

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.

This majority of this information can be found on our website. The available information is based on the ICO definition document for colleges of Further Education (<https://ico.org.uk/media/for-organisations/documents/definition-documents-2021/4018868/dd-colleges-of-further-education-20211029.pdf>), which explains how the Commissioner expects colleges to interpret the Model 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

- Information is normally provided by the college website. Requests for information not readily available should be directed to the Information Services Manager.

- 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 available may request the information in those formats by contacting the Information Services Manager. 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 information in a more accessible format, please contact the Information Services Manager to discuss additional ways in which the information may be made available to you.

Charges for information

Information published on the College website may be accessed via the website free of charge. The majority of information is available digitally, however, charges may be made for physical information and/or actual disbursements incurred. 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 not available on the College website should be requested in writing to the Information Services Manager. The College will endeavour to respond within one month.

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 Information Services Manager and will be handled in accordance with the College Data Management and GDPR policy.

Feedback and Contact details

Any correspondence relating to the Publication Scheme including requests for information should be sent in writing to the Information Services Manager at the following address:

Bridgend College
Cowbridge Road
Bridgend
CF31 3DF

Email: camorgan@bridgend.ac.uk

If we are unable to respond to your request you have the right to complain to the Information Commissioner's Office (see the ICO website for contact details).

Review

The College Publication Scheme will be reviewed annually to ensure that it continues to meet the requirements of the Information Commissioner's Model Publication Scheme.