



# **Freedom of Information (FOI)** **Policy**

Including a guide to the information available from us  
under the ICO Model Publication Scheme

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## Rationale

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a Data Subject Access Request (DSAR) under the PACT Data Protection Policy.

The Freedom of Information Act 2000 requires all public authorities including schools to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

A school is in breach of FOIA if it has not adopted the model scheme or is not publishing in accordance with it. The model scheme is designed to cover all public authorities and can be obtained from the ICO website (visit <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme>). It must be adopted in full and promoted alongside the guide to information. Schools are not required to inform the ICO that they have adopted the scheme; the ICO will assume they have done so unless they hear otherwise.

## Responsibilities

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. To do this we must produce a publication scheme, setting 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 requires payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our websites to download and print off or available in paper form.

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

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

The Board of Trustees is responsible for maintenance of our publication scheme.

## Our Purpose, Ambition and Values

### Our Purpose

We are here to:

- enable every student to succeed at school and in life by developing the whole child through a rich, innovative, inclusive and inspiring curriculum that lays strong foundations for well-being, future study, work and active citizenship;
- be a driving force for social justice in the communities we serve;
- contribute to developing the wider school system, through raising standards in the schools that join us, sharing our approach to school improvement and by learning from others.

## Our Ambition

Through working together, we aspire to achieve:

- exceptional education - for all our students, in all our schools;
- exceptional people – to have the best team working with and for our students, through investing in the growth and development of our staff;
- exceptional infrastructure – to have buildings, equipment, systems, processes and policies that enable excellent education;
- sustainability and growth – to be a resilient, nimble and financially and environmentally sustainable organisation with sound financial management and strong governance.

## Our Values

In all that we do we demonstrate:

**Passion** – inspiring a love of learning and being determined to make a difference;

**Aspiration** – wanting the very best for our students, our families, our communities and our staff;

**Collaboration** – working positively with each other, with parents/carers and other stakeholders to achieve our goals;

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in.

This publication scheme is a means of showing how we are pursuing these aims.

## **ICO Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- to specify the information which is held by the authority and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- to review and update on a regular basis the information the authority makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.
- to publish any dataset held by the authority that has been requested,
- and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## **Classes of Information**

- Who we are and what we do:-  
Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it:-  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing:-  
Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions:-  
Policy proposals and decisions.  
Decision making processes, internal criteria and procedures, consultations.

- Our policies and procedures:-  
Current written protocols for delivering our functions and responsibilities.
- Lists and registers:-  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer:-  
Advice and guidance, booklets and leaflets, transactions and media releases.  
A description of the services offered.

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.

### **The method by which information published under this scheme will be made available**

The authority 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 a public authority, 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, a public authority 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.

### **Charges which may be made for information published under this scheme**

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 authority 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 public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

The Prince Albert Community Trust follows the Department for Education recommendation that schools should ordinarily charge for dealing with requests for information to recover the costs to the school for resources that would otherwise support teaching and learning.

### **Written requests**

Information held by a public authority 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.

## Making a Request for Information

The Prince Albert Community Trust and its schools will only deal with valid FOI requests for information under this policy. A valid FOI request must:

1. be in writing (includes letter, email or fax).
2. state the enquirer's name and correspondence address (including email addresses).
3. describe the information requested - there must be enough information to be able to identify and locate the information.
4. not be a request falling under the PACT Data Protection Policy (i.e., be a request for information about yourself or your child).

If the information you are looking for is not available via the scheme and is not on our website(s), you can still contact us to ask if we have it when its provision will be considered in accordance with the FOIA.

In order that your request can be dealt with as quickly and efficiently as possible, you should submit your request to the Head of School of the relevant School or the Data Protection Officer (DPO) of the Prince Albert Community Trust (as applicable). To help us process your request quickly, please clearly mark any correspondence "FOI - PUBLICATION SCHEME REQUEST" (in CAPITALS please).

### Timescales for responding to requests for information

We will endeavour to deal with your request promptly and certainly within the legally prescribed limit of 20 school days i.e. excluding weekends and school holidays. Where the 20th day to respond to a request is during a non-school day, we have up to 60 days to respond.

The response time will start from the time the request is received. Where further information is required from you before we can deal with your request, we shall contact you as soon as practicable using the correspondence address provided. We do not have to deal with your request until the further information is received. Where a fee is to be paid, we are also not required to deal with your request until payment has been received.

If a fee is payable, we will notify you as soon as practicable. The fee notice will state the amount we will charge and advise you how you can pay. If we do not receive payment within three months of issuing you with the fees notice, we are no longer obliged to respond to your request. If you choose to pay any fee by cheque the fee will not be regarded as having been received until the day the cheque has cleared. The 20 school days countdown will only begin or restart once the further information and/or payment has been received.

## Contact Information

Contact details for each school and the Prince Albert Community Trust are set out below, or you can visit our Trust website at [www.the-pact.co.uk](http://www.the-pact.co.uk).

### Prince Albert Primary School

Telephone: 0121 327 0594  
E-mail: [enquiry@princealbert.bham.sch.uk](mailto:enquiry@princealbert.bham.sch.uk)  
Website: [www.princealbert.bham.sch.uk](http://www.princealbert.bham.sch.uk)  
Contact Address: Prince Albert Primary School, Albert Road, Aston, Birmingham, B6 5NH  
Head: Mrs Sumayya Patel  
Head's email: [s.patel@princealbert.bham.sch.uk](mailto:s.patel@princealbert.bham.sch.uk)

### Heathfield Primary School

Telephone: 0121 464 6474  
E-mail: [enquiry@heathfld.bham.sch.uk](mailto:enquiry@heathfld.bham.sch.uk)  
Website: [www.heathfld.bham.sch.uk](http://www.heathfld.bham.sch.uk)  
Contact Address: Heathfield Primary School, Heathfield Road, Birmingham, B19 1HJ  
Head: Ms Yasmeen Malik  
Head's email: [y.malik@heathfld.bham.sch.uk](mailto:y.malik@heathfld.bham.sch.uk)

### Highfield J&I School

Telephone: 0121 647 1708  
E-mail: [enquiry@hifield.bham.sch.uk](mailto:enquiry@hifield.bham.sch.uk)  
Website: [www.hifield.bham.sch.uk](http://www.hifield.bham.sch.uk)  
Contact Address: Highfield JI School, Highfield Road, Saltley, Birmingham, B8 3QF  
Head: Mrs Stephanie Davies  
Head's email: [s.davies@hifield.bham.sch.uk](mailto:s.davies@hifield.bham.sch.uk)

**Birchfield Primary School**

Telephone: 0121 464 5661  
E-mail: enquiry@birchfld.bham.sch.uk  
Website: www.birchfld.bham.sch.uk  
Contact Address: Birchfield Primary School, Trinity Rd, Birmingham, B6 6AJ  
Head: Mrs Zoe Thewlis  
Head's email: z.thewlis@birchfld.bham.sch.uk

**Sutton Park Primary School**

Telephone: 0121 464 7355  
E-mail: enquiry@suttonparkprimary.co.uk  
Website: www.suttonparkprimary.co.uk  
Contact Address: Sutton Park Primary School, Coppice View Road, Sutton Coldfield, B73 6UE  
Head: Mrs Lucy Middleton  
Head's email: l.middleton@suttonparkprimary.co.uk

**Prince Albert High School**

Telephone: 0121 817 8952  
E-mail: enquiry@pahigh.co.uk  
Website: www.pahigh.co.uk  
Contact Address: Prince Albert High School, 115 Holford Drive, Perry Barr, Birmingham, B42 2TU  
Head: Mr Manjit Harvey-More  
Head's email: m.harvey-more@pahigh.co.uk

**Prince Albert Community Trust - Central Support Team**

Telephone: 0121 725 5252  
E-mail: dpo@the-pact.co.uk  
Website: www.the-pact.co.uk  
Contact Address: PACT CST  
c/o, Prince Albert High School, 115 Holford Drive, Perry Barr, Birmingham, B42 2TU  
DPO: GDPR Sentry Ltd

**Review**

This policy and our publication scheme will be reviewed biennially, or more regularly in the light of any significant new developments or in response to changes in guidance.

## Guide to Information Available from our Schools Under the Model Publication Scheme

Information to be Published	Our Schools	
<b><u>Class 1 – Who we are and what we do</u></b> Organisational information, structures, locations and contacts. This will be current information only.	How the Information can be Obtained	Cost
Who's who in the school	Website	No charge
Who's who on the Board of Trustees and Academy Committee (where applicable)	Website	No charge
Articles of Association	Website	No charge
Contact details for the Head teacher and for the Board of Trustees, via the school (named contacts where possible).	Website	No charge
School prospectus (if any)	Website / Hard copy requested via school office	No charge
Annual Report (if any)	Website	No charge
Staffing structure	Hard copy requested via school office	See schedule of charges
School times and term dates	Website	No charge
Address of school and contact details, including email address	Website	No charge

Information to be Published	Our Schools	
<b><u>Class 2 – What we spend and how we spend it</u></b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.	How the Information can be Obtained	Cost
Annual budget plan and financial statements	Hard copy requested via school office	See schedule of charges
Capital funding	Hard copy requested via school office	See schedule of charges
Financial Audit Reports / Annual Accounts	Website	No charge
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority)	Hard copy requested via school office	See schedule of charges
Pay policy	Hard copy requested via school office	See schedule of charges
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	Hard copy requested via school office	See schedule of charges
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	Hard copy requested via school office	See schedule of charges
Trustees' allowances that can be incurred or claimed and a record of total payments made to individual Trustees	Hard copy requested via school office	See schedule of charges

Information to be Published	Our Schools
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<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.	<b>How the Information can be Obtained</b>	<b>Cost</b>
School profile (if any) and in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report: Summary / Full report</li> <li>Post-inspection action plan</li> </ul>	<b>Website / Hard copy</b> requested via school office	No charge / See schedule of charges
Performance management policy and procedures adopted by the Board of Trustees	<b>Hard copy</b> requested via school office	See schedule of charges
Performance data or a direct link to it	<b>Website</b>	No charge
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Website</b>	No charge
Safeguarding and child protection	<b>Website / Hard copy</b> requested via school office	No charge / See schedule of charges

<b>Information to be Published</b>	<b>Our Schools</b>	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions. Current and previous three years as a minimum.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	<b>Website</b>	No charge
Agendas and minutes of meetings of the Academy Committee or Board of Trustees (NB this will exclude information that is properly regarded as private to the meetings)	<b>Hard copy</b> requested via school office	See schedule of charges

<b>Information to be Published</b>	<b>Our Schools</b>	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Records management and personal data policies, including: Information security policies, records retention, destruction and archive policies and data protection.	<b>Website</b>	No charge
Charging regimes and policies. 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.	<b>Website</b>	No charge

<b>Information to be Published</b>	<b>Our Schools</b>	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	<b>How the Information can be Obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	<b>Hard copy</b> requested via school office	See schedule of charges
Disclosure logs	N/A - these are confidential records.	N/A
Asset register	<b>Inspection only</b> contact school office	Free
Any information the school is currently legally required to hold in publicly available registers	<b>Website / Hard copy</b> requested via school office	No charge / See schedule of charges

Information to be Published	Our Schools	
<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.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
School publications, leaflets, books and newsletters	Website	No charge
Additional information may be published and wherever possible will be made available on the school website and in hard copy format	Website / Hard copy requested via school office	No charge / See schedule of charges

### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 1p per sheet (black and white)	Actual cost incurred by the public authority
Disbursement cost	Photocopying/printing at 5p per sheet (colour)	Actual cost incurred by the public authority
Disbursement cost	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class
Statutory Fee	N/A	In accordance with any relevant legislation

## Guide to Information Available from the Prince Albert Community Trust (PACT) Under the Model Publication Scheme

Information to be Published	PACT	
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts. This will be current information only.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Memorandum and articles of association	Website	No charge
Master Funding Agreement	Website	No charge
Annual Return	Website	No charge
List of names of the Members and Directors of the MAT	Website	No charge
Staffing structure – names of key personnel	Website	No charge
MAT prospectus (if applicable)	Website	No charge
Contact details for Chief Executive Officer (CEO) and the Trust Board	Website	No charge
Location and contact information – address and telephone number	Website	No charge

Information to be Published	PACT
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<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.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>Hard copy</b>	See schedule of charges
Annual Accounts (published by no later than 31 January following the year to which the accounts relate)	<b>Website</b>	No charge
'Value for Money statement' from the academy trust's accounting officer, explaining how the trust secured value for money during the financial years	<b>Website / Hard copy</b>	No charge / See schedule of charges
Capital funding – details of capital funding allocated to the MAT along with information on related building projects and other capital projects	<b>Hard copy</b>	See schedule of charges
Additional funding – income generation schemes and other sources of funding	<b>Hard copy</b>	See schedule of charges
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	<b>Hard copy</b>	See schedule of charges
Staffing and grading structure	<b>Hard copy</b>	See schedule of charges
Pay Policy – a statement of the MAT's policy on procedures regarding teachers' pay	<b>Hard copy</b>	See schedule of charges
Directors' allowances – details of allowances and expenses that can be claimed or incurred	<b>Hard copy</b>	See schedule of charges

<b>Information to be Published</b>	<b>PACT</b>	
<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.	<b>How the Information can be Obtained</b>	<b>Cost</b>
MAT profile including a statement of our ethos and values	<b>Website</b>	No charge
Performance management policy and procedures adopted by the Board of Trustees	<b>Hard copy</b>	See schedule of charges
MAT Strategic Plan	<b>Hard copy</b>	See schedule of charges
Safeguarding Policy & Procedures	<b>Website</b>	No charge

<b>Information to be Published</b>	<b>PACT</b>	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions. Current and previous three years as a minimum.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Agendas of meetings of the Board of Trustees and (if held) its sub-committees	<b>Hard copy</b>	See schedule of charges
Minutes of meetings of the Board of Trustees (NB this will exclude information that is properly regarded as private to the meetings)	<b>Hard copy</b>	See schedule of charges

<b>Information to be Published</b>	<b>PACT</b>	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	<b>How the Information can be Obtained</b>	<b>Cost</b>

PACT policies including: Charging and remissions policy Health and Safety policy Complaints procedure Staff conduct policy Discipline and grievance policies Information request handling policy Equality and diversity (including equal opportunities) policies Staff recruitment policies	<b>Website</b>	No charge
Records management and personal data policies including: Information/technical security policies Records retention, destruction and archive policies Data protection (including information sharing) policies	<b>Hard copy</b>	See schedule of charges
Charging regimes and policies 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	<b>Hard copy</b>	See schedule of charges
Equality and diversity Policies, schemes, statements, procedures and guidelines relating to equal opportunities. Policies and procedures for the recruitment of staff and details of vacancies.	<b>Hard copy</b>	See schedule of charges

<b>Information to be Published</b>	<b>PACT</b>	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	<b>How the Information can be Obtained</b>	<b>Cost</b>
Asset register	<b>Inspection only</b> contact school office	Free
Any information an Academy is currently legally required to hold in publicly available registers	<b>Website / Hard copy</b> requested via school office	No charge / See schedule of charges

<b>Information to be Published</b>	<b>PACT</b>	
<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.	<b>How the Information can be Obtained</b>	<b>Cost</b>
PACT publications	<b>Website / Hard copy</b>	No charge / See schedule of charges
Services for which PACT is entitled to recover a fee, together with those fees	<b>Website</b>	No charge
Leaflets, booklets and newsletters	<b>Website / Hard copy</b>	No charge / See schedule of charges

### Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing at 1p per sheet (black and white)	Actual cost incurred by the public authority
Disbursement cost	Photocopying/printing at 5p per sheet (colour)	Actual cost incurred by the public authority
Disbursement cost	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class
Statutory Fee	N/A	In accordance with any relevant legislation