



FREEDOM OF INFORMATION PUBLICATION SCHEME – PART ONE

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a legal requirement arising from 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.
- 1.2 ‘Public authorities’ are defined in the Act and include universities, **further education colleges** and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document that 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’. Within each class of information are 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.
- 2.2 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 or not charges will be made.

3. The ‘model’ publication scheme for further education

- 3.1 Southgate College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at:
www.jisc.ac.uk/index.cfm?name=mps_overview

4. Who we are

Southgate College is a College of Further Education incorporated under the Further and Higher Education Act 1992.

Our Mission

To maintain Southgate College as a centre of excellence in education and training by providing opportunities for all who wish to benefit, whatever their age and abilities.

To foster Southgate as a caring College by providing appropriate guidance and counselling for students so all may “Succeed at Southgate”.

To stimulate the economic, intellectual, cultural and social life of the community.

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 5.3 To request information available through our publication scheme, please contact:

**The Clerk to the Corporation,
Southgate College,
High Street,
Southgate,
London N14 6BS**

**Telephone: 0208 982 5056
Email: david.byrne@southgate.ac.uk**

- 5.4 Please note that a publication scheme relates to ‘published’ information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

- 6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by us but not already made available through our publication scheme.
- 6.2 Requests will have to be made in writing and we will have 20 working days to respond. The College is permitted to charge a fee, which will have to be calculated according to Fees Regulations.
- 6.3 The College is not required to release information to which an exemption in the Act legitimately applies. However, it is recognised that we may be required to explain to an applicant why we are not releasing information and that we may also have to justify this to the Information Commissioner.

7. Feedback

- 7.1 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 Publication Scheme Co-ordinator below

**The Clerk to the Corporation,
Southgate College,
High Street,
Southgate,
London N14 6BS**

**Telephone: 0208 982 5056
Email: david.byrne@southgate.ac.uk**

- 7.2 If we are unable to resolve any complaint, you can 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

8. Further information and Useful Links

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi