



# **Freedom of Information Act: Publication Scheme**

## Freedom of Information Act – Publication Scheme

### 1 Introduction

The Constellation Trust is committed to making information available to the public as part of its normal business activities. The information covered is included in the classes of information detailed below, where this information is held by the Trust.

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

### 2 Classes of Information

#### 2.1 Who we are and what we do

##### **Organisational information, locations and contacts, constitutional and legal governance**

The Constellation Trust is a company limited by guarantee and a charity; it is constituted as a Trust under the Academies Act 2000. Further information about the Trust can be obtained from Companies House.

#### 2.2 What we spend and how we spend it

##### **Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.**

The Constellation Trust receives funding from the Government as a Trust. This is calculated on the number of students enrolled at the Trust, using funding formulae specified by the Department for Education and administered through the Education Funding Agency. Further information is available from the Department for Education.

[www.education.gov.uk/aboutdfe/executiveagencies/efa](http://www.education.gov.uk/aboutdfe/executiveagencies/efa)

The Constellation Trust will publish its Financial Handbook on its website, which details the way it manages its finances, including contracting and tendering.

In managing its finances, the Trust complies with the requirements of the Academies Financial Handbook.

[www.gov.uk/government/publications/academies-financial-handbook-2015](http://www.gov.uk/government/publications/academies-financial-handbook-2015)

Financial Accounts and Annual Statements are available on the website.

## **2.3 What our priorities are and how we are doing**

### **Strategy and performance information, plans, assessments, inspections and reviews**

Information about The Constellation Trust will be available from the website. The Trust inspectorate is Ofsted. Information about any inspections and reviews that have been undertaken by Ofsted will be available from the Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **2.4 How we make decisions**

Policy proposals and decisions, decision making processes, internal criteria and procedures, and consultations

The full range of the Trust policies for students and parent/carers are available on the websites. Policies relating to staff are available to staff through the internal intranet. Information about consultations and the work of the Trust stakeholder group will be available from the website

## **2.5 Our policies and procedures**

### **Current written protocols for delivering our functions and responsibilities**

The full range of the Trust Policies for students and parent/carers are available on the website. Policies relating to staff are available to staff through the internal intranet

## 2.6 Lists and Registers

### **Information held in registers required by law and other lists and registers relating to the functions of the authority.**

Registers relating to the governance and building/environment of the Trust are held by the Company Secretary. Registers of enrolled students are held in accordance and with the Data Protection Act.

## 2.7 The services we offer

### **Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.**

The Trust brochure is available on the website, which details advice and guidance and the services offered by the Trust.

## 2.8 Information available

The majority of information available about the Trust is already available through the website. Requests for other records can be made to the Trust using the request form available from the website.

Individuals making a request under the Freedom of Information Act should note the following information will not be available through making a Freedom of Information request:

- Disclosure of information 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
- Relates to personal information held about an individual
- 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

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 the Trust 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.

## **2.9 Changes 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 the minimum inconvenience and cost to the public. Charges made by the Trust 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 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 will be requested prior to provision of information.

## **2.10 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. Request should be sent to: Company Secretary or Clerk of The Constellation Trust c/o 296 Anlaby Park Road South, Hull, HU4 7JB or [info@theconstellationtrust.org.uk](mailto:info@theconstellationtrust.org.uk)

## **2.11 Personal information**

Students and staff of the Trust are entitled to make a Subject Access Request under the Data Protection Act to view the records held about them. A Subject Access Request should be made in writing to: Company Secretary or Clerk of The Constellation Trust c/o 296 Anlaby Park Road South, Hull, HU4 7JB or [info@theconstellationtrust.org.uk](mailto:info@theconstellationtrust.org.uk)