



Publications Scheme 2021

Review

Published: September 2021

Next review: September 2024

Freedom of Information

A message from the Chief Executive Officer of St Cuthbert's RC Academy Trust.

The Freedom of Information Act 2000 gives the public the right to access information produced in the course of the Trust's work.

There are exemptions to this right. In particular, personal data continues to be covered by the Data Protection Act 1998 and, more recently, the General Data Protection Regulation (GDPR) which came into force May 2018.

Under the Freedom of Information Act, St Cuthbert's RC Academy Trust has developed a Publications Scheme which lists all of the documents which the Trust will make public as a matter of routine.

If the information you are looking for is not available on our Publications Scheme, you can make a request for the information you require in writing, by using our Freedom of Information email to make your request.

Yours sincerely,

Ged Fitzpatrick
Chief Executive Officer

FREEDOM OF INFORMATION: PUBLICATIONS SCHEME

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ST CUTHBERT'S RC ACADEMY TRUST

- St Cuthbert's RC Academy Trust (SCRCAAT) is a single charitable legal entity to which all 8 Hull RC Academies belong. Its aim is to operate as a group of collaborating Academies sharing key personnel and central services for the benefit of Catholic education in Hull and beyond.
- Our strategic aim is for all Academies to be making outstanding progress by 2020.

This Publication Scheme and its associated procedures, is based on the following key principles:

- SCRCAAT are committed to promoting public understanding of its nature and activities via the systematic publication of relevant information.
- SCRCAAT will make every effort to comply with any requests for information in line with the **Freedom of Information Act (FOIA)** and associated legislation.

ST CUTHBERT'S RC ACADEMY TRUST

FREEDOM OF INFORMATION PUBLICATIONS SCHEME

1. INTRODUCTION: What is a Publications Scheme and why has it been developed?

This publications scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The scheme commits the Trust:

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making process, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and Registers

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

2.7 The services we offer

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

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FOIA, 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.

3. THE METHOD BY WHICH THE INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on our website www.scrccat.org. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Federation will indicate how information can be obtained by other means and provide it by those means.

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 Federation 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.

4. CHARGES 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 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 packing
- The costs directly incurred as a 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 may be requested prior to the provision of the information.

5. WRITTEN REQUESTS

Information held by the Trust that is not published under this scheme can be requested in writing or by email, when its provision will be considered in accordance with the provisions of the FOIA.

6. CONTACT DETAILS

All FOIA queries can either be emailed or sent in writing to the following contact details. If you require a paper version of any information, or want to ask whether information is available, please also contact the Trust using these details.

Email: DPO@smchull.org

Address: Data Protection Officer
 St Cuthbert's RC Academy Trust
 Cranbrook Avenue
 Hull
 HU6 7TN

Telephone: 01482 851136

7. MONITORING, EVALUATION AND REVIEW

The Trust will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

Annex 1

Information to be published	How the information can be obtained (hard copy and / or website)	Cost
<p align="center">Class 1 – Who we are and what we do Organisational information, structures, locations and contracts This will be current information only</p>		<p align="center">S o C = Schedule of charges</p>
Who's who on the Trust Board and the basis of their appointment	Website	No charge
Instrument of Governance	Website	No charge
Staffing Structure	Website	No charge
<p align="center">Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year.</p>		
Statutory accounts	Website	Schedule of charges
Annual budget plan and financial statements	Hard copy	S o C
Capitalised funding	Hard copy	S o C
Additional funding	Hard copy	S o C
Procurement and projects	Hard copy	S o C
Pay policy	Hard copy	S o C
Staffing and Grading Structure	Hard copy	S o C
<p align="center">Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information.</p>		
Performance Management policy and procedures adopted by the Trust	Hard copy	S o C
<p align="center">Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous 3 years.</p>		
Agendas of meetings of the Trust Board and Committees	Hard copy	S o C
Minutes of Meetings (as above) excluding private or exempt material	Hard copy	S o C
<p align="center">Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only.</p>		

Trust policies including: Health and Safety Complaints Procedure Equality and diversity (including equal opportunities) Staff Recruitment	Website	No charge
Staff conduct policy	Hard copy	S o C
Discipline and grievance policies	Hard copy	S o C
Records management and personal data policies, including: • Data protection (including information sharing policies)	Website	S o C
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	No charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Disclosure logs	Website	No charge
Asset register	Hard copy	S o C
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Trust publications	Website	No charge
Leaflets, books and newsletters	Website	No charge
Additional information This will provide the Trust with the opportunity to publish information that is not itemised in the lists above.		

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet b/w	Actual cost
	Photocopying/printing @ 50p per sheet colour	Actual cost
	Postage	Actual cost – 2 nd class
Statutory Fee		In accordance with relevant legislation