



The College of West Anglia

Freedom of information

A GUIDE TO THE PUBLICATION SCHEME

Introduction

The College of West Anglia is committed to making as much information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

Freedom of Information Act 2000

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000.

The College of West Anglia has adopted the Model Publication Scheme and definition document provided by the ICO for colleges of Further Education in October 2008. 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- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release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.cwa.ac.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.cwa.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. For items not routinely available we will calculate direct labour costs based on the time spent researching and collecting the information which will be charged at a flat rate of £25 per hour. There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450, but we may be able to indicate what information could be provided within this cost ceiling.

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 20 working days of receipt of any applicable charge

- 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