

## 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is 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 information subject to a charging regime specified by Parliament.

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 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, or with other statutory powers of the public authority.

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.

### **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.

**To make a request**

To ensure requests are handled promptly and contain the information requested, the college will need to be able to record your request, contact you and locate the information.

Your request:

1. must be made in writing
2. should state your name and an address for correspondence
3. must describe the information you require

Requests should be made in writing (post or e-mail) to

Group Vice Principal of Information and Strategic Development  
Shrewsbury Colleges Group  
Priory Road  
Shrewsbury  
Shropshire  
SY1 1RX

In case of absence the Principal should be contacted.

## 1. Who we are and what we do

This section includes organisational information, structures, locations and contacts. It includes information relating to the legal framework within which the institution is established, how the organisation is organised, details the organisations it works in partnership with and any wholly owned companies, gives contact details and provides information on student activities. The terms of reference, membership and description of the Corporation and committees is also provided under this heading.

	Class	Description	Manner	Fee
1.1	<b>Legal framework / Instrument of Government / Articles of Association</b>	Information relating to the legal and corporate status of the institution.	<a href="#">College website</a>	
1.2	<b>How the institution is organised</b>	Information about the management structure of the institution, including a description of its governance arrangements and organisational structure, together with a description of the work of each unit and the names and responsibilities of key personnel.	<a href="#">College website Governance Pages</a> <a href="#">College website SLT Pages</a>	
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it</b>	Listings of sub-contracting partners; for the purposes of training delivery, with associated income and fees.  The College does not wholly or partly own any other organisations.  Further details of partnership working are available on the College Partners webpage.	<a href="#">Sub-Contracting Fees Declaration</a>  <a href="#">SFA Subcontracting Register</a>  <a href="#">College Partners</a>	
1.4	Location and contact details	The College operates 3 campuses: Welsh Bridge Campus English Bridge Campus London Road Campus  Details of all are available through the College website.	<a href="#">WB Location</a> <a href="#">EB Location</a> <a href="#">LR Location</a>	
1.5	Student activities	Student activities are detailed on the Student Pages of the website:  Welsh/English Bridge Students <a href="#">Prospective Academic Students</a> <a href="#">Current Academic Students</a>	Website	



		London Road Students <a href="#">College Life</a> <a href="#">Student Support</a>		
--	--	-----------------------------------------------------------------------------------------	--	--