

Reviewed June 2016

1 Policy

1.1 This policy sets out the classes of information that the Focus-Trust publishes and the terms on which that information may be made available to those who request it.

2 Principles

2.1 The Focus-Trust Freedom of Information Publication Scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

2.2 Note that any mention of the Focus-Trust or the Trust, includes any academy as part of the Focus-Trust.

2.3 The scheme commits the Focus-Trust:

- to publish proactively, or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- to specify the information that is held by the Trust and falls within the classifications below;
- to publish proactively, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- to review and update, on a regular basis, the information the Trust makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made proactively available; and
- to make this publication scheme available to the public.

2.4 In accordance with the Freedom of Information Act, and its application to academies, the classes of information are:

- **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** Decisions of the governors and academy leadership, including consultations.
- **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the Trust.
- **The services we offer:** Advice and guidance, booklets, leaflets and media releases.

3 Procedures

3.1 The method by which information published under this scheme will be made available

- The Focus-Trust will indicate clearly to the public the information that is covered by this scheme and how it can be obtained. (See annex to this policy).
- Where possible, the Focus-Trust will provide information on its website or on the website of individual academies. Where it is impracticable to make information available on websites the Focus-Trust will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances some information may be available only by viewing in person. Details of how this may be achieved will be provided on request. Appointments to view information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held. Where the Focus-Trust is legally required to translate any information, it will do so.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3.2 Charges which may be made for information published under this scheme

- 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 Focus-Trust or an individual academy for routinely published material will be justified, 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 made be made for actual disbursements incurred such as:
 - photocopying and printing
 - postage and packaging
 - the costs directly incurred as a result of viewing information
- charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with published schedule or schedules of fees which is readily available to the public.
- 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 the provision of the information.

4 Written requests

- 4.1 Information held by the Focus-Trust 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 Freedom of Information Act.

5 Contact details

- 5.1 If you require a paper version of information, or want to ask whether information is available, please contact the Focus-Trust office. Please make your request in writing, for example, in a letter or in an email. Contact details are set out below or you can visit the Focus-Trust website: www.focus-trust.co.uk

Postal Address: FOI Requests
 The Focus-Trust
 Talking Point Conference Centre
 Huddersfield Road
 Scouthead
 OL4 4AG

Email: info@focus-trust.co.uk

Please give your real name and address to which we can reply. This can be a postal or email address.

6 Turnaround time

- 6.1 We will acknowledge your request as soon as possible and wherever possible within the specified time limit of 20 days. If your request is particularly complex we will assess how long it is likely to take to retrieve the relevant information. If it is more than 6 hours of staff time we will levy a charge. In this case we will write to you to advise you of the cost and you can decide whether or not to continue.

7 Monitoring, evaluation and review

- 7.1 The Board will review this policy annually and assess its implementation and effectiveness. This policy will be promoted and implemented throughout the Focus-Trust and Focus-Trust academies.

Title	Freedom of Information Policy
Aim	To make clear the Trust's stance and compliance with legislation and requirements
Related documents	FOI Publication Scheme
Date for implementation	01.01.2013
Approved by	Trust Board – 17.12.12
Date of next review	July 2017
Distribution	Available to all Focus-Trust academies via Share Point. Published on Focus-Trust website.
Version control	V3

Annex 1

Guide to information available from the Focus-Trust under the Model Publication Scheme

Class 1:

Who we are and what we do:

Organisational information, structure, locations and contacts.

Information to be published	How the information can be obtained	Cost
Who is who in the academy	Website	No charge
Who is who on the local governing body	Website	No charge
Scheme of delegation	Hard copy	Schedule of charges
Contact details for Principal	Website	No charge
Contact details for CEO of Focus-Trust	Website	No charge
Academy prospectus	Website	No charge
Staffing structure	Hard copy	Schedule or charges
Academy term dates	Website	No charge

Class 2:

What we spend and how we spend it:

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

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy	Schedule of charges
Capital funding	Hard copy	Schedule of charges
Additional funding	Hard copy	Schedule of charges
Procurement and projects	Hard copy	Schedule of charges
Pay policy	Hard copy	Schedule of charges
Staffing and grading structure	Hard copy	Schedule of charges
Governors' allowances	Hard copy	Schedule of charges

Class 3:

What our priorities are and how we are doing:

Strategy and performance information, plans, assessments, inspections and reviews.

Information to be published	How the information can be obtained	Cost
Latest inspection report	Website	No charge
Academy improvement plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	No charge

Class 4:

How we make decisions:

Decisions of the governors and academy leadership, including consultations.

Information to be published	How the information can be obtained	Cost
Admissions policy (not individual admission decisions)	Website	No charge
Agenda and minutes of local governing body and its sub-committees	Hard copy	Schedule of charges
Agenda and minutes of Focus-Trust board and its sub-committees	Hard copy	Schedule of charges

Class 5:**Our policies and procedures:**

Current written protocols for delivering our functions and responsibilities.

Information to be published	How the information can be obtained	Cost
Focus-Trust policies	Hard copy	Schedule of charges

Class 6:**Lists and registers:**

Information held in registers required by law and other lists and registers relating to the functions of the Trust.

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the Trust is currently legally required to hold in publicly available registers (this does not include attendance registers).	Hard copy	Schedule of charges

Class 7:**The services we offer:**

Advice and guidance, booklets, leaflets and media releases.

Information to be published	How the information can be obtained	Cost
Extra-curricular opportunities	Website	No charge
Trust and academy publications	Website	No charge
Newsletters	Website	No charge

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 10p per A4 sheet (black and white)	Actual cost
	Photocopying/printing @ 30p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Standard Second Class
Statutory fee		In accordance with relevant legislation