



Enable Trust

Freedom of Information Publication Scheme

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| Approved by: | Achievement Support & Outreach Committee | Date of Policy: | Dec 2020 |
| Last reviewed: | | | |
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1. Purpose of the Policy

The Publication Scheme, based on the model publication scheme prepared and approved by the Information Commissioner, commits Enable Trust (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.

2. Publication Scheme

a. This Scheme commits Enable Trust:

- 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 statements contained within this Scheme.
- To produce and publish 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 fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

b. 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.

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.

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

Enable Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained. See Appendix A.

Where it is within the capability of the Trust, 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, the 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. 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.

4. 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 such as:

- photocopying
- 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 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.

5. Written Requests

Information held by the 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 FOIA)

The Trust will reply to a written request under the FOIA within the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, the Trust will have up to 60 days to respond. The response time starts from the time the request is received. Where the Trust has asked the enquirer for more information in order to provide an answer, the 20 days start time begins when this further information has been received.

The request may be refused for the following reasons:

- the information is not held;
- the cost threshold is reached (£450);
- the request is considered vexatious or repeated;
- one or more of the exemptions apply

The Trust reserves the right to make a charge for providing a response. Where the Trust has notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

If you require a paper version of any information, or want to ask whether information is available please contact the Trust by email or letter. Contact details are set out below or you can visit the individual schools' websites at:

<https://www.culverhillschool.org.uk/> <https://www.newsiblands.org.uk/>

or Enable Trust website at: <https://www.enabletrust.org.uk/>

Email to info@enabletrust.org.uk

In writing to:

Enable Trust
New Siblands School
Gillingstool
Thornbury
South Glos.
BS35 2EG

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

6. Monitoring and Evaluation

The policy will be promoted and implemented throughout the Trust. The Trustees will review this policy at least every two years and assess its implementation and effectiveness by:

- Ensuring that all staff are aware of this policy
- Ensuring a log is kept of all written requests for information under this policy which is monitored by the Head of Business
- Ensuring that the Trust's websites are monitored for compliance annually and that a record is kept including notes of any amendments which is checked by the Head of Business Operations

Appendix A

Guide to information available from Enable Trust under the publication scheme

| Information published | Availability |
|---|---|
| <u>Who we are and what we do</u> Organisational information, locations and contacts, constitutional and legal governance | |
| Who's who in the Academy | Trust website (Executive Leadership Team) |
| Trust members and trustees | Trust website (members and trustees) |
| Local Governing Board Members | Individual School's websites |
| Governance structure, Statement of Intent and Articles of Association and Supplemental Funding Agreements | Trust Website |
| Contact details of the Head teacher of each School | Individual School's websites |
| School session times and term dates | Individual School's websites |
| Contact details of the trust | Trust website |

| Information published | Availability |
|--|------------------------------|
| <u>What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. | |
| Annual Accounts | Trust Website |
| Use of Pupil Premium and PE/Sports Premium Funding | Individual School's websites |
| Procurement and contracts – details of procedures used for the acquisition of | Hard copy – chargeable. |

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| goods and services. Details of contracts that have gone through a formal tendering process | |
| Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects | Hard copy – chargeable. |
| Pay policy | Hardcopy - chargeable |
| Staffing Structure | Hardcopy -chargeable |

| Information published | Availability |
|---|---|
| <u>What our priorities are and how we are doing</u> Strategy and performance information, plans, assessments, inspections and reviews. | |
| School Profile Latest Ofsted report Government supplied performance data | Individual school websites/ Hard copy - chargeable |
| Enable Trust – Ethos/Vision Statement/Aims and Objectives | Trust Website or Hard copy – chargeable. |
| School Aims, Goals and Vision | Individual School’s websites |
| Safeguarding policies and procedures | Trust website and individual school websites |

| Information published | Availability |
|---|--|
| <u>How we make decisions</u> (Decision making processes and records of decisions) Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations | |
| Admissions policy statement | Trust website. Decisions available in hard copy – chargeable. |
| Trustee and Governing body meeting dates | Trust and Individual School’s websites |
| Minutes of meetings Trustee and Governing body meetings (excluding confidential items) | Hard copy - chargeable |

| Information published | Availability |
|---|--|
| <u>Our policies and procedures</u> | |
| Current written protocols for delivering our functions and responsibilities | |
| Trust and School Policies including: | |
| Charging and Remissions Policy | Trust Website |
| Health and Safety Policy | Trust Website |
| Complaints Procedure | Trust Website |
| Charging & Remissions Policy | Trust Website |
| Whistleblowing Policy | Trust Website |
| Equality Objectives | Trust Website |
| Recruitment and Selection Policy | Hard copy - chargeable |
| Accessibility Policy | Individual schools' websites |
| Pupil Behaviour Policy Anti-Bullying Policy | Individual school's websites |
| Records Management and Data Protection Policies including Privacy Notices and Freedom of Information Policy and Procedure | Trust Website & Hard copy - chargeable |

| Information published | Availability |
|---|------------------------|
| <u>Lists and Registers</u> | |
| Information held in registers required by law and other lists and registers relating to the functions of the Trust. | |
| Curriculum circulars and statutory instruments | Hard copy - chargeable |
| Any information Enable Trust is currently legally required to hold in publicly available registers. This does not include the attendance register | Hard copy - chargeable |
| Asset register | Hard copy - chargeable |

| Information published | Availability |
|---|------------------------------------|
| <u>The Services we Offer</u> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. | |
| Academies/Schools | Individual school's websites |
| Post 16 | New Siblands School website |
| Outreach | Trust/Individual school's websites |
| School leaflets and newsletters | Individual school's websites |

Schedule of charges

| Types of Charges | Description | Basis of Charge |
|-------------------|---|---|
| Disbursement Cost | Printing/photocopying charges: Black and White – 4p per copy Colour – 6p per copy | Actual charge |
| | Postage – 2 nd class | |
| Statutory Fee | | In accordance with the relevant legislation |