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**College of  
West Anglia**

## **Freedom of information**

### **A GUIDE TO THE PUBLICATION SCHEME**

#### **Introduction**

The College of West Anglia is committed to making as much information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

#### **Freedom of Information Act 2000**

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000 (FoIA).

The College of West Anglia has adopted the Model Publication Scheme prepared by the Information Commissioner's Office (ICO) and the most recent definition document provided by the ICO for colleges of further education (August 2013). The definition document provides examples of the kinds of information that the ICO expects colleges to provide in order to meet their commitments under the FOIA. Routine publication is not expected where:

- Colleges do not hold the information.
- The information is exempt under one of the FoIA exemptions or Environmental Information Regulations 2004 (EIRs) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided either by the College or on its behalf. In these circumstances, the college must provide a direct link to that information.
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release.

The College of West Anglia's Publication Scheme can be accessed from its website: [www.cwa.ac.uk](http://www.cwa.ac.uk).

## **Information to be made available by the College**

Information colleges routinely publish fall into the following categories:

### ***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.

## **How to obtain information**

- Via the College website – [www.cwa.ac.uk](http://www.cwa.ac.uk)
- By e-mail to – [david.pomfret@cwa.ac.uk](mailto:david.pomfret@cwa.ac.uk)
- In writing to:  
The Principal  
The College of West Anglia  
Tennyson Avenue  
King's Lynn  
Norfolk PE30 2QW

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

or via the internet at [www.ico.gov.uk](http://www.ico.gov.uk)

### **Routinely published documents**

Appended to the guide is a list of documents routinely published by the College, of west Anglia categorised in accordance with the ICO's model.

### **Charges for information**

Documents available via the College website are free of charge. The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be identified in the detailed Scheme. For items not routinely available we will calculate direct labour costs based on the time spent researching and collecting the information which will be charged at a flat rate of £25 per hour. There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450, but we may be able to indicate what information could be provided within this cost ceiling.

### **Response times to requests for information**

- The College will acknowledge requests for information on receipt.
- Direct access to many documents is provided via the College website.
- If information has to be posted it will be sent promptly and within 20 working days of receipt of any applicable charge.
- If information has to be viewed at College premises, the individual making the request will be contacted within five working days to make a convenient appointment.

### **Complaints**

If information included in the scheme is not provided and you wish to make a complaint it will be dealt with within the parameters of the College's Complaints Procedure which can be viewed at any of the College campuses, or made available on request.

Complaints, in writing, should be made to the Principal at the address above or e-mailed to [dpomfret@col-westanglia.ac.uk](mailto:dpomfret@col-westanglia.ac.uk). The complaint will be acknowledged within 15 working days, naming the investigating manager and noting the appeals procedure.

David Pomfret  
Principal and Chief Executive Officer