



## **FREEDOM OF INFORMATION ACT POLICY**

Approved by the Head of HR in February 2017

**AUTHOR:** Human Resources

**DATE:** April 2018

## FREEDOM OF INFORMATION ACT POLICY

### 1 PURPOSE

The Freedom of Information Act (FoIA) gives the right to request information held by public authorities, companies wholly owned by public authorities in England, Wales and Northern Ireland and non-devolved public bodies in Scotland. This policy helps to explain individuals' rights and the law in relation to this.

### 2 SCOPE

This policy applies to all employees of Calderdale College

### 3 DETAILS OF POLICY

#### 3.1 What is the purpose of the FoIA?

The Freedom of Information Act is intended to give the public greater access to information about the workings of public authorities. This will mean increased transparency and accountability, which will raise the quality of public administration.

#### 3.2 What does the FoIA do?

The FoIA gives the public a general right of access to all types of 'recorded' information held by public authorities from 1 January 2005, subject to certain exemptions e.g. personal data. Public authorities also have to adopt and maintain a Publication Scheme.

#### 3.3 What is the Publication Scheme?

The FoIA places a duty on public authorities to adopt and maintain a Publication Scheme. The Publication Scheme must set out the types of information we intend to make available on an on-going basis, the form in which the information is published and details of any charges.

#### 3.4 Publication Scheme

The below outlines our commitment to the types of information we intend to publish on an on-going basis

### 3.4.1 Who we are and what we do

#### Organisational Information, Structures, locations and contacts

Legal and corporate Status	Description	Format	Fee
Legal framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law. The corporate status of Calderdale College Corporation is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The legislation is publicly available on the HMSO web site: <a href="http://www.legislation.hmso.gov.uk/acts">http://www.legislation.hmso.gov.uk/acts</a>.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. Calderdale College Corporation's legal status is derived from the Instruments and Articles of Government. This information is publicly available on the DfES Internet: <a href="http://www.dfes.gov.uk/furthereducation/docs">www.dfes.gov.uk/furthereducation/docs</a>.</p>	Internet	No
How the College is organised	<p>Organisation Chart</p> <p>Senior Team Structure</p> <p>Governing Body</p>	<p>Email</p> <p>Email</p> <p>Email</p>	<p>No</p> <p>No</p> <p>No</p>

### 3.4.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Legal and corporate Status	Description	Format	Fee
Funding/Income	Sources of funding and income, such as funding grants, tuition fees, endowment and investment income	Email	No
Budgetary and account information	Annual statement of accounts	Email	No
Financial Audit Reports	Audit Reports	Email	No
Capital Programme	Information on major plans for capital expenditure	Email	No
Financial Regulations and Procedures	Financial Regulations and Procedures	Email	No
Staff pay and grading structure	Levels of pay scales as part of organisational structure	Email	No
Register of suppliers	Schedule of suppliers	Email	No
Procurement tender procedures and reports	Within Financial Regulations	Email	No
Contracts	Contracts that have been through the formal tendering process	Paper	No

### 3.4.3 What our priorities are and how we are doing

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

Legal and corporate Status	Description	Format	Fee
Annual Report	Annual Report	Email	No
Corporate and Business Plan	Strategic Plan	Email	No
Teaching and Learning Strategy	Teaching and Learning Strategy	Email	No
Academic Quality and Standards	Student results Self-Assessment Report Student Survey Results	Email Email Email	No No No
External Review Information	<a href="#">Ofsted Report</a> Matrix Standard Report	Email Email	No No
Corporate Relations	Business Services	Internet	No
Government and Regulatory Reports	Internal and Financial Statements Audit Reports (Executive Summaries)	Email	No

### 3.4.4 How we make decisions

Decision making processes and records of decisions.

Legal and corporate Status	Description	Format	Fee
Minutes from the Governing Body and Academic Board	Finance, Employment and General Purposes Committee Audit Committee Search Committee Quality and Standards Committee Remuneration Committee Trust Fund Meeting	Email Email Email Email Email Email	No No No No No No
Minutes of Staff/Student Consultation Meetings	Student Consultative Committees	Email	No
Appointment Committees and Procedures	Recruitment and Retention Policy	Email	No

### 3.4.5 The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Legal and corporate Status	Description	Format	Fee
Prospectus and course content	<a href="#">Prospectus</a>	Internet	No
Careers advice	Contact Admissions Office on 01422 399316	Internet	No
Services available to the public	<a href="#">The Full Works</a>	Internet Internet	No No
Learning Centre (Library and Computer Centre)	Learning Centre information	Email	No
Conference facilities	Inspire Centre available for external bookings	Internet	No

Advice and Guidance	Contact Course Information on 01422 399399	Internet	No
Media Releases	<a href="#">Latest News &amp; Events</a>	Internet	No

### 3.4.6 Lists & registers

Legal and corporate Status	Description	Format	Fee
Asset Registers	College Asset Register Learning Centre Catalogue	Email Email	No No

### 3.4.7 Our policies & procedures

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

Legal and corporate Status	Description	Format	Fee
Policies and Procedures for Conducting College Business	Full range of policies for students and staff.	Email	No
Procedures and Policies relating to Academic Services	Full range of policies relating to students. Examples include Safeguarding Children and Vulnerable Adults Policy, Assessment Policy, Counselling Policy, Tutorial Policy, Learner Support Funds Policy.	Email	No
Procedures and Policies relating to Human Resources	Full range of policies relating to staff. Examples include Terms and Conditions of Employment, Disciplinary and Grievance Procedures, Sickness Absence Reporting Procedure, Job Evaluation Procedure.	Email	No
Procedures and Policies relating to Recruitment	Recruitment and Retention Policy	Email	No
Code of Conduct for Members of the Governing Body	Governors Handbook	Paper	No
Equality and Diversity	Full range of policies relating to equality and diversity, such as the Single Equality Scheme, Disability Statement, Medical Needs Policy.	Email	No
Health and Safety	Full range of policies relating to health and safety, such as Smoking Policy, Health and Safety at Work Policy.	Email	No
Estate Management	Full range of policies relating to estates, such as Accommodation Strategy, Car Parking Policy, Environmental Policy.	Email	No
Complaints Policies and Procedures	Complaints Procedure	Email	No
Records Management and Personal Data Policies	Data Protection Policy Freedom of Information Act Guidelines	Email Email	No No

### **3.5 How to Obtain Information - Fees, contact details & timescales**

#### **3.5.1 Any FoIA requests should be sent to:**

[Jonathan](#) Hambling  
Head of Human Resources and Workforce Development  
Calderdale College  
Francis Street  
Halifax  
HX1 3UZ

#### **3.5.2 When requesting information please include the following details:**

- Your name and address
- The information or documents you would like to access
- The way you would like the information to be sent to you (e.g. paper copy, via email)
- Depending on the nature of your request a fee may be payable. Organisations are able to decline a request on the basis that the cost for locating, retrieving and extracting the information would be in excess of £450 (at a rate of £25 per hour). If your request exceeds this limit, you will be invited to reformulate your request, with our assistance, to enable the College to obtain the information you require. If your request still exceeds the limit, you will be notified accordingly.

#### **3.5.3 Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the FoIA.

#### **3.5.4 Fees**

For most requests there will be no charge but charges may be applicable, in line with legislation, if your request is over and beyond normal administrative fees. If fees do apply we will however inform you of this prior to your request being processed.

#### **3.5.5 How long will it take?**

We aim to provide information within 20 working days.

### **3.6 Complaints Procedure**

#### **3.6.1 What happens if I'm not satisfied with the service I receive?**

The policy of Calderdale College is to be as open as possible and to supply the information you have requested, but we have to withhold certain information. The FoIA sets out a series of exemptions to protect confidential or other information where disclosure may prejudice the interests of the College or of third parties. Decisions about refusal of access to information, the way in which access is given or the level of fees or charges, are also subject to review.

#### **3.6.2 Internal review**

If you are dissatisfied with the response for information you have or have not received, you must firstly follow the College's Complaints Procedure which is available on the College website or on request. The procedure explains the process

you must follow to register your complaint, who will investigate it and the timescales for a response and if you are still not satisfied, how to appeal. The investigations will be undertaken by the Quality Manager and/or a senior Manager who has not previously been involved with your request.

### 3.6.3 Review by the Information Commissioner

If you are still dissatisfied with the final decision, or the handling of the internal review you have the right to seek an independent review from the Information Commissioner. The Information Commissioner may or may not investigate the original complaint against the College but will look at whether the complaint has been appropriately handled.

Requests for an independent review by the Information Commissioner should be submitted in writing to:

**The Information Commissioner**

Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire SK9 5AF  
**Telephone:** 01625 545700  
**email:** [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)  
**Website:** [www.ico.org.uk](http://www.ico.org.uk)

## 4 MONITORING

This policy will be continually reviewed in line with legislative changes to the Freedom of Information Act as and when these occur.

## 5 LINKS TO OTHER POLICIES/PROCEDURES/DOCUMENTS

Please read the General Data Protection Regulations Policy

## 6 POLICY REVIEW

Prepared by:	Authorised by:	Date:	Review Date:	Committee
HR Business Partner	Head of HR and Workforce Development	April 2018	April 2019	

## 7 PUBLICATION

Audience:	Published:
Staff	Staff Internet
	College Website