



Freedom of Information

MODEL PUBLICATION SCHEME for colleges of Further Education January 2009
(with amendments incorporated from ICO document v 3. 20130822)

This policy should be understood in the context of the College's commitment to equality. We aim to ensure that all College practices operate in an inclusive manner. Implicit in all our policies and procedures is an awareness of issues relating to gender, race, faith, age, sexuality and disability.

Introduction

The new Model Publication Scheme provided by the ICO for colleges of Further Education has been adopted by St Francis Xavier College with effect from 1st January 2009 (revised v 1.1 20130901) supported by the "Definition Document for the Model Publication Scheme for colleges of further education" revised "Freedom Information Act (FOIA), Definition document for colleges of further education" version 3, 20130822. Both documents are available to download from the website of the Information Commissioner www.ico.gov.uk.

The Model Publication Scheme lists the kind of information routinely published by this College which the ICO expects us to make available unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website; such information may have been provided either by the College or on its behalf. The College must provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible; or,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

Our legal commitment is to the model publication scheme under which we will provide as much information as possible on a routine basis.

Internet / web addresses for the College are:

College home site: www.sfx.ac.uk
Community Education for Adults: community.sfx.ac.uk
Governance: www.sfx.ac.uk/governance
Trading Subsidiary: corporate.sfx.ac.uk
Lettings: hire.sfx.ac.uk

Requests for information should be made to:

Mrs Eleanor Lewis, Clerk to the Governors, St Francis Xavier 6th Form College,
10 Malwood Road, London SW12 8EN.
Tel: 020 8772 6062
Email: e.lewis@sfx.ac.uk

Information to be made available by the College

The ICO has determined that the information colleges routinely publish falls into the following categories:

- 1 WHO WE ARE AND WHAT WE DO**
 - Organisational information – structures, location, partnerships, contact details, student activities.
 - The college prospectus - published in October / November each year and posted on the college website www.sfx.ac.uk
 - The Community Education prospectus of classes for adults - published in May each year and posted on the community education website community.sfx.ac.uk

- 2 WHAT WE SPEND AND HOW WE SPEND IT**
 - Audited annual financial statements for current and previous two years
 - Budget and account information
 - Audit reports
 - Financial regulations
 - Salary structures

- 3 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**
 - Strategic plans
 - Inspections reports and annual inspection visit reports
 - Examination results

- 4 HOW WE MAKE DECISIONS**
 - Governance and college management structure
 - Decision-making processes, records of decisions
 - Committee terms of reference documents

- 5 OUR POLICIES AND PROCEDURES**
 - Current written protocols, policies and procedures for delivery of College services; our mission and compliance with statutory obligations

- 6 LISTS AND REGISTERS**

- Information legally required to be held in publicly available registers and logs
- Register of pecuniary interests for staff and governors
- Asset register

7 THE SERVICES WE OFFER

- Prospectuses, leaflets, advice and guidance, newsletters

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.

How to obtain information

- Via the College website – www.sfx.ac.uk
- By e-mail request to e.lewis@sfx.ac.uk
- By request in writing to –
Mrs E Lewis
Clerk to the Governors
St Francis Xavier 6th Form College
10 Malwood Road
London SW12 8EN

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 from the website at ico.gov.uk

Charges for information

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 College for routinely published material will be justified and transparent and kept to a minimum.

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.

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

- Photocopying
- Postage and packaging

- The costs directly incurred as a result of viewing information.

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.

The College is committed to reviewing and updating this information guide and its contents on a regular basis. The date of the most recent review will be clearly stated.