



HADLOW
COLLEGE

Innovation. Experience. Excellence.

Freedom of information

A GUIDE TO THE PUBLICATION SCHEME

January 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 the College with effect from 1 January 2009. The Corporation will formally approve the detail and content of the Scheme at its meeting on 19 March 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- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The Hadlow College's Publication Scheme can be accessed from its website: www.hadlow.ac.uk after the Corporation has approved the Scheme.

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

Information to be made available by the College

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

- 1 Who we are and what we do**
 - Organisational information – structures, locations, contacts
- 2 What we spend and how we spend it**
 - Published accounts
- 3 What our priorities are and how we are doing**
 - Strategies and plans, performance indicators, inspections and reviews
- 4 How we make decisions**
 - Decision-making processes, records of decisions

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

- 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

How to obtain information

- Via the College website – www.hadlow.ac.uk

- In writing to –
 - The Principal
 - Hadlow College
 - Tonbridge
 - Kent
 - TN11 OAL

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

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.