

Charging Policy – Freedom of Information



The purpose of this policy is to set out the charges for responding to requests for information in respect of the Freedom of Information Act. .

Who does this policy apply to?

This policy applies to anyone who submits a request under the Freedom of Information Act 2000 (the "Act")

Policy Statement

This policy sets out the charges for responding to requests for information made in respect of the Freedom of Information Act 2000 (the "Act"). This policy is consistent with the Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2004 (the "Regulations").

Why do we need this policy / background information?

Information contained in the Publication Scheme

Information held in the Publication Scheme (which can be found at <https://www.thecollege.co.uk/about-us/college-information/corporate-information/freedom-information>) is free, unless otherwise specified. Documents which can be viewed and downloaded on our website can be done so for free.

Where information made available under the Publication Scheme is required to be provided in hard copy, we will charge you for the expenses we incur, as follows:

- postal charges;
- courier charges;
- photocopying charges;
- printing charges;
- providing the information in a different format such as on a memory stick.

All the above charges will be based on our estimate of the cost at the time that you make your request.

Information not contained in the Publication Scheme

We may charge you for information not held in the Publication Scheme in two situations. These are:

Expenses - Where the information is required in hard copy, we will charge you for the expenses we incur as follows:

- postal charges;
- courier charges;
- photocopying charges;
- printing charges;
- providing the information in a different format such as on a memory stick.

All the above charges will be based on our estimate of the cost at the time that you make your request.

Fee - Where the information you have requested is not available under the Publication Scheme, we may need to spend time in locating it and in considering whether any parts of the documents containing the requested information need to be redacted.

If we estimate that it will take us less than 18 hours to deal with your request, there will be no fee for you to pay. Where we estimate that your request will take more than 18 hours, we reserve the right to charge you for dealing with your request. In the event we charge a fee, it will be charged at a flat rate sum of £35 per person per hour and based on our estimate of the number of hours required to respond to your request. We will not charge for our time spent on the following:

- considering whether to apply an exemption;
- considering the public interest or prejudice;
- confirming or denying the information is held;
- supplying you with the information.

Estimating Costs

Please note we may not be able to confirm the exact charges before the request is processed. In the event that we cannot confirm the amount of the charge we want to make clear that we reserve the right to charge and will notify you of the charge once identified. As soon as we are aware of the charge we will notify you and wait to receive your approval to proceed with the request.

If we over-estimate the fee, we will return the monies not incurred to you if the total amount charged is more than £5.00 higher than the actual cost we have incurred.

Informing you about the cost of complying with your request for information

Where we intend to charge fees and/or expenses, we will always notify you in writing before we undertake any work and we will not undertake any work until we have received your consent to proceed. Once we have notified you of the cost, all time limits will be suspended until we receive consent from you to proceed. In the event that we do not hear from you within 90 days from the date of notice, we will presume that you no longer wish to proceed with your request.

Roles and responsibilities

Chief Operating Officer

- Is the Freedom of Information Officer
- Will agree proposed fees before they are communicated to the person requesting the information

Links to College values and other College policies

This policy is in line with the College values of;

- A passion for learning and success
- Supportive and caring
- Respectful and considerate
- A champion for equality through learning

- Ambitious and tenacious

This policy should be used in conjunction with the following policies and procedures:

- Freedom of Information Policy
- Data Protection Policy

Who needs to understand this policy and how will they know about it?

The following training and awareness will be put in place:

| Who? | How? |
|--|---|
| Any person or organisation who makes a request under Freedom of Information | Policy available on the college website |
| Members of SMSS who manage the Freedom of Information email | Will be briefed by the Chief Operating Officer |
| Any staff who are asked to gather information following a request under Freedom of Information | Briefing by SMSS/Chief Operating Officer that fees can be applied if gathering the information is consistent with this policy |

Bournemouth and Poole College
Date July 2020
Function Equal Opportunities

This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)

1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below

n/a

2. In which ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?

3. In which ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?

4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?

5. Name and job title of manager responsible

Michael Johnson – Chief Operating Officer

Policy approved by:

SLT

Date: