

## Freedom of Information Act publication scheme

Policy type	Business management (non-statutory)
Author	Adam Downing – Data Protection Officer
Last updated	August 2022
Reviewed	Adrian Ball
Approved by	Adrian Ball
Release date	July 2025
Review cycle	EVERY TWO YEARS Policies will be reviewed in line with DEMAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	Reformatting and updating

## **Application of this Procedure**

This procedure applies to all third parties making or planning to make Freedom of Information requests to the Diocese of Ely Multi-Academy Trust (“DEMAT” or “the Trust”).

### **1. Introduction**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all Multi-academy Trusts, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner’s Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme.

The publication scheme sets out:

- The classes of information which we publish or intend to publish; •
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website ([www.demat.org.uk](http://www.demat.org.uk)) to download and print off. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner. We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be

accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it. DEMAT does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

## **2. How to request information**

If you require a paper version of any of the documents within the scheme, please contact DEMAT by telephone, email, or letter. Contact details are set out below:

Email: dpo@demat.org.uk

Telephone: 01353 656760

Address: Grace Building, 8 High Street, Ely, Cambridgeshire CB7 4JU

If the information that you are looking for is not available via this scheme and is not on the schools' or DEMAT's website, you can still contact DEMAT to ask if we have it.

## **3. Paying for information**

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 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 publicly funded organisations, 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 for Information held by DEMAT 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.

#### 4. Classes of information currently published

Information to be published.	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	DEMAT and Academy websites
<i>Who's who in DEMAT and its academies</i>	DEMAT and Academy websites
<p><i>Members, Trustees and Local Governing Boards members and the basis of their appointment</i></p> <p>The names, and contact details of Members, Trustees and Local Governing Board members should be available and the basis on which they have been appointed.</p>	DEMAT and Academy websites
<p><i>Instrument of Government / Articles of Association</i></p> <p>The Articles of Association set out the legal status of the Trust and its charitable objects.</p> <p>The Scheme of Delegation sets out the lines of responsibility and accountability in the Trust so that roles and responsibilities in the governance and executive structures are clear at a Trust and Local level.</p>	DEMAT website
Contact details for the Head teacher and for the governing body, via the academy	Academy websites

Academy prospectus (if any)	Academy websites (where applicable)
Annual Report	DEMAT Website
Staffing structure	DEMAT and Academy websites
academy session times and term dates	Academy websites
Address of academies and contact details, including email address.	Academy websites
<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)  Current and previous financial year as a minimum	Soft copy from DEMAT
<i>Annual budget plan and financial statements</i>  Details of the individual academies budgets distributed by the Local Authority and DEMAT or its academies' annual income and expenditure returns.	Soft copy from DEMAT.  Financial statements available from DEMAT website.
<i>Capital funding</i>  Details of the capital funding allocated to the academies together with information on related building projects and other capital projects.	Soft copy from DEMAT

<i>Financial audit reports</i>	Soft copy from DEMAT
<i>Details of expenditure items over £2000</i>	Soft copy from DEMAT
<i>Procurement and contracts that DEMAT has entered into</i>	Soft copy from DEMAT
<i>Pay policy</i>	DEMAT website
<i>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</i>	Soft copy from DEMAT
<i>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</i>	Soft copy from DEMAT
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Soft copy from DEMAT
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Soft copy from DEMAT and/or from DEMAT website.

<p><i>Profile of Academies</i></p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Soft copy from DEMAT and from academy website.
<p><i>Performance management policy and procedures in place across DEMAT academies.</i></p>	DEMAT website
<p><i>DEMAT and/or individual academies' future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</i></p>	Soft copy from DEMAT and Consultation section on DEMAT website.
<p><i>Safeguarding and child protection</i></p>	DEMAT website (Safeguarding Policy) and individual academies websites (local Safeguarding staff).
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	<p>DEMAT website for process (see Scheme of Delegation).</p> <p>Soft copy from DEMAT (for records of decisions).</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	DEMAT and individual academies websites.



Agendas and minutes of meetings of the Trust Board and its committees. Also, of the Governing Bodies for academies which are part of DEMAT (NB this will exclude information that is properly regarded as private to the meetings).	Soft copy from DEMAT
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.	Soft copy from DEMAT website
<i>Records management and personal data policies, including:</i> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Soft copy from DEMAT website
<i>Charging regimes and policies</i>  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.	DEMAT website. Also, soft copy from DEMAT.
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	Soft copy or website (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Soft copy from DEMAT

Disclosure logs	Soft copy from DEMAT (unless exemptions apply).
Asset register	Soft copy from DEMAT
Any information DEMAT is currently legally required to hold in publicly available registers	Soft copy from DEMAT
<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)  Current information only	Soft copy from DEMAT or from academies or DEMAT website; some information may only be available by inspection
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	Soft copy from DEMAT or from academies or DEMAT website; some information may only be available by inspection

## **5. The method by which 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 a website. 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 Trust 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 an authority 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.

## **6. Feedback and Complaints**

We welcome any comments or suggestions you have about the scheme. If you want to make any comments around this publication scheme or if you require further assistance or wish to make a complaint, then this should initially be sent to [complaints@demat.org.uk](mailto:complaints@demat.org.uk).

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office. This is the organisation that ensure compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following DEMAT Policies/Procedures:

DEMAT Data Protection Policy

### Version control

<b>No.</b>	<b>Status of document/changes</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of approval</b>
1.	Baseline policy introduced	Data Protection Officer		Standards and Ethos Committee	November 2018
2.	Updated with new format	Head of Governance	Data Protection Officer	COO	August 2022
3.	Annual Review – no material changes	Data Protection Officer		CEO	January 2024 June 2025

This document will be reviewed every two years.

For all questions in relation to this procedure, please contact [dpo@demat.org.uk](mailto:dpo@demat.org.uk)