

Publication Scheme

Bridgend College has adopted the Model Publication Scheme for the public sector issued by the Information Commissioner's Office (ICO). The ICO expects public authorities to adopt the Model Publication Scheme without modification.

The Model Publication Scheme commits us to making the following classes of information available to the public:

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.

You can find the majority of this information on our website by following the links contained in the College's *Guide to Information*. The Guide is based on the ICO's [Definition Document for Universities](#), which explains how the Commissioner expects colleges to interpret the Model Publication Scheme. The Guide plus this webpage comprise the College's Freedom of Information Publication Scheme.

The classes of information which we publish will not 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; and

- Information that is no longer easily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

How information is made available

- The Guide to Information indicates what information is covered by the Publication Scheme and how it can be obtained.
- Information is normally provided via the College's website. Where this is impractical, the Guide to Information will indicate how the information can be obtained by other means. Requests for the information should be directed to the Director of IT.
- In exceptional circumstances some information may be available only by viewing in person on request. Where requested, 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 the College is legally required to translate any information, it will do so.
- Individuals who require information in formats other than those specified in the Guide to Information may request the information in those formats by contacting the Director of IT. The College reserves the right to charge for the provision of information in alternative formats and may refuse to 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 the Publication Scheme. If you would like the Guide to Information, or any of the information which it covers, in a more accessible format, please contact the Director of IT to discuss additional ways in which the information may be made available to you (see below for contact details).

Charges for information

Material which is published on the College's website may be accessed via the website free of charge.

Where the Guide to Information specifies that information is provided other than via the website, charges may be made for actual disbursements incurred such as:

- Photocopying (at the rate of £0.05 per black and white A4 sheet);
- Postage and packaging; and
- The costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. We may request payment prior to provision of the information.

Written requests

Information listed in the Guide which is not available on the College's website should be requested in writing to the Director of IT. The College will endeavour to respond within 20 working days.

Information held by the College which is not published under the Publication Scheme can be requested in writing under section 1(1) of the Freedom of Information Act. Freedom of Information requests should be sent to the Director of IT (see below for contact details), and will be handled in accordance with the College's Freedom of Information Policy.

Feedback and contact details

It is important that the Guide to Information and this webpage meet your needs. If you find them difficult to understand, please let us know. We also welcome suggestions as to how they might be improved.

Any correspondence relating to the Publication Scheme including requests for information should be sent in writing to the Director of IT, Digital Development and Marketing Services at the following address:

Bridgend College

Cowbridge Road

Bridgend

CF31 3DF

Tel: 01656 302478

E-mail: ngimblett@bridgend.ac.uk

If we are unable to resolve your complaint, you have the right to complain to the Information Commissioner's Office (see the [ICO's website](#) for contact details).

Review

The College's Publication Scheme will be reviewed at least annually to ensure that it is continues to meet the requirements of the Information Commissioner's Model Publication Scheme and that the information contained in the Guide to Information is accurate and up-to-date.