

WORCESTER SIXTH FORM COLLEGE

**FREEDOM OF INFORMATION
POLICY**

September 2018



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FREEDOM OF INFORMATION POLICY

Including access to meetings

PURPOSE AND AIMS

The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making.

The College has a model Publication Scheme and Guide to Information as required by the Freedom of Information Act 2000 (FOIA). The College also complies with General Data Protection Regulations 2018 and ensures that personal data is dealt with appropriately.

This policy sets out the procedures for assisting those who wish to obtain information about College activities, meetings of the Governing Body, Student Council and Committees.

PRINCIPLES

The principles which the policy embodies are that:

1. The procedure for requesting information will be accessible and well publicised.
2. The procedures will be simple to understand and use.
3. Requests will be dealt with speedily with stated time limits for action.
4. Where confidentiality applies it will be respected.
5. The Publication Scheme and Guide to Information will be adhered to.
6. Information will be provided free of charge unless significant work is involved in producing the information, as described in the Guide to Information.

CONTEXT

Register of Interests

Governors and certain senior members of staff are required to complete a declaration of interest form for inclusion in the Register of Interests and to inform the Clerk of any changes during the year. The declarations are renewed annually in the autumn term.

The Register of Interests is kept by the Clerk and can be inspected during office hours at Worcester Sixth Form College, Spetchley Road, Worcester, WR5 2LU.

Identification of Chair, Principal and Clerk

The name and contact details for the Chair, Principal and Clerk to the Governing Body are set out below:

The Principal - Mr Ed Senior

Worcester Sixth Form College

Spetchley Road

Worcester

WR5 2LU

Fax: 01905 362633

Email: enquiries@wsfc.ac.uk

The Chair of the Governing Body - Mrs Gill Slater c/o Worcester Sixth Form College

The Clerk to the Governing Body - Mrs Jo Payne Tel: 01905 362602

Confidentiality

The Governing Body has agreed that confidentiality must be observed in accordance with General Data Protection Regulations 2018 and the exemptions in the Freedom of Information Act, which allows for information to be withheld or qualified. This includes personal information deemed sensitive under General Data Protection Regulations 2018 and information where a public interest test applies.

The categories for determining confidentiality are:

- personal information relating to an individual;
- information provided in confidence by a third party who has not authorised its disclosure;
- financial or other information relating to procurement decisions, including information relating to the College negotiating position, during the course of those negotiations;
- information relating to the negotiating position of the College in employment relations matters, during the course of those negotiations;
- information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- legal advice received from or instructions given to the College legal advisors;
- information planned for publication in advance of that publication; and/or
- information not otherwise covered above, but considered to be commercially sensitive.

Confidential minutes

Where information has been recorded in the confidential minutes of a meeting, the Clerk will review these prior to the preparation of the papers for the meeting at which the confidential minutes would be approved. The Quality Committee will review the categorisation of confidential minutes annually and make a recommendation to the Governing Body to ensure that minutes are released into the public domain unless there are still grounds for confidentiality.

Attendance at Governing Body, Student Council and Committee meetings by Members of the general public and the media/press

The Governing Body has decided that attendance by the public or by the media / press at meetings of the Governing Body, Student Council and Committees is not allowed. In exceptional circumstances the Governing Body may decide (by a majority vote) to allow members of the public or media / press to attend for all or a specific part of a particular Governing Body, Student Council or Committee meeting.

PROCEDURE

- Requests for information should be made in writing addressed to the Principal
- The Publication Scheme & Guide to Information set out the classes or categories of information that the College will routinely make available, it indicates the manner in which the information is available and whether any charge will be made.
- The College will produce information covered by the Publication Scheme in the manner and at the charges set out in the Guide to Information.
- Requests for information not covered by the Publication Scheme must be made in writing
- The College will endeavour to provide the information requested within 20 days.
- Where the College must decline, or is entitled to refuse to release information, the College will provide the reason(s) for refusing to disclose that information.
- Information will be provided free of charge unless significant work is involved in producing the information requested.

MONITORING

This Freedom of Information Policy will be monitored regularly as follows:

- the Principal will be responsible for the oversight of this policy and its implementation
- the operation of this policy will be reviewed termly by the College Senior Management team.

REVIEWS

This policy will be reviewed annually by the College Senior Management Team and where significant alterations are intended it will be presented for approval to the Governing Body's Quality Committee.