

## **The Freedom of Information Act 2000**

The Freedom of Information Act 2000 provides rights of public access to information held by public authorities, such as the National School of Government, and imposes obligations on them to make this information available. As such, the Act promotes greater openness and accountability across the public sector by requiring public authorities to make information available proactively through a publication scheme.

### **National School of Government Publication Scheme**

This publication scheme commits the National School of Government 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 National School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the National School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the National School and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.

### **Classes of Information**

#### **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.

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 method by which information published under this scheme will be made available**

The information which is covered by this scheme and how it can be obtained is detailed in the **Guide to Information** (please see below).

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 National School 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.

**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 National School 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 packaging
- 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 provision of the information.

## Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Guide to Information

The classes of information the National School publishes are detailed below.

If you request a paper copy of a document which is available by email or accessible via the National School's website, there will be no charge for single paper copies.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
The Executive Committee	Online Hard copy on request	Free
Strategic Relationship Management Team	Online Hard copy on request	Free
National School of Government Steering Board	Online Hard copy on request	Free
Sunningdale Institute Fellows	Online Hard copy on request	Free
National School of Government portfolio	Online Hard copy on request	Free

Information to be published	How the information can be obtained	Cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual report and resource accounts	Online Hard copy on request	Free

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report and resource accounts	Online Hard copy on request	Free

Information to be published	How the information can be obtained	Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
National School of Government Steering Board terms of reference	Online Hard copy on request	Free

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Equality and diversity	Online Hard copy on request	Free
Code of ethics and practice	Online Hard copy on request	Free
Quality assurance standards in learning and development	Online Hard copy on request	Free

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and registers</b>		

Information to be published	How the information can be obtained	Cost
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
National School of Government portfolio	Online Hard copy on request	Free
Programme brochures	Online Hard copy on request	Free
Press releases	Online Hard copy on request	Free

### Contact details

To request hard copies of any of the documents detailed above please contact:

Library  
National School of Government  
Sunningdale Park  
Ascot  
Berkshire  
SL5 0QE  
email: [library@nationalschool.gsi.gov.uk](mailto:library@nationalschool.gsi.gov.uk)