard copy	No charge
Home Academy Agreement	Academy websites and hard copy	No charge
Health and Sex Education policies	Academy websites and hard copy	No charge
<b>Class 6 List and Registers</b>		
Any lists and registers that tSAET is required to keep	Hard copy	Schedule of charges
<b>Class 7 The services we offer</b>		
Prospectuses	Academy websites and hard copy	No charge
Out of hours clubs	Academy websites and hard copy	No charge
Extra curricular activities	Academy websites and hard copy	No charge
Lettings opportunities	Hard copy	No charge

## Schedule of charges

For more details of the SAET charging policy please refer to the SAET Freedom on Information Charging Policy document.

<b>TYPE OF CHARGE</b>	<b>COST</b>	<b>BASIS OF CHARGE</b>
Photocopying	Black and white 50p per sheet (additional cost for producing A3)	
	Colour 80p per sheet (additional cost for producing A3)	
Prints from a PC	Black and white 50p per page (additional cost for producing A3)	
	Colour 80p per page (additional cost for producing A3)	
Postage and delivery	Actual cost of 2nd Class mail	
Statutory fees	Actual statutory fees	Statutory fees Actual statutory fees Admin time charged at £25.00 per hour