

NORTHAMPTON TEACHER TRAINING PARTNERSHIP (NTTP) PUBLICATION SCHEME

This publication scheme conforms to the model scheme approved by the Information Commissioner.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, should be clear and proactive about the information they will make public. Our 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is on our website to download and print off or is available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Classes of Information

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

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.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact NTTP by telephone, email, fax or letter. To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If you ask for information that is not already published, we will do our best to provide advice and assistance within the remit of the Act. If the information you ask for is held by another organisation, we will put you in contact with that organisation.

4. Paying for information

Information published on our website is free to view. Paper copies of information covered by this publication will incur a charge currently of 20 pence per one-sided black and white sheet, plus postage. For priced items, such as some printed publications or videos, we will let you know the cost before fulfilling your request.

5. Feedback

We welcome suggestions of how NTTP can provide more useful or clearer information. Any questions, comments or complaints about this scheme should be sent in writing or by email to the Principal Officer.

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 then this should be addressed to the Information Commissioners Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
Enquiry/Information Line: 01625 545 700
e-mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Current information only	
Contact details for NTTP	NTTP Website
Staffing structure and key personnel	NTTP Website
Placement dates, term dates and holidays	NTTP Website
Class 2 – What we spend and how we spend it Current and previous financial year (accounts that have been filed with Companies House)	
Annual financial statements (NTTP accounts are included within the accounts for Northampton School <i>for Boys</i>)	NSB Website
Trainee bursary audit	NTTP Finance Manager
Pay policy	NSB Website
Staffing pay structure/scales	Finance Director
Class 3 – What our priorities are and how we are doing Current information as a minimum	
NTTP's latest Ofsted report	NTTP Website
Improvement plan summary	NTTP Website
Self-evaluation summary	NTTP Website
Class 4 – How we make decisions Current and previous three years as a minimum	
Agendas of OMG/SMG meetings	Senior Administrator
Minutes of OMG/SMG meetings	Senior Administrator
Class 5 – Our policies and procedures Current information only	
The policies we follow	NSB Website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Freedom of information • Data protection 	NTTP Website
Class 6 – Lists and Registers Currently maintained lists and registers only	
Disclosure logs	Data Protection Officer
Partnership schools	NTTP Website
Any information we are currently legally required to hold in publicly available registers	NSB Registrar
Class 7 – The services we offer Current information only	
Details of teacher training programme	NTTP Website