

## Freedom of Information Act – Publication Scheme

Publication Schemes are a requirement of the Freedom of Information Act 2000. The Act promotes greater openness, transparency and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through such schemes. For the purposes of the Act 'public authorities' include universities, higher, further and sixth form colleges.

The information colleges routinely publish falls into the following categories that have been determined by the Information Commissioners Office (ICO):

### **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 by the organisation

The classes of information will not generally include:

- 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
- Information in draft form
- 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

The RNN Group has adopted the ICO's [Model Publication Scheme](#) and is committed to providing access to the information it outlines free of charge. Charges may however be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

We outline below the class of information available along with a class description with the data type available for a full disclosure under an FOI request.

### Class of Information

#### 1. Governance

This section covers information relating to the way the RNN Group (hereafter known as the Group) is governed and how decisions are made. It includes information on the legal status of the Group, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances, information from committee minutes will be exempt from disclosure where it contains personal information, where there is information that may damage the commercial interests of the Group or where information that may threaten the health and safety of specific individuals is present.

## 2. Financial Resources

This section covers information on the Group's strategy and management of financial resources. The Finance team provide accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the Group's commercial interests will be excluded from publication.

## 3. Human Resources

This section covers information on the Group's strategy and management of Human Resources, rather than information relating to individual members of staff that is exempt from disclosure as this will be personal information. The information available covers HR policies and procedures (terms and conditions of services including all current versions of the information specified in each class).

## 4. Physical Resources

Colleges are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the Group's management of its physical resources. Information that provides specific details of the Group's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the Group's commercial interests.

## 5. Student Administration and Support

This section contains information on how the Group manages the administration and progression of its students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

## 6. Information Services

This section covers those functions within the Group that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to student, staff and the general public, and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

## 7. Teaching and Learning

This section contains information regarding the management of teaching and learning within the Group including mechanisms for reviewing and ensuring the quality of teaching provided.

## 8. External Relations

This section covers information relating to the Group's relationship with its external environment. These include the formal reports the Group is requested to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

Members of the public are also likely to find that the same or related information is available from the external partners with which the Group has links.

## Contact

The Data Protection and FOI Team

foi@rnngroup.co.uk

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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.

Alternatively, visit <https://ico.org.uk/> for more information.