



# Publication Scheme

September 2016

<b>Policy Document Control Sheet:</b> <b>Trust lead:</b> Ian Hickman <b>Key Staff lead for</b> The Blyth Academy: Andrew Buxton – ICT & Network Manager & Caroline Turner – Operations Manager <b>Portfolio Governor lead:</b> David Hall <b>Status:</b> Agreed and adopted		
Date	Process	Category
N/a	<b>Consultation period</b>	
23 <sup>rd</sup> September 2016	<b>Approved by Stakeholders</b>	
7 <sup>th</sup> October 2016	<b>Approved by NET Trust Board</b>	
5 <sup>th</sup> December 2017	<b>Adopted by Governors at the local level</b>	
September 2018	<b>Next review date</b>	Mandatory: NET

## **Freedom of Information Act 2000: Publication Scheme for NET**

### **Aim of the publication scheme**

The publication scheme covers the Trust's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust and falls within the classifications below.
- To proactively publish 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.
- To make this publication scheme available to the public.

### **The Classes of Available Information**

#### **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**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, 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 authority.

#### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases.

## **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **Requests for information**

Information that is not published under the scheme can be requested in writing from the Trusts Information Governance Officer - details below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## **Charges**

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage. See published Schedule of Charges.

The Trust reserves the right to charge for large/complicated requests for information that reaches the chargeable condition threshold of £450.00, but an estimate will be provided at the time providing the option of continuing with the request or withdrawing or reducing such a request.

## **RELEVANT POLICIES**

Information Strategy  
Records Management Policy  
Archiving Policy  
Schedule of Charges

## **RELEVANT LINKS**

Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk)

## **CONTACTS**

For further information please contact the Trust's Information Governance Officer at the following address:

Northern Education Trust  
Cobalt Business Exchange Central  
Unit 5 Silver Fox Way  
Cobalt Business Park  
Newcastle upon Tyne  
NE27 0QJ

Or by telephone on: (0191) 594 5070

Or by emailing: [public.enquiries@northerneducationtrust.org](mailto:public.enquiries@northerneducationtrust.org)