



Freedom Of Information

A Guide to the Publication Scheme (January 2009)

INTRODUCTION

1. Legal requirement

1.1 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.

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2 The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education, has been adopted by The Blackpool Sixth Form College with effect from January 1st 2009. The Corporation will formally approve the detail and content of the scheme at its meeting on 1st April 2009.

2. What is a FE College Publication Scheme?

2.1 A publication scheme is a document which lists the information routinely published by Colleges, which the ICO expects them to make available unless:

- i. They do not hold the information.
- ii. The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute.
- iii. The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

2.2 The Blackpool Sixth Form College's Publication Scheme can be accessed from its website: <http://www.blackpoolsixth.ac.uk> from mid April 2009.

2.3 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

3. Information to be made available by the College

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

3.1 *Who we are and what we do*

- Organisational information – structures, locations, contacts

3.2 *What we spend and how we spend it*

- Published accounts

3.3 What our priorities are and how we are doing

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

3.4 How we make decisions

- Decision-making processes, records of decisions

3.5 Our policies and procedures

- Current written protocols, policies and procedures for delivery of College services and responsibilities

3.6 Lists and registers

- Information legally required to be held in publicly available registers and logs.

3.7 The Services we offer

- Prospectuses, leaflets, advice and guidance, newsletters

4. Accessing College information covered by the publication scheme

4.1 Via the College website – www.blackpoolsixth.ac.uk (after mid April 2009)

4.2 By e-mail to foienquiries@blackpoolsixth.ac.uk

4.3 In writing to –

The Principal
The Blackpool Sixth Form College
Blackpool Old Road
Blackpool
FY3 7LR

5. Charges for information

5.1 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.