

Freedom of Information Policy

Purpose

The purpose of this Policy is to provide a framework for compliance with the Freedom of Information Act 2000 and subsequent amendments. Appendix 2 sets out the Inspire Education Group's (IEG) publication scheme, as required by the Act.

Scope

The Policy applies to all activities undertaken by the Group, including those activities undertaken through subsidiary companies and sub-contractors.

The Policy Statement

The Freedom of Information Act (FOI) 2000 promotes openness and accountability across the public sector by requiring information to be made available proactively, through a publication scheme. The IEG publication scheme describes the information the Group publishes, or intends to publish, and is subject to change as new material is published or existing material is revised.

Responsibilities

Governors

- To approve and annually review the Freedom of Information Policy
- To receive and consider updates on the application of the Policy

Group Executive

- To ensure that the college group manages its duties under the Freedom of Information Policy systematically, economically and effectively and remains compliant with the legislation
- To have oversight of FOI requests and responses

Freedom of Information Officer

- To receive and maintain a log of all requests for information under the FOI Act 2000
- To determine whether the information requested is covered by an exemption and should not be disclosed
- If appropriate, to pass requests to the member of staff responsible for maintaining the information requested
- Advise members of staff on the requirements of the FOI Act 2000 and provide updates on changes to the legislation
- To manage timely responses to FOI requests
- To maintain the IEG Publication Scheme set out in Appendix 2 of this Policy

Policy Name: FOI001 Freedom of Information Policy

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 1 of 2**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

**Policy No:
FOI001**



Related Documentation

GDPR001 IEG Data Protection (GDPR) Policy
Freedom of Information Act 2000 (as amended)

An Equal Opportunities Impact Assessment was carried out by the Policy Approval Group on 11 November 2021.

Policy Name: FOI001 Freedom of Information Policy
Policy author: Freedom of Information Officer
Issue: A - 18 January 2021 **Page 2 of 2**
Approved By: IEG Board
Review Date: January 2024
Site: IEG

Freedom of Information Policy – Appendix 1

Accessing information and response time

The classes of information we publish (the ‘Publication Scheme’) are described in Appendix 2 of this Policy. Some information is available for download/ printing directly from the Group’s website, www.ieg.ac.uk. The address to request a hard copy of the Publication Scheme or to make an application for information not covered by the Publication Scheme is:

Freedom of Information Officer
Inspire Education Group
Park Crescent
Peterborough
PE1 4DZ
Tel: 0345 872 8722
FOI@ieg.ac.uk

Please state clearly which information you require and provide the full name and address including postcode of the person making the request. Some information is exempt from FOI and in these cases the Group will respond with the reasons for not providing this information. We will respond within 20 working days of receipt of a request to supply information within the Publication Scheme. The response time is dated from the date of receipt by the Group.

Charges

If the cost of providing the information exceeds £450 (calculated at an hourly rate of £25) the Group will respond by indicating the costs of providing the information. Requests will be processed within 20 days of payment being made.

Exemptions

Part II of the FOI Act includes 23 separate exemptions. The most relevant in a college context are:

- Information Accessible to Applicant By Other Means (S21)
- Information Intended for Future Publication (S22)
- Law Enforcement (S31)
- Health and Safety (S38)
- Personal Information (S40)
- Information Provided in Confidence (S41)
- Legal Professional Privilege (S42)

Policy Name: FOI001 Freedom of Information Policy – Appendix 1

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 1 of 3**

Approved By: IEG Board

Review Date: 17 January 2024

Site: IEG

Absolute Exemptions include:

- Personal Data in Limited Circumstances
- Information Reasonably Accessible to the Public by Other Means
- Confidentiality
- Disclosure Prohibited by Statute or Court Order
- Information belonging to a Third Party and a College is Holding It for a Third Party

For the full list of 'Exemptions' – please refer to the Freedom of Information Act 2000:
<https://www.legislation.gov.uk/ukpga/2000/36/contents>.

FOI and Copyright

Reproducing any material supplied by this Group under the FOI 2000, be it listed in the Publication Scheme or not, without the express permission of IEG, will be considered an infringement of copyright. Requests for permission should be made in writing and addressed to:

Freedom of Information Officer
Inspire Education Group
Park Crescent
Peterborough
PE1 4DZ
Tel: 0345 872 8722
FOI@ieg.ac.uk

Feedback and Appeals

We welcome suggestions for additional classes of information that could be included in the Publication Scheme. We also welcome suggestions as to how the publications themselves might be improved. Any questions or comments about this scheme should be sent in writing to the address above. In cases of dissatisfaction where you wish to appeal against a decision the Group has made, then please write to:

Chief Financial Officer
Inspire Education Group
Park Crescent
Peterborough
PE1 4DZ
Tel: 0345 872 8722

In your letter of appeal, you will need to state clearly:

- That you are appealing a decision previously made by IEG under the FOI, indicating the date of the letter sent from the Group
- The reason for the appeal
- Any supporting evidence

Policy Name: FOI001 Freedom of Information Policy – Appendix 1

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 2 of 3**

Approved By: IEG Board

Review Date: 17 January 2024

Site: IEG

You will need to provide the Group with a name and address for response. The Group will investigate the circumstances of your appeal and respond within 20 working days of receipt of your letter. If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body that oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Freedom of Information Policy - Appendix 2

PUBLICATION SCHEME FOR INSPIRE EDUCATION GROUP

This Publication Scheme lists information which is available from the Group. The scheme is split into eight main sections, each with a number of classes. The main sections are:

- Index
- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administrations and Support
- Information Services
- Teaching and Learning
- External Relations

General Information

Currency of Documentation Issued

Unless otherwise stated information below relates to current* documentation, or in the case of Minutes of Meetings the last Minutes before the request was made.

**Current means that currently in operation and in circulation in the college group. However, where requesting certain information such as, for example, prospectuses for the following session, these will be supplied as soon as they are published, and the college group reserves the right not to respond within the time frame if the documentation is not ready for publication.*

Single Copies of Documentation

The Group will only supply in all cases single copies of documentation requested.

Where Minutes of Meetings are requested the Group may only publish non-reserved information - that is Part 1 Agenda Items. Part 2 Agenda items may be 'redacted' in part or whole. In such circumstances, an explanation will be provided why 'redaction' has taken place.

Governance - Introduction

This section covers information relating to the way the Group is governed and how decisions are made. It includes information on the legal status of the institution, 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, information that may damage the commercial

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 1 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG



interests of the institution or that may threaten the health and safety of specific individuals.

Legal Framework

Class: **Legal status of the Group**

Availability: Website

Charge: No Charge from Inspire Education Group

Description: Corporation Status. The Group was conferred by the Education Reform Act of 1988 and the Further and Higher Education Act of 1992. Both of these are available on the government website:

<https://www.legislation.gov.uk/ukpga/1988/40/contents>

<https://www.legislation.gov.uk/ukpga/1992/13/contents>

How the institution is organised

This class contains information classes relating to how the Group's management structure is organised, and the function and purpose of each part of the management structure.

Class: **How the institution is organised.** Group committees

Availability: Paper

Description Current management structure

Class: **How the institution is organised.** Organisational Structure Charts

Availability: Paper

Description: Management Organisational Structure

Class: **How the institution is organised.** Job Titles of Management Post Holders

Availability: Paper

Description: Job Titles of Management Post Holders and Descriptions

Information on the Content of the Institution

This class includes information made available by the Group on the Mission Statement and relevant sections of the Corporation's Strategic Plan.

Class: **Information on the Institutional Context**

Availability: Paper /Web

Description: Mission Statement and Strategic Plan

The Group Website is: www.ieg.ac.uk

Class: **Information on the Institutional Context**

Availability: Paper

Description: Relevant sections from Corporation's Strategic Plan

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 2 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Class: **Information on the Institutional Context**

Availability: Electronic/Paper

Curriculum, Quality

- Self-Assessment Documents and Quality Improvement Plan
- Course Approvals – Policy
- Course Files and Records – Curriculum Planning Strategy and Business Plan Process
- Course Monitoring and Management Cycle
- Course Team agendas and minutes
- Induction arrangements – online induction platform
- Internal Curriculum Audit
- Internal Quality Assurance Policy and Procedure
- Teaching, Learning and Assessment – Strategy, Blended Learning/Remote Delivery Policy, Online Guidance for Students and Staff
- Plagiarism – Assessment/Malpractice and Maladministration Policies
- Appeals – Academic Appeal Policy/Appeal Policy
- Student Attendance Reporting
- Student Handbook
- Student Perception of Course – induction surveys, end of term surveys, focus groups available by Faculty/Department
- Student Guidance and Support – student intranet
- Student Lack of Academic Progress

Class: **Government and Regulator Relations**

Availability: Paper for first item listed, Web for second item listed.

Description: QAA reports for Higher Education Reviews may be obtained from the web address - <http://www.qaa.ac.uk/>

Ofsted Inspection reports and monitoring visits may be obtained from the Ofsted website address - <https://reports.ofsted.gov.uk/>

Management Structure

This class contains information relating to how the Group's management structure is organised, and the function and purpose of each part of the management structure.

Class: **Information on the Institutional Context – Management Structure**

Availability: Paper

Description: Governing Body Membership

Schedule of Governing Body (Corporation Board) Meetings

Code of Conduct for Corporation Board

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 3 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Terms of Reference of Audit Committee
Membership, Minutes and Papers of Corporation
Membership, Minutes and Papers of Audit Committee

Financial Resources

This section covers information on the Group's strategy and management of financial resources. Information that may damage the institution's commercial interests will be excluded from publication.

Class: **Finance**

Availability: Paper

Description: Accounts as published in current Annual Report and Financial Statements

Class: **Finance**

Availability: Paper

Description: Group Insurance arrangements

Class: **Finance**

Availability: Paper

Description: Pension Guidelines

Class: **Finance**

Availability: Paper

Description: Travel Arrangements Procedure

Resource Planning

This class includes information that defines how the college group undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.

Class: **Resource Planning**

Availability: Paper

Description: Financial Rules and Regulations and Accounting instructions

Class: **Resource Planning**

Availability: Paper

Description: Accounts published in the current annual report and Financial Statements

Class: **Resource Planning**

Availability: Paper

Description: Strategic Plan/Mission Statement

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 4 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG



Class: **Resource Planning**

Availability: Paper

Description: Published Annual Report

Human Resources and Personnel

This section covers information on the Group's strategy and management of human resources, rather than information relating to individual members of staff, which is exempt from disclosure as personal information. The information available covers personnel policies and procedures.

Class: **Employment and Employee relations**

Availability: Paper

Description: Health and Safety Policy

Disciplinary and Grievance Policy

Class: **Employment and Employee Relations**

Availability: Paper

Description: Job Advertisements see Group website www.ieg.ac.uk

Class: **Employment and Employee Relations**

Availability: Paper/Web

Charge: Free of Charge

Description: Freedom of Information Policy

Class: **Equal Opportunities**

Availability: Paper

Description: Single Equality Scheme

Equality and Diversity Action Plan

Equality Diversity and Inclusion Policy

This class includes information on staff development and training, including induction programmes, probation and appraisal.

Class: **Staff Development**

Availability: Paper

Description: Performance Review and Development Policy

Physical Resources

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

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 5 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Class: **Estates plan**

Availability: Paper apart from where indicated with web address

Description: The Group's Property Strategy, commercially sensitive information will be excluded, including plans/maps/schematics

Map of Main Site

Student Administration and Support

This section contains information on how the Group manages the administration and progression of their 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.

Student Admissions, Progression and Completion

Information relating to the admission/registration of new students, including policies and procedures covering the assessment of external qualifications and the creation of student records

Class: **Information on Student Admission, Progression and Completion**

Availability: Paper

Description: Admissions Policies

Student Qualifications on Entry as described in Prospectus

Class: **Information on Student Admission, Progression and Completion**

Availability: Paper

Description: Range of student entrant percentages classified by age, gender, ethnicity, Socio-economic background, disability and geographical origin as returned to the ESFA. Percentage Student Progression retention and achievement of data

Data on qualifications awarded to students by percentage

Data on Student Destinations by Percentage

Student Accommodation

This class includes information relating to accommodation services.

Student Administration

This class includes information relating to areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself.

Class: **Student Administration**

Availability: Paper

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 6 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Student Admissions and Enrolment

This class includes information relating to the admission/enrolment of new students.

Class: **Information on Student Admission, Progression and Completion**

Availability: Paper

Description: Admissions Policies

Student Discipline

This class includes information relating to the conduct of disciplinary proceedings against students.

Class: **Code and Policies**

Availability: Paper

Description: Student Disciplinary Policy

Complaints Policy

Academic Appeals Policy/Appeal Policy

Assessment/Malpractice and Maladministration Policies

Student Learning Support Services

This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services.

Class: **Student Learning Support Services**

Availability: Paper

Description: Careers Education Policy

Single Equality Scheme

Equality Diversity and Inclusion Policy and key objectives

Student Liaison

This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.

Class: **Student Liaison**

Availability: Paper

Description: Minutes of Student Council meetings

Student Focus Groups

Student Perception of Course – induction and end of term/year surveys available by Faculty/Department

Student Policies

This class includes some key student policies not listed elsewhere in the scheme and published by the Group

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 7 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG



Class: **Student Policies**

Availability: Paper

Description: Student Behaviour and Disciplinary Procedures
Safeguarding for All Policy

Student Welfare

Class: **Student Welfare**

Availability: Paper

Description: Careers Education Policy (CEIAG)
Health and Safety Policy
Fees Policy

Student Associations and Activities

This class contains information relating to the operation and activities of the Students Union and other clubs, associations and non-academic activities that are organised for or by the students

Student Associations and Activities

Class: **Student Union**

Availability: Paper

Description: Students Union Constitution

Information Systems

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

Availability and conditions of use of facilities

Information in these classes provide details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, email spamming of an external site) are appropriately dealt with.

Class: **Availability and conditions of use of facilities**

Format: Paper/Web

Description: A range of Leaflets detailing Library Services and conditions of use
Policy on Computing and Telecommunications Usage
Student Behaviour and Disciplinary Policy

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 8 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Policies with regard to data and Information

Information in this class offers assurances to data subjects, whether they are

individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.

Class: Policies with regard to data and Information

Availability: Paper

Description: Data Protection (GDPR) Policy

Procurement and Disposal Policies

Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.

Class: **Purchasing of Goods and Services**

Availability: Paper

Description: Financial Regulations and Procedures

Scope of Collections held

Class: **Scope of Collections held**

Availability: Student and Staff Intranet/Paper

Description: Details of the library collections available in the Group libraries

Teaching and Learning

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

Academic Year Dates

This class should include information on the dates for the current Academic Year as well as future academic years (as far as is known).

Class: **Academic Year Dates**

Availability: Paper, Web

Charge: Free of Charge

Description: Full-time, Part-time and HE prospectuses
Academic calendar

Further course information

This class includes information relating to particular departments/faculties, also information relating to programmes and qualifications. (This class will not include information for which exemption might be claimed under S.43 Commercial Interest, for example, course learning materials and content).

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 9 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Class: **Course Information**

Availability: Paper – obtained through current prospectus data

Charge: Free of Charge

Description: Term dates

Structure of courses

Overview or introduction to courses

Subject Review and Institutional Review

This class includes information about the institution's internal quality audit programmes and annual review. It should also include information on the Group's internal procedures for assuring academic quality and standards.

Class: **Information on Internal Quality Procedures for Assuring Academic Quality and Standards**

Availability: Electronic/Paper/website/staff and student intranet

Description: Quality Procedure Handbook

Equality, Diversity and Inclusion Policy, Equality and Diversity Action Plan and Single Equality Scheme

Health and Safety Policy

Assessment Policy and Procedure

Latest published summary of Student Voice

'You Said, We Did' posters

A range of leaflets detailing Library Services and Conditions of Use

Class: **Internal Quality Programmes and Review Mechanisms and Systems**

Procedures only

Availability: Electronic/Paper

Description: Quality Procedure Handbook

Quality Management – Guidance documents for procedures on Self-Assessment, Quality Improvement Plans

Complaints Policy

Higher Education Strategy

Annual Planning Cycle – Curriculum and Business Planning

Self-Assessment Report Summary

ProAchieve course data benchmark summary. **By appointment only in the Group** (please write to the FOI Officer if you wish to make an appointment at the address in Appendix 1)



This material can be accessed by appointment only and you will need to state in your application the programme you are seeking such benchmark data for:

Curriculum Quality

- Annual Course Review and Evaluation – Self-Assessment documents and Quality Improvement Plan
- Course Approvals Policy
- Curriculum Planning Strategy and Business Plan process
- Course Monitoring and Management Cycle – Curriculum Performance Reviews, Curriculum, Quality and Student Experience Committee
- Course Team Agendas and Minutes
- Induction Arrangements – online platform
- Internal Quality Assurance Policy and Procedure
- Learning Walks, Quality Improvement initiatives
- Moderation of the Lesson Observation Process
- Plagiarism and Appeals Policy
- Student Attendance Reporting
- Student Handbook
- Induction and end of term surveys, focus group surveys available by Faculty/Department
- Student Guidance and Support – student intranet

Staffing Structure of Group

This class includes information about staff roles within Programme and Support Areas, together with the organisational listing of the staff.

Class: **Staffing Structure of Group**

Availability: Paper

Description: Staff email and telephone contact details in Group

Job titles of academic staff and support staff

Student Assessment Strategy

This class includes information on the regulations and/or policy governing student assessment.

Class: **Student Assessment Strategy**

Availability: Paper - by personal inspection only. Please apply in writing in the same way as all other applications. However, additionally provide a telephone number where you may be contacted so that the manager responsible for this area may telephone you to arrange a mutually convenient time to visit the relevant College.

Charge: No Charge

Description: Exams timetable

Class: **Student Assessment Strategy**

Availability: Electronic/Paper

Description: Exam Appeal Procedure

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 11 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Student Handbook
Awarding Organisation Qualification Guides

Class: **Student Assessment Strategy**

Availability: Paper/Electronic

Description: Assessment/Malpractice and Maladministration Policies
Student Handbook

Class: **Student Assessment Strategy**

Availability: Paper/Electronic

Description: Awarding Body addresses and contact information

Tuition Fees

This class includes information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees are payable.

Class: **Tuition Fees**

Availability: Paper, web

Description: Tuition fees for UK, EU and International students including information on when tuition fees will be payable and how to pay can be found in the Group's prospectuses.

External Relations

This section covers information relating to the college group's relationship with its external environment. These include the formal reports the institution is required 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.

Government and Regulator Relations

This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing.

Class: **Government and Regulator Relations**

Availability: Paper

Description: Summary of Group Self-Assessment Report

Class: **Government & Regulator Relations**

Availability: College website and online

Description: Ofsted Inspection reports and monitoring visits:
<https://reports.ofsted.gov.uk/>

Policy Name: FOI001 Freedom of Information Policy- Appendix 2 Publication Scheme

Policy author: Freedom of Information Officer

Issue: A - 18 January 2021 **Page 12 of 13**

Approved By: IEG Board

Review Date: January 2024

Site: IEG

Marketing and Recruitment

This class includes publications relating to student recruitment including the College prospectuses.

Class: **Marketing and Recruitment**

Availability: Paper, Web

Description: Full-time Prospectus, see Note below

Higher Education Prospectus, see Note below

Information on Open Days for the current academic year

Information on entry requirements

Most items are available on the Group websites at www.ieg.ac.uk, www.stamford.ac.uk, www.peterborough.ac.uk, www.ucp.ac.uk

NB: Please state in your application if you would like either a large print or abridged Braille version.

Public Relations

Information included in this class is created to help publicise our facilities and activities. The majority of such information will have been created for prospective and current students but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff.

Class: **Press Releases**

Availability: Paper, web

Charge: No Charge

Description: Group website address is: www.ieg.ac.uk (other college website addresses are: www.stamford.ac.uk, www.peterborough.ac.uk, www.ucp.ac.uk)

Recent 'press releases' available on the website.

Exam results overall Group profile for last year's full and part-time courses as requested.

Map and contact details on the website.