

Huntspill Community Federation



FREEDOM OF INFORMATION PUBLICATION SCHEME



Lead Person: Derek Nevell
Committee: Business
Policy Date: Spring Term 2018

Introduction: what a publication scheme is & why it has been developed

This publication scheme commits The Huntspill Federation 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 Huntspill Federation.

The scheme commits The Huntspill Federation:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held & falls within the classifications below.
- To specify the information which is held by The Huntspill Federation & 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 & publish the methods by which the specific information is made routinely available so that it can be easily identified & accessed by members of the public.
- To review & update on a regular basis the information The Huntspill Federation 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.

Classes of information

- a) **Who we are & what we do:** Organisational information, locations & contacts, constitutional & legal governance.
- b) **What we spend & how we spend it:** Financial information relating to projected & actual income & expenditure, tendering, procurement & contracts.
- c) **What our priorities are & how we are doing:** Strategy & performance information, plans, assessments, inspections & reviews.

- d) **How we make decisions:** Policy proposals & decisions. Decision making processes, internal criteria & procedures, consultations.
- e) **Our policies and procedures:** Current written protocols for delivering our functions & responsibilities.
- f) **Lists & registers:** Information held in registers required by law & other lists & registers relating to the functions of the authority
- g) **The services we offer:** Advice & guidance, booklets & leaflets, transactions & media releases. A description of the services offered.

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.
- 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.

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

The Huntspill Federation will indicate clearly to the public what information is covered by this scheme & how it can be obtained.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability & discrimination legislation & any other legislation to provide information in other forms & formats will be adhered to when providing information in accordance with this scheme.

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 & cost to the public. Charges made by the school for routinely published material will be justified & transparent & kept to a minimum.

Charges may be made for:

- photocopying
- postage & 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 & are in accordance with a 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 provision of the information.

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 Freedom of Information Act.

Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the schools by telephone, email, fax or letter. Contact details are set out below:

SCHOOL	WEST HUNTSPILL	EAST HUNTSPILL
ADDRESS	West Huntspill Primary School New Road West Huntspill Highbridge Somerset TA9 3QE	East Huntspill Primary School New Road East Huntspill Highbridge Somerset TA9 3PT
TELEPHONE	01278 783842	01278 782453
EMAIL	Sch.410@educ.somerset.gov.uk	Sch.144@educ.somerset.gov.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.