

Freedom of Information Publication Scheme Introduction and Overview.

Overview:

This overview forms the introduction to the City College Norwich (including Paston College and Easton College) publication scheme. It explains the background to the scheme and follows the suggested form of words provided by the Information Commissioner's Office as far as possible. The College is expected to make available information that is required by statute or by virtue of a funding agreement, financial memorandum or other arrangement.

Legal requirement:

- Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 'Public authorities' are defined in the Act and include higher and further education colleges, sixth form colleges and academies.

What is a publication scheme:

- A publication scheme is a document which describes the information a public authority publishes or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a complete list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described. In the College's case, links have been provided to content on the College's website which is then updated as appropriate. If a link is not available enquires can be made to the Information Compliance team via the following email address: FOI_CCN@ccn.ac.uk
- A publication scheme must set out the classes, or categories of information published. It must also make clear how the information described can be accessed and whether charges will be made. Most of the information described in the College's scheme may be accessed online. If the information is held by another public authority, the College should provide details of where to obtain it.

The 'model' publication scheme for Higher Education and Further Education:

- City College Norwich has adopted the model publication scheme developed for the higher education and further education sectors and is therefore committed to publishing the information it describes.
- The models used are designed for higher education and further education across England, Wales and Northern Ireland. The purpose is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector.



Accessing information covered by the publication scheme:

- The classes of information the College publish are described in the publication scheme and are generally available via the links in the scheme or by contacting the Information Compliance team.
- If the information is not available online, please contact **FOI_CCN@ccn.ac.uk** for assistance. There is not usually a charge for information in the publication scheme, although the College may impose a charge for high volumes of information requested, which will be agreed with the enquirer in advance.

Information not covered by the publication scheme:

- You have the right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme.
- Requests should be made in writing and the College will respond as soon as possible and within the time limit of 20 working days to respond. If the College does not hold the information or if an exemption applies that prevents its release, then it is required to explain this and will do so as soon as possible.
- If you have a complaint about the College's compliance with the Freedom of Information Act that the College is unable to resolve, you may complain to the [Information Commissioner's Office \(ICO\)](#), the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

- [The ICO](#) also offers advice to members of the public about the Freedom of Information Act via its website.

