



Freedom of Information

1.0 INTRODUCTION

Wigan UTC is committed to making as much information about its activities as possible generally available to the public either through published documents (including those published on the UTC website), or on request.

2.00 FREEDOM OF INFORMATION ACT 2000- PUBLICATION SCHEME

The purpose of the Act is to promote greater openness by public bodies, which include UTCs.

The UTC has adopted the Model Publication Scheme produced by the Information Commissioner's Officer. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects us to make available for wider consumption.

3.00 CLASSES OF INFORMATION

- 3.1 Who we are and what we do – information about the organisation and its structure.
- 3.2 What we spend and how we spend it – funding details, accounts, procurement, pay policy and staffing structure.
- 3.3 What our priorities are and how are we doing – KPIs, profile, performance and management information.
- 3.4 Decision making – admissions and other governing body decisions and minutes.
- 3.5 Our policies and procedures-Current written protocols for delivering functions and responsibilities
- 3.6 Lists & registers – e.g. asset registers
- 3.7 The services we offer – general, extended schools, community facilities, booklets and leaflets.

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4.00 METHOD FOR PUBLISHING INFORMATION

Some information covered by the scheme is published in electronic format via the UTC website. Other documents are only available in hard copy and will be provided on request. **SEE REQUEST FORM**

5.00 WHAT INFORMATION IS NOT INCLUDED IN THE ACT

5.1 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.

5.2 Information in draft form

5.3 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

6.00 CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED

6.1 The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for routinely published material will be justified and transparent and kept to a minimum.

6.2 Information which is published and accessed on a website will be free of charge

6.3 Charges may be made for actual disbursements incurred such as, photocopying, posting and any other direct costs.

6.4 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 the provision of the information

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7.00 CONTACTS

7.1 It is our intention to maximise the availability of documents electronically on this website. In the meantime if you wish to request information under the Freedom of Information Act or if you have any questions, comments or complaints about this scheme please put your query in writing to:

Freedom of Information Requests
Wigan UTC
New Market St
Wigan
WN1 1RP

8.00 COMPLAINTS

If we are unable to resolve your objection(s), you can put your complaint in writing to the Information Commissioner-independent body that oversees the Freedom of Information Act – at;

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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