

The Publication Scheme

The Freedom of Information Act 2000 requires all public bodies to promote openness by making information available through a Model Publication Scheme. The Scheme provides a list of the information routinely published by colleges which the ICO expects them to make available.

The Model Publication Scheme and definition document for Further Education Colleges can be downloaded at www.ico.org.uk

The information that colleges routinely publish falls into the following categories:

1. Who we are and what we do.	Organisational information, structures, locations and contacts.
2. What we spend and how we spend it.	Published accounts.
3. What our priorities are and how we are doing.	Strategies and plans, performance indicators, audits, inspections and reviews.
4. How we make decisions.	Decision making processes and records of decisions.
5. Our policies and procedures.	Current written protocols, policies and procedures for delivering our service and responsibilities.
6. Lists and registers.	Information legally required to be held in publicly available registers and logs
7. The services we offer.	Information about the services we offer, including leaflets, guidance and newsletters.