

**South Cheshire College**  
**Freedom of information**  
**A GUIDE TO THE PUBLICATION SCHEME**  
**Update June 2009**

## **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 adopted by the College in 2004.

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education has been adopted by South Cheshire 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- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

A detailed Guide Publication Scheme can now be accessed from the College website: [www.s-cheshire.ac.uk](http://www.s-cheshire.ac.uk)

In the interim, the Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from [www.ico.gov.uk](http://www.ico.gov.uk)

## **Information available from 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***
  - Organisational information, structures, locations, contacts:
    - Documents include:
      - Instrument and Articles of Government;
      - Corporation Standing Orders;
      - Organisational charts;
      - Register of members and members interests;
  
- 2      *What we spend and how we spend it***
  - Published accounts
    - Documents include:
      - Annual report and accounts;

- 3      *What our priorities are and how we are doing***
- Strategies and plans, performance indicators, inspections and reviews
    - Documents include:
      - The College's Strategic Plan 2008 – 2011;
      - Ofsted Inspection report March 2008;
      - College prospectus
- 4      *How we make decisions***
- Decision-making processes, records of decisions
    - Documents include:
      - Agendas and minutes of Corporation and Committee meetings
- 5      *Our policies and procedures***
- Current written protocols, policies and procedures for delivery of College services and responsibilities:
    - Documents include:
      - College Charter
      - Copies of the College's Quality Policies;
      - Whistleblowing Policy;
      - Fraud Policy;
      - Financial Regulations
- 6      *Lists and registers***
- Information legally required to be held in publicly available registers and logs
- 7      *The Services we offer***
- Prospectuses, leaflets, advice and guidance, newsletters:
    - Documents include:
      - College Prospectus;

### **How to obtain information**

- Via the College website – [www.s-cheshire.ac.uk](http://www.s-cheshire.ac.uk)
- By e-mail to [g-bebbington@s-cheshire.ac.uk](mailto:g-bebbington@s-cheshire.ac.uk)
- In writing to –
  - Graham Bebbington
  - Director of Finance and Administration
  - South Cheshire College
  - Dane Bank Avenue
  - Crewe
  - Cheshire
  - CW2 8AB

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 identified in the detailed Scheme.

#### **Notes:**

- In some cases it will be necessary to limit the availability of information within a particular class for confidentiality and legal reasons or, where other statutory exemptions apply. Where this is known to be the case, the class has been notated with the following symbol \*\*.
- For the avoidance of any doubt, personal information about individuals is expressly excluded from the scheme.
- Most of the information in the scheme is available free of charge. Where information is printed off or copied to meet an enquiry the College reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 20 pages or where multiple copies are requested.