



Freedom of Information Policy  
and Publication Scheme

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## 2. Version control

Date	Version	Revision	Owner
19/06/18	1.0	New Policy	Future Generation Trust Policy Team
06/07/2021	2.0	Scheduled review. Previous policy and publication scheme combined.	Future Generation Trust Policy Team

### 3. Introduction

As an education provider, Future Generation Trust (FGT) has an obligation to publish a freedom of information statement and publication scheme, outlining how the trust will meet its duties under the Freedom of Information Act 2000 and associated regulations. This policy outlines our response to the Act and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy also explains our framework for managing requests.

This policy does not cover enquires or subject access requests under the Data Protection Act 2018 or the UK General Data Protection Regulation. Where an enquirer asks to see what personal information FGT holds about them, these enquiries will be dealt with inline with the trust's **Data Protection Policy** and **Subject Access Request Procedure**.

### 4. Legal framework

This policy has due regard to the following legislation and guidance, including, but not limited to, the following:

- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The UK General Data Protection Regulation (GDPR)
- ICO (2015) 'Model publication scheme'

This policy has due regard to the trust's policies and procedures, including, but not limited to, the following:

- Data Protection Policy
- Records Management Policy
- Subject Access Request Procedure

### 5. Obligations and duties

Future Generation Trust recognises its duty to provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Freedom of Information Act.

We will tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with our policy and procedures.

### 6. Publication Scheme

The information which the trust routinely makes available to the public is included in our Publication Scheme. Future Generation Trust have adopted the Information Commissioner's Office Model Publication Scheme and further details on what we provide access to can be found in Appendix A.

If you require a paper version of any information, or want to ask whether information is available, please contact us using the details provided in section 7.

To enable us to process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME INFORMATION REQUEST**".

## 7. Right of access

Any person can make a freedom of information request for information that we hold. The request must be made in writing, (which can include email), and should include the requesters name and correspondence address, (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information.

To enable us to process your request within statutory timescales, please clearly mark any correspondence “**FREEDOM OF INFORMATION REQUEST**”.

Please send any requests for information to [office@futuregenerationtrust.co.uk](mailto:office@futuregenerationtrust.co.uk) or by post to:

**Future Generation Trust, Hobnock Road, Essington, Wolverhampton, WV11 2RF.**

A response will be provided within 20 school days (or 60 working days if this is shorter) from receipt of the request. A school day is defined as a day when any of our academies is open for all pupils.

Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within two months of our request we will assume that you no longer wish to pursue your enquiry and close the matter down.

Where a fee is to be charged, the timeframe within which the trust has to respond to the request will begin from the day the fee is received.

## 8. Exemptions

Requested information may not be provided if one of the following applies:

- We do not hold the information
- There is a relevant exemption available
- The request is above the cost limit (being £450 or 18 hours of a staff member’s time)
- The request is considered vexatious or repeated
- A fee notice was not honoured

The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may be relevant.

We will inform you if one or more of these apply in any decision notice.

Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs have been exceeded.

## 9. Charges

Charges may be made for disbursements, such as the following:

- Production expenses, e.g. printing and photocopying
- Transmission costs, e.g. postage and packaging
- Complying with the enquirer's preferences about the format in which they would like to receive the information, e.g. scanning to a CD

## 10. Internal review

Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested in writing within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.

If a requester is still not happy with the response following an internal review, they may complain to the Information Commissioner.

<https://ico.org.uk/make-a-complaint/>

## 11. Monitoring and review

The Trust Board has overall responsibility for this policy and for reviewing its effectiveness.

This policy and all arrangements will be reviewed every three years.

**Policy adopted on:** 15 July 2021

**Review date:** July 2024

**Signed:** Fliss Dale

**Designation:** Chair of Trust Board

### Freedom of Information Publication Scheme

Future Generation Trust (FGT) has adopted the Model Publication Scheme prepared and approved by the Information Commissioner.

This publication scheme commits the trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the trust.

We will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and falls within the classifications below.
- Specify the information which is held by the trust and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the trust that has been requested, and any updated versions it holds, unless the trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (*The term 'dataset' is defined in section 11(15) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.*)

### Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- **Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer.**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which will not be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **How information published under this scheme will be made available**

Information covered by this scheme will, as far as possible, be published on the trust website. Where this is impracticable, or you do not wish to access information via the trust website, information covered by this scheme can also be obtained by contacting the trust as outlined in section 6 of the trust's **Freedom of Information Policy**.

Information requested under this scheme will be delivered electronically, unless paper copies are specifically requested.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the trust website is available free of charge.



Charges may be made for information subject to a charging regime specified by Parliament.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the trust that is not published under this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

Full details can be found on how to make a freedom of information request in the trust's **Freedom of Information Policy**.