

Freedom of Information Publication Scheme

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Document Change History

Date:	Version:	Description of Changes:
08/22	1.2	Reviewed and no changes required.
09/22	1.3	Reviewed and no changes required.

Mission Statement

“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”

Values

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust.

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

This scheme follows the model approved by the ICO and commits our trust to make information available to the public as part of its normal business activities.

The Skills for Life Trust will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and falls within the classifications below
- Specify the information which is held by the trust and falls within the classifications below
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- 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
- Review and update on a regular basis the information the trust makes available under this scheme

- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this publication scheme available to the public
- Publish any dataset held by the trust that has been requested, and any updated versions it holds, unless the trust 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 trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found in the Trust's Guide to information document. This publication scheme should also be considered in conjunction with the trust's Freedom of Information Policy.

1. Classes of information

1.1. Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on constitutional and legal governance.
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the trust.
- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

1.2. Information which will **not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other

correspondence.

- 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.

2. How information published under this scheme will be made available

- 2.1. Information covered by this scheme will, as far as possible, be published on the trust website. Where this is impracticable, or you do not wish to access the information via the trust website, information covered by this scheme can also be obtained by contacting our DPO at: privacy@sflt.org.uk.
- 2.2. Requested information under this scheme will be delivered electronically, but paper copies can also be provided.
- 2.3. Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.
- 2.4. 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.
- 2.5. To enable us to process your request quickly, please mark correspondence:
“PUBLICATION SCHEME INFORMATION REQUEST”

3. Freedom of information requests

- 3.1. Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.
- 3.2. To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:
“FREEDOM OF INFORMATION REQUEST”

4. Charges

- 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 by the trust for routinely published material will be justified and transparent and kept to a minimum.

- 4.2. Material which has been published and accessible on the trust website is available free of charge.
- 4.3. Charges may be made for information subject to a charging regime specified by Parliament.
- 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 the trust, justified and are in accordance with a published schedule or schedule of fees – this is available via our Guide to information.
- 4.5. Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:
 - Photocopying.
 - Postage and packaging.
 - The costs directly incurred as a result of viewing information.
- 4.6. Where 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.
- 4.7. Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the trust.
- 4.8. Single paper copies are also available free of charge to parents and prospective parents of trust schools.

5. Feedback

- 5.1. We welcome any comments or suggestions you may have regarding this scheme. Please contact the Trust Data Protection Officer using the following contact details:
privacy@sft.org.uk.