

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 currently adopted by the College.

The new Model Publication Scheme and definitions document provided by the ICO for Colleges of Further Education has been adopted by Lowestoft College with effect from 1 January 2009. Lowestoft College Corporation will formally approve the detail and content of the Scheme at its meeting to be held on 30 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 Freedom of Information (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- the information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

Lowestoft College's Publication Scheme can be accessed from its website: www.lowestoft.ac.uk from 1 April 2009.

In the interim, the Model Publication Scheme and definitions document for Further Education Colleges can be downloaded by following the links from www.ico.gov.uk

What information should Lowestoft College make available?

The information the college routinely publish falls into the following categories. These have been determined by the ICO:

Who we are and what we do

- Organisational information such as structures, locations and contacts.

What we spend and how we spend it

- Published accounts.

What our priorities are and how we are doing

- Strategic plans, performance indicators, inspection and review outcomes and reports.

How we make decisions

- Decision-making processes, records of decisions.

Our policies and procedures

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

Lists and registers

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

The services we offer

- Prospectuses, leaflets, advice and guidance, newsletters

How to obtain information

There are a number of ways that information about Lowestoft College can be accessed. These are

- Via the College website – www.lowestoft.ac.uk
- By email to the Clerk to Corporation – c.reynolds@lowestoft.ac.uk
- In writing to

The Clerk to the Corporation
Lowestoft College
St Peter's Street
Lowestoft
Suffolk NR32 2NB

General information on the FOI 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

Lowestoft College may make a reasonable charge for information which is not available on its website.