

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 Bicton College with effect from 1 January 2009. The Board of Governors will formally approve the detail and content of the Scheme at its meeting on 24 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- The information is archived, out of date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release

Bicton College's Publication Scheme can be accessed from its website www.bicton.ac.uk from the end of March 2009.

In the interim, the Model Publication Scheme and definition document for Further Education 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 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.bicton.ac.uk
- By e-mail to CJKitson@bicton.ac.uk
- In writing to –
 - The Principal
 - Bicton College
 - East Budleigh
 - Budleigh Salteron
 - Devon EX9 7BY

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.