

**THE HOWARD PARTNERSHIP TRUST**  
**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

Date created: July 2016	Responsible Body: The Howard Partnership Trust Board
Created/implemented:	Executive Contact: CEO
Review period: initial review after 1 year, then 2 yearly	THPT Committee: Audit & Risk
Last reviewed: May 2013	Next due for review: July 2017

**Purpose: The THPT Freedom of Information publication scheme commits the Trust to make information available to the public as part of its normal business activities.**

This publication scheme is based on model documents prepared and approved by the Information Commissioner and DfE for all schools and academies. It is issued to the Trust Board and LGBs for adoption in accordance with the agreed THPT policy audit schedule.

The publication scheme commits THPT:

- To pro-actively 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 which is held by the Trust and falls within the classifications below.
- To pro-actively 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.

## Classes of 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 Trust.

### **The Services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

## Non-disclosure of information

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 available.

THPT will indicate what information is covered by this scheme and how it can be obtained. Where possible, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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. 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 the 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.

#### 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 Trust for routinely published material will be justified and 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 may be made for actual disbursements incurred. 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 a published schedule or schedules of fees which is readily available to the public.

#### **Schedule of charges**

<b>Type of charge</b>	<b>Cost</b>	<b>Basis of charge</b>
Photocopying	3p per page black & white A4	
	5p per page colour A4	
Postage	Actual cost of 2 <sup>nd</sup> class mail	
Admin fees	£25 per hour	Statutory fees

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. Requests should be sent to the CEO, The Howard Partnership Trust, c/o Lower Road, Effingham, Surrey, KT24 5JR.

#### Information on websites

THPT Website: <http://www.thehowardpartnership.org/>

School websites may be accessed directly, or through the THPT landing page.

## Guide to information available from The Howard Partnership Trust under the FoI Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 - Who we are and what we do</b>		
Members of the Trust Board and their appointments	THPT website	No charge
Funding Agreements & Articles of Association	Companies House, THPT & school websites	Companies House charges
Contact details for THPT and Partnership Schools	THPT and school websites	No charge
Corporate details: registered office; directors; members;	Companies House website: www.companieshouse.gov.uk	Companies House charges
Governance Structure	THPT website	No charge
Members of Local Governing Bodies (LGBs) and their appointments	School websites	No charge
School Prospectus & Profiles	School websites	No charge
Term dates, holidays and school session times	School websites	No charge
Staffing structure and names of key personnel	By written request	Schedule of charges
<b>Class 2 – What we spend and how we spend it</b>		
Statutory accounts	Published on THPT website	No charge
Procurement – policy and opportunities	By written request	Schedule of charges
Pay policy	By written request	Schedule of charges
Financial Statements	By written request	Schedule of charges
Capital Funding and information on capital projects	By written request	Schedule of charges
Additional sources of funding	By written request	Schedule of charges
Trustee and Governor Expenses' Policy	By written request	Schedule of charges
<b>Class 3 What are our priorities and how are we doing</b>		
School Improvement Plans	By written request	Schedule of charges
Plans for future development	By written request	Schedule of charges
DfE performance data	DfE website & School websites	No charge
Latest Ofsted reports	School websites & Ofsted website:	No charge
Newsletters	School websites	No charge

<b>Class 4 How we make decisions</b>		
Local Governing Bodies' Terms of Reference	By written request	Schedule of charges
Agendas and Minutes of meetings of the THPT Board of Trustees and its Committees including LGBs. Information that is properly recorded as confidential will be excluded	By written request	Schedule of charges
Admissions' Policy and Arrangements	School websites	No charge
Admissions' Appeals	School website	No charge
<b>Class 5 Our current policies and procedures To include:</b>		
Child Protection & Safeguarding Policy and procedures	School websites or by written request	Schedule of charges may
Health & Safety Policy	School websites or by written request	Schedule of charges may
Complaints procedure	School websites or by written request	Schedule of charges may
Equality Policies	School websites or by written request	Schedule of charges may
Home School Agreement	School websites or by written request	Schedule of charges may
Curriculum Policies	School websites or by written request	Schedule of charges may
Business & Finance Policies	School websites or by written request	Schedule of charges may
<b>Class 6 List and Registers</b>		
Any lists and registers that THPT is required to keep	By written request	Schedule of charges
<b>Class 7 The services we offer</b>		
Prospectuses	School websites or by written request	No charge
Out of hours clubs & Extra-curricular activities (where applicable)	School websites or by written request	No charge
Lettings opportunities	By written request	No charge
Any other published material	By written request	No charge