

Under the Freedom of Information Act 2000, HFL Education has a responsibility to produce a Publication Scheme identifying the information we already publish.

We follow the Information Commissioner's Office model publication scheme for wholly owned companies:

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Company contact details	HFL website - Contact us	n/a
Organisational Structure	HFL website - Company Structure (Nov 2023)	n/a
HFL Board of Directors	HFL website - Board of Directors	n/a
Board roles and responsibilities	HFL website - Board roles & responsibilities	n/a
HFL Articles of Association	HFL website - Articles of Association (Sept 23)	n/a
HFL Education Executive team	HFL website - Executive team	n/a
Gender Pay Gap Report	HFL website - Pay Gap Report 2023	n/a
What we spend and how we spend it		
Annual accounts	Companies House website – Herts for Learning Ltd	n/a
Procurement Policy	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
HFL Board Director's Expenses Policy	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
HFL Education salary bands	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
Financial audit reports	Companies House website – Herts for Learning Ltd	n/a
Financial statement	Companies House website – Herts for Learning Ltd	n/a
<ul style="list-style-type: none"> • Financial budgets and variance reports • Expenditure • Capital programme 	Available upon request - email dp.foi@hfleducation.org <i>Please note that each request will be considered on an individual basis and some</i>	Possible cost for disbursement

HFL FOI Policy - Publication Scheme

Policy owner:	A&R Committee	Policy version:	V3	Date:	June 2024	Review due:	June 2025
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Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> Contracts awarded and their value (over £25,000) 	<i>Aspects of the requested information may be subject to an exemption. If this occurs, you will be informed and have the opportunity to dispute this refusal.</i>	
What our priorities are and how we are doing		
Annual Report to Members	HFL website - Annual Report to Members 2023	n/a
<ul style="list-style-type: none"> Strategic and business plans, aims and objectives Customer surveys Data protection impact assessments and other impact assessments 	<p>Available upon request - email dp.foi@hfleducation.org</p> <p><i>Please note that each request will be considered on an individual basis and some aspects of the requested information may be subject to an exemption. If this occurs, you will be informed and have the opportunity to dispute this refusal.</i></p>	Possible cost for disbursement
How we make decisions		
Agendas and minutes of meetings of the HFL Board of Directors and its sub-Committees unless an exemption applies to the information or parts of it.	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
Reports or papers provided for consideration at HFL Board meetings and sub-Committee meetings, unless an exemption applies to the information or parts of it.	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
Our policies and procedures		
Company policies (e.g. Safeguarding, Data Protection)	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
Our commitment to anti-racism	HFL website - Anti-racism	n/a
Our commitment to corporate social responsibility	HFL website - Corporate social responsibility	n/a

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Information to be published	How the information can be obtained	Cost
Lists and Registers		
Any lists or registers that we are required to produce in the conduct of our business	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
Register of people with significant control	Companies House website - Herts for Learning Ltd	n/a
Register of hospitality / gifts received by HFL Board Directors (over £25)	Available upon request – email dp.foi@hfleducation.org	Possible cost for disbursement
The services we offer		
Details of the range of services offered by HFL Education	HFL website	n/a
Details of the annual contract services offered by Herts of Learning	HFL website - Contract services	n/a
Corporate communications / media releases	HFL website - Press & media	n/a

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 HFL Education for routinely published material will be justified and transparent and kept to a minimum.

Information published on our website or sent electronically is free of charge.

If you request that the information that you have applied for be sent to you in hard copy, then HFL Education may seek payment from you to cover the cost of such disbursements. In line with the information Tribunal Decision of David Markinson vs. Information Commissioner, HFL Education will charge 10p per A4 sheet of printing or photo copying and we may also seek payment for postage of those documents. For any documents over 100 pages, a fees notice will be issued and that fee will be for the total number of pages that require printing.

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.

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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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act 2000, or with other statutory powers of the public authority.

If payment is requested, you will be informed by HFL Education of the fee required and how to make the payment. Once informed of the fee you will have 60 working days to make the payment as requested, if payment is not received by that time, then your request will be closed.

Written requests

Information held by HFL Education that is not published under this scheme can be requested in writing by email to dp.foi@hfleducation.org, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

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