

FREEDOM OF INFORMATION OUR PUBLICATION SCHEME

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 the College to make information available proactively, through a publication scheme.

The Joseph Priestley College scheme follows the model Publication Scheme produced for Further Education Colleges by the Information Commission's Office.

What is a publication scheme?

The publication scheme is a guide to the information we make available to the public as part of our normal business activities. The information covered is included in seven 'classes of information' listed below.

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the College's commitment to make available the information described.

A publication scheme must make clear how the information described can be accessed and whether or not charges will be made.

Accessing information covered by the publication scheme

To request information available through our publication scheme, please contact:

Glenn Glidden (IT Manager)
Joseph Priestley College
Morley Campus, Peel St
Morley
LEEDS LS27 8QE

Where possible we intend to progressively publish all documents covered by the scheme in electronic format via our website although at present most documents are available in hard copy only.

Next to each class we have indicated whether charges apply to material.

What about information not covered by the publication scheme?

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which it has not already made available through its publication scheme.

Requests should be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the named contact above.

If we are unable to resolve any complaint, you have the right to complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF