



# UTC South Durham Freedom of Information Policy



<b>Date of adoption</b>	June 2018
<b>Approved by</b>	Governing Body
<b>Signed:</b> (Principal) 	<b>Date:</b> 1st June 2018
<b>Signed:</b> (Chair of Governors) 	<b>Date:</b> 1st June 2018

<b>Date to be reviewed by</b>	June 2018
<b>Reason for Review</b>	GDPR
<b>Responsibility</b>	Business Manager

## **1. Introduction**

Adopting a publication scheme (PS) is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme. 'Public authorities' are defined in the Act and include schools, academies, universities, further education colleges and sixth form colleges.

## **2. What is a publication scheme?**

A publication scheme is a document that describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

## **3. About University Technical College South Durham**

University Technical College (UTC) South Durham is a specialist college for 14-18 year olds, specialising in Science and Engineering. It is located in Newton Aycliffe and serves students from across the South Durham and Teesside area. The UTC's Senior Leadership Team comprises of the Principal and Vice Principal. Teaching is managed through Directors of specialisms. The UTC offers full-time learning opportunities on Level 2 and Level 3 programmes of study. More information on the UTC can be found at: [www.utcsouthdurham.org](http://www.utcsouthdurham.org)

## **4. Accessing information covered by the publication scheme**

The classes of information we publish are described in part 8 of the scheme.

Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact the Principal's PA. Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

## **5. Information not covered by the publication scheme**

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which it has not already made available through its publication scheme.

Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations up to a maximum of £450.

They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are

not releasing information and they may also have to justify this to the Information Commissioner.

## **6. Feedback**

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below:

Principal  
UTC South Durham  
Long Tens Way  
Aycliffe Business Park  
County Durham  
DL5 6AP  
Email: [office@utcsouthdurham.org](mailto:office@utcsouthdurham.org)

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
SK9 5AF

## **7. Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## 8. Guide to information available in the publication scheme

Information to be published	How the information can be obtained	Charge
UTC Funding Agreement	Written request	Photocopying and postage may be charged
UTC staff structure	Hard copy	Photocopying and postage may be charged
Governing body names and contacts and basis of their appointment	Written request	
Contact details for Chair of Governors and Principal	Website	
UTC term dates, holidays and session times	Website	
Location and contact information – address, telephone and website	Website	
UTC Prospectus	Website	
UTC Performance results	Website – link to data on DfE website	
Financial statements	Written Request	
Capital funding and building projects	Written request	Photocopying and postage may be charged
Sources of additional funding	Written request	Photocopying and postage may be charged
Procurement of goods and services and contracts – details of procedures for procurement.	Written request	Photocopying and postage may be charged
Staff costs	Written request	Photocopying and postage may be charged
Pay policy	Written request	Photocopying and postage may be charged
Governors Allowances	Written request	Photocopying and postage may be charged
What are our priorities and how are we performing?	Website and hard copy	No charge from website Photocopying and postage may be charged for hard copies
School profile – government data, Ofsted report	Website	
Performance Management Information	Written request	Photocopying and postage may be charged
UTC's future plans – major proposals on safeguarding and promoting welfare of young people	Strategic plan on website – and/or written request	Photocopying and postage may be charged
Child Protection policies and procedures	Website	
Admissions policy	Website	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
Our policies and procedures for delivering our services and responsibilities	Hard copy and/or website	
UTC Policies	Many policies are published on our website, others can be made available on request	No charge from website. Photocopying and postage may be charged for hard copies
Equality and Diversity Policies, processes, statements, guidelines relating to equal opportunities	Many policies are published on our website, others can be made available on request	No charge from website. Photocopying and postage may be charged for hard copies
Asset Register	Written request	Photocopying and postage may be charged for hard copies
Any other information the UTC is currently legally required to hold in publicly available registers	Written request	Photocopying and postage may be charged for hard copies
The Services we offer	Website (some information) Written request (full information)	Photocopying and postage may be charged for hard copies
Extra curricular activities and out of school clubs	Website	
UTC publications including Leaflets, books and newsletters	Website or written request	Photocopying and postage may be charged for hard copies

