



The College
of West Anglia

Freedom of information

A GUIDE TO THE PUBLICATION SCHEME
Effective from 1 January 2009

Introduction

This guide has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme to replace the Publication Scheme adopted by the College in 2004.

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education has been adopted by the College of West Anglia with effect from 1 January 2009. The Corporation formally approved the detail and content of the Scheme at its meeting on 11 March 2009.

The Model Publication Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The College of West Anglia's Publication Scheme can be accessed from its website: www.col-westanglia.co.uk. The ICO Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from www.ico.gov.uk

Information to be made available by the College

The information colleges routinely publish falls into the following categories - these have been determined by the ICO:

- 1 *Who we are and what we do***
- 2 *What we spend and how we spend it***
- 3 *What our priorities are and how we are doing***
- 4 *How we make decisions***

5 *Our policies and procedures*

6 *Lists and registers*

7 *The Services we offer*

How to obtain information

- Via the College website – www.col-westanglia.ac.uk
- By e-mail to dpomfret@col-westanglia.ac.uk
- In writing to –
 - The Principal
 - The College of West Anglia
 - Tennyson Avenue
 - King's Lynn
 - Norfolk PE30 2QW

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

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

or via the internet at www.ico.gov.uk

Routinely published documents

Appended to the guide is a list of documents routinely published by the College, categorised in accordance with the ICO's model. Documents available via the College website are free of charge.

Charges for information

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be identified in the detailed Scheme.

Response times to requests for information

- The College will respond to requests for information on receipt
- Direct access to many documents is provided via the College website
- If information has to be posted it will be sent promptly and within a minimum of 5 working days
- If information has to be viewed at College premises, the individual making the request will be contacted within 5 working days to make a convenient appointment

Complaints

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with within the parameters of the College's Complaints Procedure which can be viewed at any of the College campuses, or made available on request.

Complaints, in writing, should be made to the Principal at the address overleaf or e-mailed to dpomfret@col-westanglia.ac.uk. The complaint will be acknowledged within 15 working days, naming the investigating manager and noting the appeals procedure.

David Pomfret
Principal and Chief Executive Officer