



# Freedom of Information/ Model Publication Scheme

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The Freedom of Information Act 2000 (FOIA) seeks to promote a culture of openness and accountability and gives a right of public access to information held. BePART Educational Trust welcomes this culture of openness and accountability and is committed to providing freedom of information.

The Trust has produced a publication scheme on information available under the FOIA. This publication scheme conforms to the model scheme approved by the Information Commissioner. The scheme covers information already published and information which will be published in the future. All information in our publication scheme is accessible via the Trust's website, can be emailed or is in paper form. Some information which we hold may not be made public, for example personal information.

The Trust has responsibility for ensuring that members of the Trust comply with the Act. The publication scheme sets out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

#### **1. Introduction: What is a publication scheme and why it has been developed**

In order to comply with the requirements of the FOIA, the Trust and associated organisations should be proactive about information that is available to the public. The publication scheme commits BePART Educational Trust:

- to proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the classifications below.
- to specify the information that is held by the Trust and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to 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.
- to review and update on a regular basis the information the Trust makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.

#### **2. Categories of Information Published**

The publication scheme covers information currently published or will be published in the future. This is split into categories of information known as 'classes', which are contained in Section 9. These classes of information are organised into four broad topic areas:

- a. Institution prospectus – information published in Trust members' prospectuses.
- b. Governors' documents – information published in local governing body documents.
- c. Students & curriculum – information about policies that relate to students and curriculum in member organisations.
- d. Policies and other information related to Trust members - information about policies that relate to Trust institutions in general.

### **3. Requests for information**

Any request for information beyond that which is already provided by the Trust, (for example through the prospectus), should be made in writing (or email) to:

FOI Administrator, BePART Educational Trust, Park Road West, Claughton, Prenton, Wirral CH43 8SQ or email [foi-request@beparteducationaltrust.com](mailto:foi-request@beparteducationaltrust.com)

Requests should state the enquirer's name, contact details and details of the information being requested. To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION REQUEST**".

The Trust will respond to the request within 20 working days. If a response is delayed for any reason (e.g. further information required), the enquirer will be kept informed of progress and provided with a revised response date.

The FOIA states that requests should not be allowed to cause a drain on the Trust's time, energy and finances to the extent that they negatively affect normal public functions. The Trust can reserve the right to refuse a request if it is likely to be in excess of 18 hours to find, sort and edit the information requested. Under these circumstances an opportunity for the request to be refined will be offered.

### **4. Paying for information**

All requests for information will be subject to charges to cover the costs of photocopying or postage. The Trust will inform the enquirer of costs before fulfilling the request. If a charge is to be made, confirmation of the payment due will be required before the information is provided.

### **5. Vexatious Requests**

Under Section 14 of the FOIA, if the Trust receives several requests from the same person, or a series of requests that appear intended to disrupt its work, these may be treated as vexatious. The Trust may then refuse to provide the information requested but would issue a refusal notice within 20 working days from receipt of the request to the enquirer to explain the decision and reasons for withholding the information.

### **6. Record Keeping**

All records will be entered into a "Freedom of Information Requests Log" kept by the Clerk to the Trust. Such records will remain on file for a period of six years. The log will include:

- a. the enquirer's details
- b. the date the request was received and to whom it was addressed
- c. the nature of the information requested
- d. the outcome, including summary reasons for refusal
- e. the response made to the party requesting the information, including the person nominated to implement the response, the date and format of the response and the details of the information provided

### **7. Complaints**

If the enquirer is still not satisfied with the outcome, then a formal complaint can be made to the Information Commissioner's Office. The complaint should be submitted within 6 months from the initial request to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **8. Monitoring, Evaluation and Review**

BePART Educational Trust will review this publication scheme every 3 years.

## 9. Classes of Information Currently Published

### a. Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published	Description
Legal framework	Articles of Association
Governing Body	Membership list of Trust Directors/Governors Standing orders and terms of reference of committees Codes of conduct for Trust Directors/Governors
Curriculum and key dates	Published prospectus Outline of institutions' curriculum Term dates Lesson timetables
Location and contact number	Location, contact details, telephone numbers and email contacts for the Trust and associated websites

### b. What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Information to be published	Description
Financial information	Details of sources of funding and income Annual budget plan Annual financial statements Information on major plans for capital expenditure Staff pay and grading structures Pay policy Staff/Trust Directors/Governors allowances and expenses Procurement and tender procedures
Audit and regulations	Financial regulations and procedures Annual audit report for financial statements Details of contracts that have gone through a formal tendering process

### c. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	Description
Planning and performance documents for last 3 years	Mission, values and strategic priorities Strategic plans Performance indicators Audits Inspections and reviews
External review information	Performance data supplied to the government Ofsted reports Performance management policy Major proposals for the future of the Trust and its associated institutions Safeguarding and child protection
Government and regulatory reports	Accreditation and monitoring reports by professional, statutory or regulatory bodies

d. **How we make decisions**

Decision-making processes and records of decisions

Information to be published	
Minutes of meetings* *confidential items removed	Admissions policy and appeals process Agendas, papers and minutes of Trust Board and governing body meetings and committees

e. **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Information to be published	
Policies and procedures	Policies, procedures and documents that the Trust and its associated institutions are required to have by statute or funding agreement.

f. **Lists and registers**

Currently maintained lists and registers

Information to be published	
Maintain lists and registers	Any information the Trust or its associated institutions is currently legally required to hold in publicly available registers Asset register Curriculum circulars and statutory instruments

g. **The services we offer**

Information about services the Trust and its associated organisations provides, including leaflets, guidance and newsletters

Information to be published	
Availability and conditions of use of facilities	The general rules and conditions of use Services for which the Trust is entitled to recover a fee
Information on courses and services available	Extra-curricular activities Institutions' publications Services for which the Trust is entitled to recover a fee, together with those fees Leaflets, booklets and newsletters