

# FREEDOM OF INFORMATION POLICY & PUBLICATION SCHEME

## Freedom of Information Policy & Publication Scheme

LHAA/LBTA is committed to openness and transparency in its affairs.

As an Independent Training Provider operating in a community service environment, it perceives no benefit in secrecy or concealment except in issues concerning personal privacy and the wider public interest.

The Academy will publish, or otherwise make available, information about its performance, management, staffing, governance, finance, policies and procedures, which it may lawfully disclose.

Through publication the academy will make available a comprehensive range of documents used in, and describing, its business.

In addition, the Academy will respond to Individual Requests for information outside its normal publication scheme of documents and policies where these requests are fair and reasonable under the terms of the Freedom of Information Act (FOI). Where the Academy is unable to provide information to an enquirer, it will give an appropriate justification. The Academy will respond effectively to any complaints made under the provisions of the FOI Act. If you are unhappy with the responses from the Academy then you have recourse to the Information Commissioner's Office.

## Publication Scheme

Listed below, are the items of published information, which are currently available from the Academy. Under the Act, we are able to make a charge for supplying information if we incur significant costs in producing or consigning the documents. If this is the situation, we will advise you of any cost in advance so that you have the opportunity to amend your request accordingly.

## Who are we and what we do

	Type	Description
1.1	Vision, mission and strategic objective	Strategic vision, Organisational structure chart
1.2	How the academy is organised	Directorate structure charts
		Education Board membership
		Terms of reference for Educational Governance Board
1.3	Locations	Academy location maps and directions

### What we spend and how we spend it

	Financial Information	Description
2.1		Financial accounts

### What our priorities are and how we are doing

	Class	Description
3.1	LHAA/LBTA business plans	Strategic plan & strategic vision
3.2	Academic quality and standards	Quality improvement plan
		Self-assessment report
		Learner voice strategy
3.3	Government and regulatory	Ofsted inspection report
		Annual accounts

### How we make decisions

	Class	Description
4.1	Education Board Meetings	Agendas and minutes of educational board meetings (with the exception of confidential items)

### Our policies and procedures

	Class	Description
5.1	Relating to academic services	Self-assessment report
		Complaints procedure
5.2	Relating to student services	Enrolment policy and procedure
		Fees policy
		Data protection guidelines and procedures
		Student handbook

		Student disciplinary code and procedures
		Alcohol drugs and policy
		Internet access use policy
		Procedure for academic and vocational appeals
		Additional learning support information
		Current prospectus and course information
5.3	Relating to Human Resources	Grievance policy and procedure
		Disciplinary policy and procedure
		Harassment and Bullying at Work policy and procedure
		Capability procedure for staff
		Maternity scheme for staff
		Sickness Absence policy and procedure
		Stress Management policy
		Flexible Working guidelines
		Whistle-blowing policy and procedures
5.4	Relating to recruitment	Safer Recruitment Policy
		DBS guidelines
5.5	Equality and diversity	Equality and diversity policy
		Workforce gender, Equality & Diversity data
		Student Equality and Diversity data
5.6	Health and safety	Health and safety policy
		Health and safety procedures manual
5.7	Complaints	Complaints procedure
5.8	GDPR	Data protection policy
		Retention Policy
		Cookie Policy
5.9	Fee policies	Fees policy /remissions policy

		Refunds policy
		Course fee information

## Lists and registers

	Class	Description
6.1	Lists and registers	Register of interest

## The services we offer

	Class	Description
7.1	Facilities	Hair and beauty salons
7.2	Student Support	IAG, careers and employability
		Health welfare and safety
		Financial support
7.3	Marketing	Course Information and guidance
7.4	Public relations	Blogs and news events
		Key facts and figures

## Individual Requests for Information

If you require information about the Academy's activities, in the first instances please use our publication scheme above to identify whether an item of published information already exists, which could satisfy your enquiry.

If this appears not to be the case, or if you have difficulty finding the published information, then you should send your enquiry in writing to:

### The FOI Information Officer

The LHAA/LBTA  
17-21 Shenley Road  
Borehamwood  
Herts  
WD6 1AD