



Guide to Information

Bachlaw Learning Centre is required by Freedom of Information (FOI) law to adopt and publish an approved publication scheme. We are under a legal obligation to:

- Publish the classes of information that we routinely make available
- Let the public know how to access the information and what it might cost

Bachlaw Learning Centre is a Scottish public authority under FOI law. We have adopted the Model Publication Scheme produced by the Scottish Information Commissioner. To view the Model Publication Scheme please visit <http://www.itspublicknowledge.info/mps>.

The purpose of this Guide to Information is to:

- let you to see what information Bachlaw Learning Centre publishes under each class of the Model Publication Scheme
- tell you how to find the information easily
- tell you about any changes for the information
- give contact details for enquiries and help with accessing the information
- explain how to request information we haven't published

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIR's) provide a separate right of access to environmental information we hold. You can find out more information on the difference between FOISA and EIR's on the Scottish Information Commissioner's website <http://www.itspublicknowledge.info/Law/WhichLawApplies.aspx>

Availability and Formats

The information we publish through the Model Publication Scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt Information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Bachlaw Learning Centre has adopted the Open Government Licence (OGL) for the information it publishes through this Guide. You can view the OGL here:

<http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder. Where Bachlaw Learning Centre does not hold the copyright in information we publish, we will make that clear in this guide.

Charges

There is no charge to view information on our website.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you for our published information.

Charges for Environmental Information

Environmental Information provided under the EIR's has slightly different rules for charging than information provided under the Act.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with a notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to us of providing the information.

Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying

Postage is charged at the actual rate for Royal Mail

Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

Contact Us

You can contact us for assistance with any aspect of this publication scheme:

Address: Bachlaw Learning Centre, Upper Seaview, Cornhill, Aberdeenshire, AB45 2HJ

Email: FOI@bachlawprojects.co.uk

Telephone: 01466 771395

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

When requesting information please include your name, postal address, full details of the documents you would like to receive and any fee applicable. It would be useful to include a contact telephone number and email address in order that we can contact you easily to clarify any details if necessary.

The classes of information that we publish

We publish the information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT BACHLAW LEARNING CENTRE

Class description:

Information about Bachlaw Learning Centre, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
School name, address and contact details, including contact during holidays	www.bachlawprojects.co.uk
School structure, names, roles and responsibilities of senior staff and board members	FOI@bachlawprojects.co.uk
School opening hours	www.bachlawprojects.co.uk
School term times, holidays and INSET days	www.bachlawprojects.co.uk
Contact details for information and complaints	www.bachlawprojects.co.uk
This Guide to Information	www.bachlawprojects.co.uk
How to make an information request to the school	www.bachlawprojects.co.uk
Our charges for information that has not been published	See above
Governance structures: Directors, Board Of Advisors, Senior Management Team	www.bachlawprojects.co.uk
School strategies e.g., stakeholder engagement, equality	FOI @bachlawprojects.co.uk
School planning processes -school improvement plan	FOI@bachlawprojects.co.uk
How the school is held accountable, including reporting requirements of regulators	www.educationscotland.gov.uk
Internal and external audit arrangements- Education Scotland Reports	www.bachlawprojects.co.uk HMIE
Contractual agreements with local authorities	FOI@bachlawprojects.co.uk
Membership of advisory bodies e.g., SCIS and ETCS and links to more information	www.etcs.org.uk

CLASS 2: HOW BACHLAW LEARNING CENTRE DELIVERS OUR FUNCTIONS AND SERVICES**Class description:**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Description of the school's functions	www.bachlawprojects.co.uk
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	www.bachlawprojects.co.uk FOI@bachlawprojects.co.uk
How to report a concern to the school	www.bachlawprojects.co.uk
Reports about how the school delivers its functions (Quality and Standards reporting)	FOI@bachlawprojects.co.uk
How the school charges (generally) for its services and functions (Scotland Excel National Framework)	FOI@bachlawprojects.co.uk 01466 771395 in office hours
List of services provided by the school, including the statutory basis for them (where applicable)	www.bachlawprojects.co.uk
Service schedules and delivery plans, for example school improvement plan	FOI@bachlawprojects.co.uk
Information for Local authority and parents, including how to access the services	www.bachlawprojects.co.uk

CLASS 3: HOW BACHLAW LEARNING CENTRE TAKES DECISIONS AND WHAT IT HAS DECIDED**Class description:**

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class	How to access it
Decisions taken by the school: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	FOI@bachlawprojects.co.uk
Public consultations and the outcomes of engagement with stakeholders	FOI@bachlawprojects.co.uk
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	www.bachlawprojects.co.uk FOI@bachlawprojects.co.uk

CLASS 4: WHAT BACHLAW LEARNING CENTRE SPENDS AND HOW IT SPENDS IT**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class**How to access it**

Financial statements, including annual accounts, financial statements required by statute and any regular statements e.g., quarterly budget statements

www.companieshouse.co.uk

Financial policies and procedures for budget allocation

FOI@bachlawprojects.co.uk

Budget allocation to key policy / function / service areas

FOI@bachlawprojects.co.uk

Expenses policies and procedures

FOI@bachlawprojects.co.uk

Pay and grading structure (levels of pay rather than individual salaries)

FOI@bachlawprojects.co.uk

CLASS 5: HOW BACHLAW LEARNING CENTRE MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of Bachlaw Learning Centre

The information we publish under this class**How to access it**

Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records

FOI@bachlawprojects.co.uk

Employee relations structures and agreements reached with recognised trade unions and professional organisations

FOI@bachlawprojects.co.uk

Management of the school's land and property assets, including environmental / sustainability report

FOI@bachlawprojects.co.uk

Description of the school's land and property holdings

FOI@bachlawprojects.co.uk

Records management policy, including records retention schedule

FOI@bachlawprojects.co.uk

Information governance / asset management policies and procedures, information asset list

FOI@bachlawprojects.co.uk

Lists of statistical information published by the school

FOI@bachlawprojects.co.uk

Freedom of information policies and procedures

FOI@bachlawprojects.co.uk

Data protection (General Data Protection Regulation) or privacy policy

FOI@bachlawprojects.co.uk

CLASS 6: HOW BACHLAW LEARNING CENTRE PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**Class description:**

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class**How to access it**

Purchasing policies and procedures

FOI@bachlawprojects.co.uk

Contracts awarded through formal tendering/SXL

FOI@bachlawprojects.co.uk

CLASS 7: HOW BACHLAW LEARNING CENTRE IS PERFORMING**Class description:**

Information about how Bachlaw Learning Centre performs as an organisation, and how well it delivers its functions and services

The information we publish under this class**How to access it**

Education Scotland Inspection reports (links to ES website)

www.educationscotland.gov.uk

www.bachlawprojects.co.uk

CLASS 8: OUR COMMERCIAL PUBLICATIONS**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class**How to access it**

N/A Bachlaw Learning Centre does not hold or publish information in this class

CLASS 8: OUR OPEN DATA**Class description:**

Open data made available by the school as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class**How to access it**

N/A At present we do not hold or publish any specific Open data information

Revision Date	Previous Revision Date	Summary of Changes
September 2016	-	Creation of document by JaMcL/SD
June 2017	September 2016	Reviewed by JaMcL – no changes made
May 2018	June 2017	Reviewed by JaMcL – no changes made
October 2018	May 2018	Reviewed by SD – minor updates to the guide
November 2018	October 2018	Reviewed by JMc – updated to include summary of changes/last updated table