

The Lion Academy and Lion Education Trusts

FREEDOM OF INFORMATION CHARGING POLICY

The right under the Freedom of Information Act (FOI) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as "the right to know", came into force for Academies on 1st January 2011. Attached in Appendix 1 to this document is the Publication Schedule the Trusts operate.

Fee Regulations

The method of calculating charges within this policy is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

Estimating the costs of processing requests; (section 4(3) of the FOI regulations)

When estimating the cost of complying with a written request for Information, the Lion Trusts will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person, (section 4(4) of the FOI regulations.)

When calculating the costs to process requests, the Lion Trusts cannot take account of the time taken to consider whether information is exempt under the Act.

Where the cost to process a request is below £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying and postage) exceeds £5. Where disbursement costs exceed £5, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the Trusts can comply with the request. Disbursements costs applied by the Trusts are shown below.

Where the cost to process a request exceeds £450

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, the Trusts are not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

- Staff costs (£25 per hour) involved in determining whether the Council holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant
- In all cases the costs must be 'reasonable'.

Campaign requests

If the Trusts receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

Disbursements

Photocopies:

Black & White 50p per sheet (additional cost for producing A3)

Colour 80p per sheet (additional cost for producing A3)

Prints from a PC:

Black & White 50p per page (additional cost for producing A3)

Colour 80p per page (additional cost for producing A3)

Postage:

Actual cost of Royal Mail standard 2nd class

The Trusts will not charge for:

Providing information in an alternative format if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.

Notifying charges

- Where charges apply, the Trusts will notify the estimated charge to the applicant before doing any charged work.
- Where there is a significant difference between the estimated and the actual charge, Trusts will notify the applicant.
- Where charges apply, the Trusts will require payment before compiling and supplying information.
- If a charge is not paid within the specified time limit of 3 months, the information will not be supplied.

Data Protection Act 1998

Under the Data Protection Act 1998, the Trusts will charge an individual the sum of £10 for requesting personal information held by the about the individual. These requests for information are referred to as subject access requests.

The Trusts will not process the subject access request until the £10 fee has been received.

Review of charging policy and publication scheme

This policy will be reviewed annually.

Complaints

If the applicant does not agree with the proposed fee, they can appeal through the Trusts' complaints procedure.

Appendix 1: Publication Schedule

Description	Availability HC= Hardcopy W=Website
Who's who in the Trust and Academies	W – On Trust and Academy websites
Academy Council Members and the basis of their appointment	W
Instrument of Government/Scheme of Delegation	W
Contact Details of key personnel	W
School prospectus	W
Trust and Academy Senior staff structure	W
School session times and term dates	W and HC

What We Spend and How We Spend It – current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Decision Making – processes and records for last 3 years

Policies and Procedures – current written protocols, policies and procedures

Description	Availability HC= Hardcopy W=Website
Annual budget and financial statements	W, HC.
Annual accounts	W, HC
Procurement and capital projects	W, HC
Pay Policy	HC
Vision statement and school plans	W, HC
Safeguarding policies and other statutory policies	W
Admissions Policy	HC, W
Academy council agendas and minutes where appropriate	W, HC
Board level summarised minutes where appropriate	W, HC
Charging and remissions Policy	HC, W
Health and Safety policy	HC, W
Complaints Procedure	HC, W
FOI Policy and procedure	HC, W
Recruitment and Selection Policy	HC, W
SEND accessibility policy	HC, W
Good Behaviour policy	HC, W
Information Security and Record retention Policies	HC, W