



[Insert Academy logo]

Publication Scheme

September 2016

Policy Document Control Sheet:		
Trust lead: Ian Hickman		
Key Staff lead for insert Name of Academy: Insert name of lead staff member		
Portfolio Governor lead: Insert name of lead portfolio governor		
Status: Agreed and adopted		
Date	Process	Category
N/a	Consultation period	
23 rd September 2016	Approved by Stakeholders	
7 th October 2016	Approved by NET Trust Board	
Insert date	Adopted by Governors at the local level	
September 2018	Next review date	Mandatory: NET

Freedom of Information Act 2000: Publication Scheme for NET

Aim of the publication scheme

The publication scheme covers the Trust's commitment on the following points:

- To 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.
- To specify the information that is held by the Trust 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 Trust 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.

The Classes of Available 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.

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. This includes information protected by the Data Protection Act.
- 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.

Requests for information

Information that is not published under the scheme can be requested in writing from the Trusts Information Governance Officer - details below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Charges

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage. See published Schedule of Charges.

The Trust reserves the right to charge for large/complicated requests for information that reaches the chargeable condition threshold of £450.00, but an estimate will be provided at the time providing the option of continuing with the request or withdrawing or reducing such a request.

RELEVANT POLICIES

Information Strategy
Records Management Policy
Archiving Policy
Schedule of Charges

RELEVANT LINKS

Information Commissioner's Office – www.ico.org.uk

CONTACTS

For further information please contact the Trust's Information Governance Officer at the following address:

Northern Education Trust
Cobalt Business Exchange Central
Unit 5 Silver Fox Way
Cobalt Business Park
Newcastle upon Tyne
NE27 0QJ

Or by telephone on: (0191) 594 5070

Or by emailing: public.enquiries@northerneducationtrust.org