



## Publication Scheme – Freedom of Information

### Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements.

### What is the scheme?

The publication scheme is a guide to the information routinely published by St John Rigby College, or which it is intended to publish. The Scheme provides a description of the "classes" or types of information published.

Adopting a publication scheme is a requirement of Section 19 of The Freedom of Information Act 2000, updated in January 2009. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including Universities and Further Education Colleges). The St John Rigby College scheme follows the Model Publication Scheme produced for Universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland for use from January 2009.

### How do I obtain information covered by the publication scheme?

St John Rigby College will make items available which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the General Data Publication Regulation (GDPR) or commercial sensitivity.

Where possible we intend to publish all documents covered by the scheme in electronic format via the college's website at [www.sjr.ac.uk](http://www.sjr.ac.uk) although many documents are available in hard copy only. Requests for information should be made to the Freedom of Information Officer.

**How much do printed publications cost?**

Printed information about courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £20. In certain circumstances the College may waive the charge. For a full list of fees please see Annex A.

If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please contact:

Freedom of Information Officer

St John Rigby College

Gathurst Road

Orrell

WN5 0LJ

Tel 01942 214797

**What about information not covered by the publication scheme?**

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including a college such as St John Rigby College, which has not already been made available through our publication scheme. Requests have to be made in writing and, in general, public authorities have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations (see Annex A). We are not required to release information to which an exemption in the Act legitimately applies.

## **Complaints**

We will do everything in our power to meet your information needs. However, if you have a complaint we are unable to resolve, you have the right to complain to the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

<b>FREEDOM OF INFORMATION – MODEL PUBLICATION SCHEME</b>		
<i>Note: Please see Annex A for information on charges</i>		
<b>Who we are and What we do</b>	Organisational information, structures, locations & contacts	
Legal Framework	Information relating to the legal and corporate status of the College	Information available on application to the Freedom of Information Officer
Organisation of College	Organisational Structure - names & responsibilities of key people	Information available on application to the Freedom of Information Officer
Boards & Committees - Terms of Reference, Membership, Description	Details of Governors, Committees, Schedule of Meeting and Instruments & Articles	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Student Activities - Students Union and non-academic activities		Information available on application to the Freedom of Information Officer
<b>What we spend and how we spend it</b>	Financial information	
Funding/Income	Sources of funding & income e.g. funding grants, tuition fees, endowment and investment income	Information available on application to the Freedom of Information Officer
Budgetary and Account Information	Financial Statements available to the public to see where money is being spent.	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Financial Audit Reports		Information available on application to the Freedom of Information Officer
Capital Programme	Information on major plans for capital expenditure including any public private partnership contracts	Information available on application to the Freedom of Information Officer
Financial Regulations & Procedures		Information available on application to the Freedom of Information Officer

Pay Policy		Information available on application to the Freedom of Information Officer
Staff pay and grading structures		Information available on application to the Freedom of Information Officer
Staff allowances and expenses	See Financial Procedures	Information available on application to the Freedom of Information Officer
Governors' allowances		Information available by application to the Freedom of Information Officer
Register of Suppliers Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders. Significant Contracts List	Information available by application to the Freedom of Information Officer
Contracts	Details only of contracts of sufficient size to have been through tendering process	Information available by application to the Freedom of Information Officer

<b>What Our Priorities are and How we are doing</b>	Strategies and plans, performance indicators, audits, inspections and reviews. Material at least from the current and previous 3 years	
Corporate and Business Plans		Information available on application to the Freedom of Information Officer
Academic Quality and Standards	Performance data available on the college website	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Ofsted Inspection Report (Latest)		Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
<b>How we make Decisions</b>	Decision making processes and records of decisions.	
Governing Body, Student Council, Leadership Team and other College Committees	Minutes of meetings where key decisions are made about operation of the college - excluding material that is properly considered to be private	Information available on application to the Freedom of Information Officer
Appointment Committees and procedures		Information available on application to the Freedom of Information Officer
The College will publish selected publications and make these available on the College website <a href="http://www.sjr.ac.uk">http://www.sjr.ac.uk</a>		
<b>Our Policies and Procedures</b>	Current written protocols, policies and procedures for delivering services and responsibilities	
Policies and Procedures for conducting college business		Information available on application to the Freedom of Information Officer
Procedures and Policies relating to Human Resources		Information available on application to the Freedom of Information Officer
Procedures and Policies relating to Recruitment	Current vacancies. Recruitment and Selection for Employees	Information available on application to the Freedom of Information Officer

Code of Conduct for Members of Governing Bodies		Information available on application to the Freedom of Information Officer
Equality & Diversity	Policies, statements, procedures and guidelines regarding equality & diversity.	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Health & Safety		Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Complaints Policies and Procedures	Include covering requests for information and operating the Publication Scheme Complaints Procedure	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Records Management and Personal Data Policies	Information Security Policies, records retention and archive policies, data protection (including data sharing)	Information available on application to the Freedom of Information Officer
Charging regime and policies	Charging Policy	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
<b>Lists and Registers</b>	<b>Current information</b>	
Information the College is legally required to hold in publicly available registers	Register of Members Interests	Information available on application to the Freedom of Information Officer
Asset Registers	Financial Statements	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
CCTV	CCTV Policy	Information available on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Freedom of Information Disclosure Logs	Information that has been provided in response to request should be readily available.	Information available on application to the Freedom of Information Officer

<b>The Services We Offer</b>	Include marketing, leaflets, guidance and newsletters
Prospectus and Course Content	<a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a> and upon request to the Freedom of Information Officer
Welfare & Counselling Services	Counselling Policy on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Funding available to students	Bursary Information and application on the College website <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a>
Careers Advice	Information available on application to the Freedom of Information Officer
Learning Resource Centre,	Information available on application to the Freedom of Information Officer
Media Releases	Social Media platforms: <a href="http://www.sjr.ac.uk">www.sjr.ac.uk</a> Twitter/ Facebook/ YouTube/ Instagram

## **ANNEX A: FREEDOM OF INFORMATION (FEES)**

### **FREEDOM OF INFORMATION – FEES PROCEDURE**

St John Rigby College is committed to meeting its obligations under the Freedom of Information and other access legislation as decreed to government.

We will consider all requests for information on their individual merits and aim to send a response within 20 working days, or 40 calendar days for requests for personal information, handled under the General Data Protection Regulation. If we are unable to give an answer within the allotted time, we will let you know and tell you how much longer we need.

#### **Request for Information under the Freedom of Information Act**

The Freedom of Information Act and the associated Fees Regulations stipulate that we cannot levy a fee for information unless the amount of time taken to locate the information exceeds 18 hours. However, we are allowed to charge for disbursements related to the provision of information and any reformatting requested by the applicant provided we ensure that applicants are aware of any charges.

For any information which is provided in hard copy our rates for photocopying/printing, reformatting and postage will normally be as follows:

#### Table of Charges

- A4 black and white - 10p per printed side
  - A4 colour - 20p per printed side
  - A3 black and white - 20p per printed side
  - A3 colour - 40p per printed side
  - Alternative media - Charge to be agreed in advance on request
- Printouts from a PC:

Postage - At the prevailing Royal Mail rates

#### **Charges for retrieving the information**

The Freedom of Information Act gives public bodies two options for handling difficult or voluminous requests: to either charge or refuse to answer the request. On assessing your request, we will first inform you that your request will exceed the appropriate limit of £450, which is set by government, and discuss ways in which you can reduce your request to bring it within the appropriate limit.

In order to assess whether the appropriate limit has been exceeded we will take into account the staff time, charged at a rate of £25 per hour, involved in the following:

- Finding out if we hold the information requested
- Locating information or documents
- Retrieving information or documents
- Extracting, editing and blanking out exempt information from documents

#### **Aggregated requests**

If we receive two or more related requests within a period of 60 consecutive working days from an individual or different individuals who appear to be acting together or as part of a campaign, the costs of complying with the individual requests are aggregated. If the total is found to be in excess of the appropriate limit, we treat the set of requests as a single request that exceeds the appropriate limit. For example a request made by 2 individuals, each amounting to £300; added together the total costs are £600 and therefore exceed the appropriate limit of £450. The college can charge each applicant £300 (together with any disbursement charges).

**Payment**

If a charge is to be levied, we will notify you in a Fees Notice. We are not obliged to respond to a request unless the fee is paid within three months.

**Charges for Environmental Information**

The Environmental Information Regulations allow authorities to levy a "reasonable" charge for the provision of information. As long as the cost of locating the information is likely to be below the "appropriate limit" set by the Freedom of Information legislation, we will only charge you for printing, photocopying and postage, at the same rate as for Freedom of Information requests.

Where charges apply, we will send you a fees notice as soon as possible specifying what you have to pay. We must receive payment from you before we can supply you with the information which you have requested. If we do not receive payment from you within 60 working days we will treat your request as having been withdrawn.