

BISHOP WORDSWORTH'S SCHOOL
FREEDOM OF INFORMATION POLICY

Definitions:

1. *'Parent(s)' includes, guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

PREAMBLE

1. The Bishop Wordsworth's School (the School) is bound by the Freedom of Information (FOI) Act 2000 and therefore there is a legal right for any person to ask for access to information that the School holds and the School must supply that information subject to the exemptions below. The School has a duty to provide advice and assistance to anyone requesting information and the FOI Act is also fully retrospective. Enquiries must be made in writing, although the enquirer does not have to give a reason for the request and does not have to mention the FOI Act either.
2. The School is committed to meeting the requirements of the FOI Act within the terms of the most recent guidance issued by the Department for Education (DfE,) including the exemptions, timescales and charging limits. In addition to this policy, the School has also adopted the model publication scheme recommended by the DfE.

RESPONSIBILITY

3. Day-to-day responsibility for FOI Policy and the provision of advice, guidance, publicity and interpretation of the School's policy is delegated to the Headmaster by the Governing Body. Most requests for information are likely to be straightforward to deal with and will be dealt with on a routine basis by pastoral or admin staff as appropriate. Where requests are received that cannot be dealt with through 'normal procedures' or where staff feel that to accede to the request could be difficult, the request should be referred to the Company Secretary for advice and/or action. The address for FOI questions is:

Email: rec@bishopwordsworths.org.uk

Contact Address:

The School Secretary & Headmaster's PA
Bishop Wordsworth's School
Exeter Street
Salisbury SP1 2ED

RESPONSE TO A REQUEST FOR INFORMATION

4. The full procedure for handling requests for information is set out in the two process maps at Annex A.
5. The enquirer is entitled to be told whether the School holds the information and if so, whether they may have access to it. For non-routine enquiries the Headmaster's advice should be sought before responding. Access can include providing extracts of a

document, a summary of the information sought or access to the original document. However, the FOI Act recognises the need to preserve confidentiality of sensitive information in some circumstances and specifies exemptions (see Annex B). There are only four reasons for a refusal to a request:

- a. The information is not held.
- b. The cost threshold of £450 is reached. (Clerical etc work is costed at £25 per hour in accordance with statutory guidelines).
- c. The request is considered vexatious or repeated. Vexatious is defined in the Information Commissioner's guidelines as: 'whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress.'
- d. Any of the exemptions apply (see Annex B). Note that one of the main exemptions refers to documents that are published or are due to be published.

6. **Charging.** A fee may be charged where necessary and any fee is to be notified to the enquirer before the information is supplied. The amount charged is to be calculated in accordance with current DfE guidance (see Enclosure 1) and payment will be required before the information is supplied.

RESPONSE TIME

7. All requests are to be met as soon as reasonable but within the statutory time limit of 20 working days unless, either: consideration is required on the 'public interest test' (in which case the time limit may be extended for a 'reasonable time'); or if the request is received during or just before the school holidays (in which case the time limit is 60 days). Where further information is requested to enable the enquiry to be answered, the time limit begins from the time that the request for further information is received.

ACTION ON REFUSAL OF A REQUEST

8. If the information is not to be provided, the FOI Point of Contact is to send a notice of refusal which is to contain:

- a. The fact that the School cannot provide the information.
- b. Which exemptions apply.
- c. Why the exemptions apply in this case.
- d. Reasons for refusal if on the grounds of the cost of compliance.
- e. Reasons for refusal on vexatious or repeated grounds.
- f. The internal complaints procedure.

PUBLICATION SCHEME

9. The model publication scheme for information approved by the Information Commissioner is at Enclosure 1. A guide to information published is at Annex C. All information that is not on the School Website may be supplied in paper form or by email in which cases a charge is to be made in accordance with Paragraph 6.

COMPLAINTS PROCEDURE

10. Any written expression of dissatisfaction should be handled through the School's existing complaints procedures. When the outcome upholds the School's original decision, the applicant is to be informed of their right to appeal to the Information Commissioner (ico.org.uk).

RECORDING

11. The School is to maintain a record of refusals and reasons for refusals is to be kept by the Company Secretary, who is to ensure that the Governing Body reviews this access Policy annually. These records are to be retained for 5 years.

12. The Company Secretary is also to maintain a record of all complaints and their outcome.

CHANGES IN LEGISLATION

13. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

14. The Governing Body, advised by the School's Leadership Team, will review this policy biennially (from 2022). It was adopted by Governors on 28th February 1995. The most recent 3 years' review history is below:

21 st November 2019	Minor changes
12 th November 2020	No change
11 th November 2021	Minor changes
10 th November 2022	No change

Annexes:

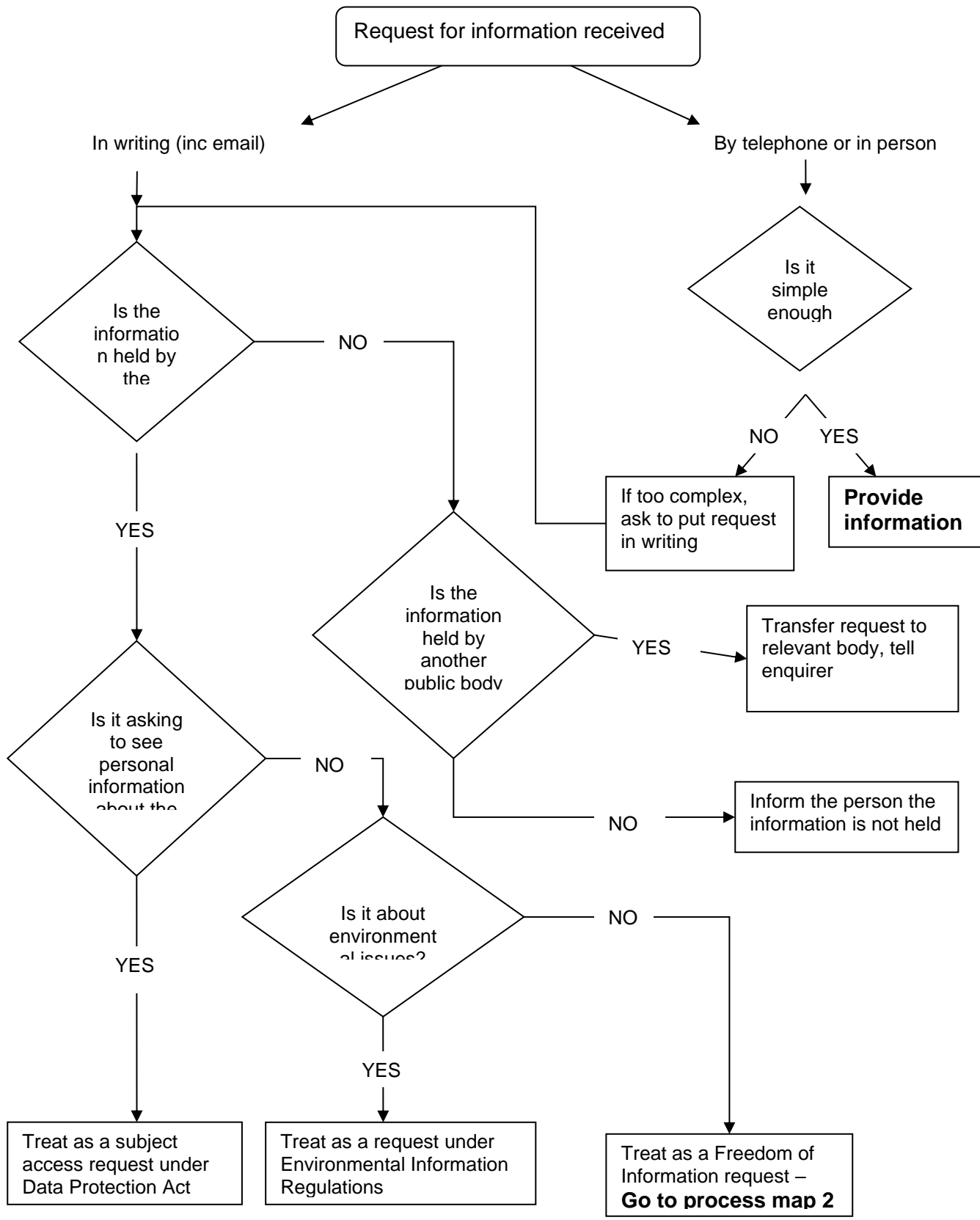
- A. Process Maps 1 & 2.
- B. Exemptions to Release of Information.
- C. Guide to Information Published.

Enclosure:

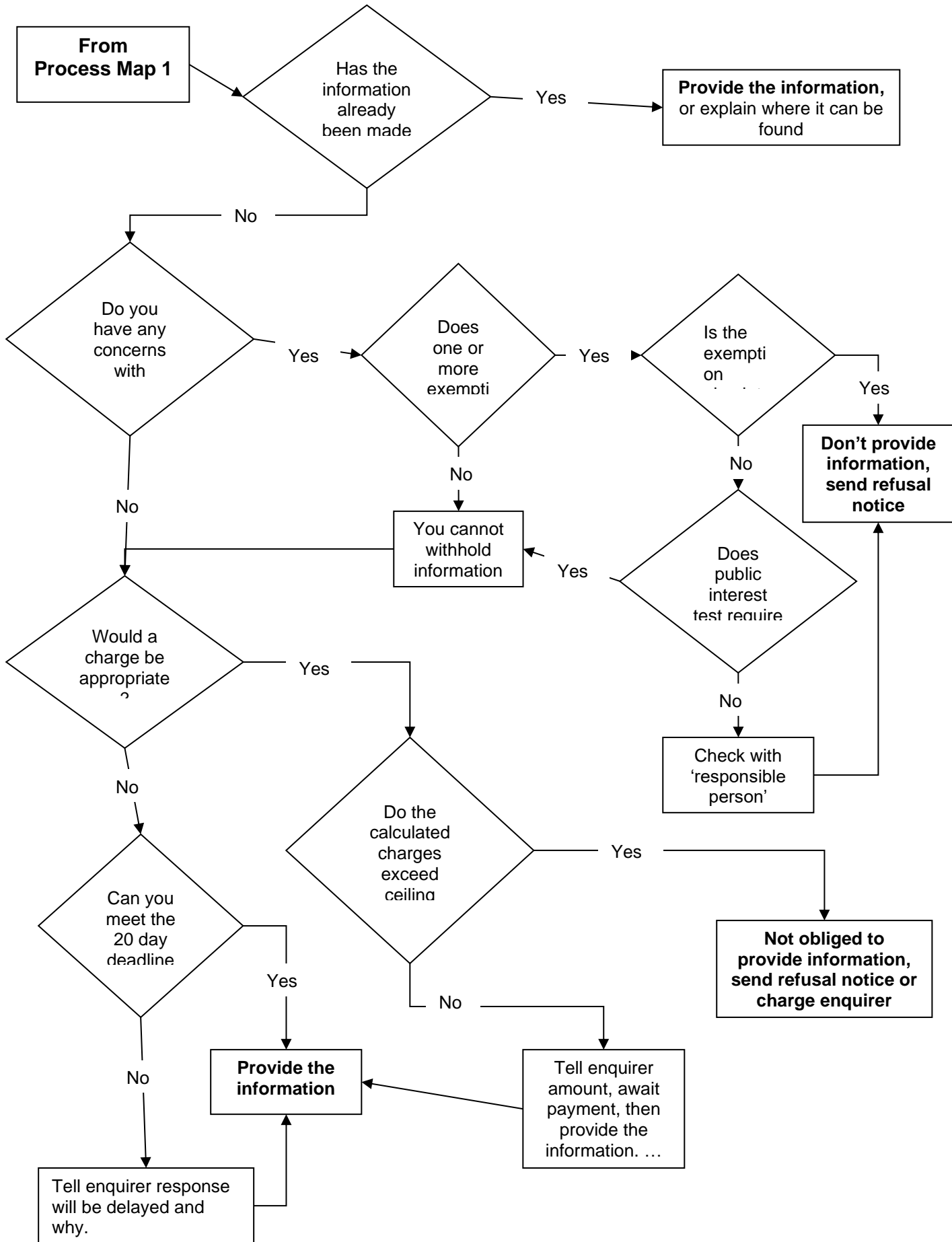
- 1. Publication Scheme. (Mandated to be adopted by all Academies).

**ANNEX A
TO FREEDOM OF INFORMATION POLICY**

PROCESS MAP 1 FOR RECEIVING REQUESTS FOR INFORMATION



PROCESS MAP 2 FOR HANDLING FOI ENQUIRIES



EXEMPTIONS TO RELEASE OF INFORMATION

1. Although decisions on disclosure should be made on a presumption of openness, the FOI Act recognises the need to preserve confidentiality and protect sensitive material in some circumstances.
2. Information may not be withheld in response to a valid request unless one of the following applies:
 - a. An exemption to disclosure.
 - b. The information sought is not held.
 - c. The request is considered vexatious or repeated.
 - d. The cost of compliance exceeds the threshold of £450.

THE DUTY TO CONFIRM OR DENY

3. A person applying for information has the right to be told if the information requested is held by the School, and if that is the case to have the information sent (subject to any of the exemptions). This obligation is known as the School's "duty to confirm or deny" that it holds the information. However, the School does not have to confirm or deny if:
 - a. The exemption is an absolute exemption (see Paragraph 7 below); or
 - b. In the case of qualified exemptions (see Paragraph 8 below), confirming or denying would itself disclose exempted information.

EXEMPTIONS

4. A series of exemptions are set out in the FOI Act which allow the withholding of information in relation to an enquiry. Some are very specialised in their application (such as national security) and would not usually be relevant to schools. There are more than 20 exemptions but schools are likely to use only a few of them.
5. **Categories of Exemption.** There are two general categories of exemptions:-
 - a. **Absolute.** Where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest.
 - b. **Qualified.** Where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.
6. **Absolute Exemptions.** There are 8 absolute exemptions listed in the FOI Act. Even where an absolute exemption applies-
 - a. It does not mean that there may not be disclosure; it means that disclosure is not required by the FOI Act. A decision could be taken to ignore the exemption and release the information taking into account all the facts of the case.
 - b. There is still a legal obligation to provide reasonable advice and assistance to the enquirer.

7. Types of Absolute Exemption. The absolute exemptions in the FOI Act are set out below. Those which might be relevant to schools are marked with an *:

a. **Information Accessible to the Enquirer By Other Means***. (Section 21). If information is reasonably accessible to the applicant by another route than the FOI Act, it is exempt information. This is the case even if the enquirer would have to pay for the information under that alternative route. This exemption includes cases where you are required to give information under other legislation or where the information is available via the Publication Scheme.

b. **Information Dealing with Security Matters.** (Section 23) (see also qualified exemption under Section 24 on national security). This applies to information directly or indirectly supplied by, or relating to, bodies dealing with security matters such as GCHQ, MI5, MI6, Special Forces and the National Crime Agency.

c. **Court Records.** (Section 32) (see also the qualified exemption under Section 30 concerning investigations and proceedings conducted by public authorities). This applies to information related to proceedings in a court or tribunal or served on a public authority for the purposes of proceedings.

d. **Parliamentary Privilege.** (Section 34). This exempts information if it is required for the purpose of avoiding an infringement of the Parliamentary privilege. Parliamentary privilege is an immunity whereby MPs cannot be prosecuted for sedition or sued for libel or slander over anything said during proceedings in the House.

e. **Prejudice to the Effective Conduct of Public Affairs.** (Section 36) (see also the qualified exemption part of Section 36). This relates to the maintenance of the collective responsibility of Ministers.

f. **Personal information***. (Section 40) (See also the qualified exemption part of Section 40). Where enquirers ask to see information about themselves, this is exempt under the FOI Act because it is covered by the Data Protection Act. The existing school Data Protection guidance should be consulted.

g. **Information Provided in Confidence***. (Section 41). This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable by that, or another, person.

h. **Prohibitions on Disclosure***. (Section 44). Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.

8. Qualified Exemptions. With qualified exemptions, even if it is decided that an exemption applies, there is a duty to consider the public interest in confirming or denying that the information exists and in disclosing information. Guidance on carrying out the public interest test is at Annex C. The qualified exemptions in the FOI Act are set out below. Those which might be relevant to schools are marked with an *:

a. **Information Intended for Future Publication***. (Section 22). If at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended date of publication. This could apply for instance to statistics published at set intervals, for example annually or where information is incomplete and it would be inappropriate to

publish prematurely¹. Note, there is still a legal duty to provide reasonable advice and assistance.

b. **National Security.** (Section 24) (see also absolute exemption 23). Information is exempt for the purposes of safeguarding national security.

c. **Defence.** (Section 26). Information is exempt if its disclosure would prejudice the defence of the UK.

d. **International Relations.** (Section 27). Information is exempt if its disclosure would or would be likely to, prejudice relations between the UK and any other state, international organisation.

e. **Relations within UK.** (Section 28). Information is exempt if its disclosure would or would be likely to, prejudice relations between any administration in the UK ie the Government, Scottish Administration, Northern Ireland Assembly, or National Assembly of Wales.

f. **The Economy.** (Section 29). Information is exempt if its disclosure would, or would be likely to, prejudice the economic or financial interests of the UK

g. **Investigations and Proceedings Conducted by Public Authorities*.** (Section 30). Information is exempt if it has at any time been held by the School for the purposes of criminal investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.

h. **Law Enforcement*.** (Section 31). Information which is not exempt under Section 30 Investigations and Proceedings, may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:-

- the prevention or detection of crime
- the apprehension or prosecution of offenders
- the administration of justice
- the exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties
- any civil proceedings brought by or on behalf of the School which arise out of an investigation carried out for any of the purposes mentioned above.

The duty to confirm or deny does not arise where prejudice would result to any of these matters.

¹ Note the following:-

- the intended publication does not have to be by the school, it can be by another person or body on behalf of the school
- the date of publication does not have to be known, it could be at some future date (although it is recommended that some idea of a likely date is given)
- the duty to confirm or deny does not apply if to do so would involve the disclosure of any of the relevant information

- i. **Audit Functions.** (Section 33). Information is exempt if its disclosure would, or would be likely to, prejudice the exercise of an authority's functions in relation to the audit of the accounts of other public authorities. It does not apply to internal audit reports.
- j. **Formulation of Government Policy.** (Section 35). Information held is exempt information if it relates to the formulation or development of government policy, ministerial communications, advice by Law Officers (eg Attorney General) and the operation of any Ministerial private office
- k. **Prejudice to the Conduct of Public Affairs.** (Section 36) (excluding matters covered by the absolute exemption part of Section 36). Information likely to prejudice the maintenance of the convention of the collective responsibility of Ministers or likely to inhibit the free and frank provision of advice or exchange of views
- l. **Communications with the Queen*.** (Section 37). Information is exempt if it relates to communications with the Queen, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.
- m. **Health and Safety*.** (Section 38). Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.
- n. **Environmental Information*.** (Section 39). Information is exempt under FOI where it is covered by the Environmental Information Regulations. Environmental information can cover information relating to: air, water, land, natural sites, built environment, flora and fauna, and health. It also covers all information relating to decisions or activities affecting any of these.
- o. **Personal Information*.** (Section 40) (see also the absolute exemption part of Section 40 Where an individual seeks information about themselves Data Protection Act powers apply). Where the information concerns a third party, it is exempt if its disclosure would contravene the Data Protection Act, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the Data Protection Act. The duty to confirm or deny does not arise in relation to this information if doing so would be incompatible with any of the above.
- p. **Legal Professional Privilege*.** (Section 42). Legal professional privilege covers any advice given by legal advisers, solicitors and barristers. Generally such information will be privileged. A school wishing to disclose the information is to seek consent from the provider of the advice. This exemption covers all such information where a claim to legal professional privilege can be maintained in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.
- q. **Commercial Interests*.** (Section 43). Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including the School). The duty to confirm or deny does not arise where prejudice would result to commercial interests but not where the information constitutes a trade secret.

PROTECTIVE MARKINGS AND APPLYING EXEMPTIONS

9. When considering if an exemption to disclosure should apply, it should be born in mind that the presence of a protective marking (Restricted, Confidential or Secret, with or without descriptors such as Staff, Management, Commercial etc) does not constitute an exemption and is not in itself sufficient grounds on which to prevent disclosure. Each case must be considered on its merits.

TIMING

10. Where information has previously been withheld, it must not be assumed that any subsequent requests for the same information will also be refused. Sensitivity of information decreases with age and the impact of any disclosure will be different depending on when the request is received. Therefore, for each request, the harm that could result is to be considered at the time of the request and, while taking into account any previous exemption applications, each case should be considered separately.

NEXT STEPS

11. In all cases, before writing to the enquirer, the person given responsibility for FOI by the School Governing Body is to ensure that the case has been properly considered, and that the reasons for refusal, or public interest test refusal, are sound.

ANNEX C
TO FREEDOM OF INFORMATION POLICY

GUIDE TO INFORMATION PUBLISHED

CATEGORIES OF INFORMATION PUBLISHED

The publication scheme gives a guide to information which is currently published (or has recently been published) or which will be published in the future. This is split into seven categories of information known as ‘classes’ (see Enclosure 1). A summary of the information in each class is tabulated below. Where information is shown as available on the Website or by email it is also available on paper but then a charge will normally be raised. Additionally, a charge may be raised if sent by email. In each case any charge made is to be the actual cost incurred for staff time and consumables.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

Class	
How the Information Can Be Obtained	Where From (for Website access via index)
Class 1. Who We Are and What We Do	
<p>1. School Prospectus. General information on the School, its history, tradition, admissions (see also Admissions’ Policy at Class 5), expectations, values, sports and extra-curricular activities</p> <p>2. Curriculum. Subjects taught.</p> <p>3. Sports. Sports played.</p> <p>4. Extra Curricular. At Class 7 below.</p> <p>5. Funding Agreement.</p> <ul style="list-style-type: none"> • The name of the Academy Trust • How it is funded. • The Company Articles of Association. • The manner in which the Governing Body is constituted • The term of office of each category of governor • The name of anybody entitled to appoint any category of governor • Details of any trust • School religious ethos • The date the Funding Agreement took effect. <p>6. Governance.</p> <ul style="list-style-type: none"> • Trust Members and Governing Body • Governors information pack (of governance information) 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>

<ul style="list-style-type: none"> • Governors' CVs • Governors' Register of Interests • Governors attendance record 	
7. School Dates and Other Event Dates.	Website
Class 2. What We Spend and How We Spend It	
1. Annual Reports & Accounts. (Incl auditors reports)	Website
2. Pupil Premium Report.	Website
3. Pay Policy (Incl Pay structure)	Website
4. Staff & Governors' Allowances.(Annex to Pay Policy)	Website
5. Budget.	Email
6. Finance & Audit Committee Minutes.	Email
7. Pay & Staffing Committee Minutes.	Email
8. Admissions, Property Health & Safety Minutes.	Email
Class 3. What Are Our Priorities and How We are Doing	
1. Development Plan.	Website
2. School Improvement Plan.	Website
3. Exam results.	Website
4. Ofsted Report.	Website
5. Performance Indicators – in Annual Report.	
6. Statutory Inspection of Anglian School (SIAS) Report	Website
7. Sports results.	Website and twitter (Sports)
Class 4. How We Make Decisions	
1. Governance (see Class 1 Para 5 above).	Website
2. Annual General Meetings.	Website
3. Governing Body Minutes.	Website
4. Sub-committee Minutes.	Email
5. Admissions. (as Para 4 above: Admissions, Property Health & Safety Committee Minutes).	Email
Class 5. Policies & Procedures	
1. Admissions Policy. Policy for admissions at all ages including the criteria by which over subscriptions are treated.	All policies and procedures: Website
2. Appraisal Policies for Teaching & Support Staff. Statement of procedures adopted by the Governing Body relating to the annual appraisal of staff and the annual report of the Head on the effectiveness of appraisal procedures.	

3. **Assessment Recording Marking and Reporting Policy.** How pupils' work is assessed, the assessments recorded, marked and reported.
4. **Attendance Policy.** The Law, how pupil attendance is recorded, the expectations for pupil attendance, the expectations on parents and the policy for absence for holidays in term time.
5. **Behaviour Policy.** Statement of general principles on behaviour and discipline of pupils, including School rules and dress rules, and of measures taken by the head teacher to prevent bullying.
6. **Bursary Policy.** The eligibility, amounts payable and application for 6th Form bursaries.
7. **Careers Education Policy.** Statement of the programmes of careers education provided for Key 4.
8. **Charging and Remissions Policy.** A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
9. **Child Protection Policy.** Statement of policy for safeguarding and promoting welfare of pupils at the school.
10. **Collective Worship Policy.** Statement of arrangements for the required daily act of collective worship.
11. **Complaints Procedure.** Statement of procedures for dealing with complaints.
12. **Curriculum Model.** Organisation of the curriculum, subjects taught and number of periods per year per subject.
13. **Data Protection Policy.** How the School meets the requirements of Data Protection Law.
14. **Equality Policy.** The Ethos, legal framework, principles, how prejudice is addressed, responsibilities, equality objectives, equality information and Accessibility Plan.
15. **Freedom of Information Act & Publication Scheme.** Statement of how the school complies with the FOI.
16. **Harassment and Bullying Policy.** Definitions of School responsibilities and the Law in relation to the harassment or bullying of school employees; how employees may complain and how the School will treat a complainant.
17. **Health and Safety Policy (and risk assessment).** Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
18. **Home School Liaison Incorporating the Home School Partnership Agreement.** Statement of the School's aims and values, the School's responsibilities, the parental responsibilities

and the School's expectations of its pupils for example homework arrangements. Agreement to be signed by parents.

19. **Homework Policy.** Policy on homework, types of homework and parental assistance in recording homework.

20. **ICT Policy.** ICT in the Curriculum, acceptable use of ICT by pupils and staff, e-safety, use of ICT for administration and structure of ICT in the School.

21. **Induction of New Staff Policy.** How new staff or staff moving to new positions are inducted.

22. **Pastoral Care Policy.** Description and aims of pastoral care.

23. **Personal Social Health Education Policy.** The ethos underpinning PSHE instruction.

24. **Public Exams Policy.** Responsibilities, administration, finance and appeals of public exams.

25. **Religious Education Policy.** Syllabus and organisation of Religious Education.

26. **Redundancy Procedure.** The procedure for justification, negotiation and fair selection of staff for redundancy.

27. **Sabbaticals & Exchanges Policy.** The policy for staff sabbaticals and exchanges.

28. **Security Policy.** The policy for the security of pupils, staff, visitors, property and premises.

29. **Sex Education Policy.** Statement of policy with regard to sex and relationship education.

30. **Special Education Needs Disabilities and Medical Conditions Policy.** Information about the school's policy on providing for pupils with special educational needs disabilities and medical conditions.

31. **Spiritual, Moral, Social and Cultural Development Policy.** The principles underpinning pupils' SMSC.

32. **Staff Discipline and Grievance Procedures.** Statements of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

33. **Staff Development Policy.** The identification, support and delivery of staff training.

34. **Staff Leave of Absence Policy.** The policy for all types of staff statutory leave and discretionary leave for family emergencies.

35. **Staff Pay Policy.** The policy for staff pay.

36. **Substance Use and Misuse Policy.** Commitment to prevention of substance misuse, procedures, responsibilities and notes on common drugs.

37. Whistleblowing Policy. The avenues for staff raising concerns, school procedures and responses and the requirements of the Law.	
Class 6. Lists & Registers	
1. Assets. 2. Disclosure & Barring. 3. Racial Incidents. 4. Exclusions & Other Disciplinary Action.	Email Paper Email Email
Class 7. The Services We Offer	
1. Extra Curricular Activities. Sports, Duke of Edinburgh Award Scheme, curriculum related clubs, cooking, film club, public speaking, school play, trips, choir, young enterprise etc. 2. Year 12 Enrichment. Cookery Extended Project Qualification Community Sports Leaders Award Life Skills Mandarin 3. Sports Hall. Public, including public club, access on payment to sports hall and fitness centre. 4. Evening Classes. On payment: provision of: art courses (watercolour, upholstery, sewing), language classes (French, Italian, Spanish, Mandarin, Russian).	Website (Extra Curricular)

Freedom of Information Act publication scheme for academies Published: February 2014

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

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.

The classes of information will not generally include:

- 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 that is legally required. Where an authority is legally required to translate any information, it 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 which may be made for Information published under this scheme

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 authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

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

Charges may be made for actual 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.

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 a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests should be made to the FOI POC: see Paragraph 3 of FOI Policy.