



## FREEDOM OF INFORMATION PUBLICATION SCHEME

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	✓		

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# Guide to the Coleg Gwent Publication Scheme

Updated September 2020

## Introduction

It is a requirement of The Freedom of Information Act 2000 (FOIA), that Coleg Gwent adopts and publishes a publication scheme that sets out what information we will routinely publish. The Freedom of Information Act, along with the Environmental Information Regulation (EIR), is intended to promote greater openness and accountability across the public sector by requiring all 'public authorities', including further education colleges, to proactively make information available to the public.

The Coleg Gwent Publication Scheme is based on a model publication scheme provided to all colleges by the Information Commissioner's Office (ICO)

## Information we must make available

The ICO requires us to make information available in the following categories:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

## Information we do not have to release

- Information that is exempt under one of the FOIA exemptions;
- Personal information under the Data Protection Act 2018/GDPR;
- Information that is archived, out of date or otherwise inaccessible;
- Information that would be impractical or resource-intensive to prepare for routine release;
- Information in draft form (provided a reasonable future publication date is set).

Further details about what information may be exempt under the FOIA or EIR can be found in our Freedom of Information Act and Environmental Information Regulation Policy (FOIA & EIR Policy), or on the ICO website.

## Requesting information

If you cannot find the information you need on the Coleg Gwent website, you may request it via the Governance Officer who also acts as the Freedom of Information Officer for the College.

Please provide your name, contact details and a clear description of the information you need.

- By e-mail: [marie.carter@coleggwent.ac.uk](mailto:marie.carter@coleggwent.ac.uk)
- By telephone: 01495 333519

- In writing : Marie Carter  
Governance Officer/Freedom of Information  
Officer  
Coleg Gwent HQ  
The Rhadyr  
Usk  
NP15 1XJ

### **Charges for information**

The College may make a reasonable charge for information which is not available on its website or in its publications. Further information on charges can be found in our FOIA & EIR Policy

### **Feedback**

It is important that the publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We welcome suggestions as to how our scheme might be improved. Any comments, queries or complaints relating to the publication scheme or the availability of information, should be addressed to the Governance Officer.

If we are unable to resolve a complaint, you can complain to the Information Commissioner, the independent body which oversees compliance with the Freedom of Information Act. Other general information on the Freedom of Information Act can be obtained from:

Information Commissioner's Office – Wales  
2<sup>nd</sup> Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
Tel: 0330 414 6421

Website: [www.ico.org.uk](http://www.ico.org.uk)



## Coleg Gwent Publication Scheme

This publication scheme commits Coleg Gwent 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 Coleg Gwent. Additional information on the definition of these classes is provided in sector specific guidance manuals issued by the Information Commissioner's Office (ICO).

The scheme commits Coleg Gwent to:

- proactively publish or otherwise make available as a matter of routine, information. (including environmental information), which is held by the College and that falls within the classifications below;
- specify what information is held by Coleg Gwent that falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis, the information the College makes available under this scheme;
- produce a schedule of any fees charged for access to information that is made proactively available;
- make this publication scheme available to the public.

### Classes of information

**1. Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance.

**2. What we spend and how we spend it** - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**3. What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews.

**4. How we make decisions** - policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

**5. Our policies and procedures** - current written protocols for delivering our functions and responsibilities.

**6. Lists and registers** - information held in registers required by law and other lists and registers relating to the functions of the authority.

**7. 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 which is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

Coleg Gwent 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 Coleg Gwent, 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 via the website, Coleg Gwent 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 the college 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 Coleg Gwent for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed via a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by the Welsh Government.

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 and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 Coleg Gwent that is not published under this scheme can be requested in writing, and its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
<b>1. Who we are and what we do</b>				
<b>1.1</b>	<b>Legal Framework</b>	Legal, Corporate & Charitable Status of the Corporation		√
		Further & Higher Education Act 1992 & subsequent legislation		√
		Instrument & Articles of Government	√	
<b>1.2</b>	<b>College Organisation</b>	Strategic Statements - Vision & Mission	√	
		Governance Structure	√	
		Chair/Vice Chair - ToR		√
		Audit Committee - Description, ToR, Organisation	√	
		Remuneration Committee - Description, ToR, Organisation		√
		Search Committee - Description, ToR, Organisation	√	
		Appeals Committee - Description, ToR, Organisation		√
		Governor listing, gallery and backgrounds	√	
		Corporation & Committees Meetings Schedule	√	
		College Structure Chart		√
		College Senior Management Team Structure Chart		√
		Management Teams/Groups Meetings Schedules		√
		Description of Teams/Groups Mode of Operation		√
		Description of Campus/Responsibilities of Campuses		√
		College Calendar - Term Dates	√	
		Standing Orders	√	
		Governor Induction & Development Information		√
		Governance Information and links	√	
		Campus Information	√	
		Employee Handbook		√
<b>1.3</b>	<b>Partner Information</b>	Welsh Government/DfE		√
		Torfaen County Borough Council		√
		Blaenau Gwent Country Borough Council		√
		Newport City Council		√
		Caerphilly County Borough Cou		√
		Monmouthshire County Borough Council		√
		University of South Wales (Higher Education)		√
		University of Worcester (Higher Education)		√
		Aberystwyth University (Higher Education)		√
		Local Schools		√
		Employers		√
		Trades unions:		
		UNISON		√

**Coleg Gwent Information Held (as at September 2020)**

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		UCU		√
		AMIE		√
		Examining Boards		√
		Estyn		√
		Community Partnerships (now discontinued)		√
		Coleg Gwent Employers' Forum (now discontinued)		√
<b>1.4</b>	<b>Location and Contact Details</b>	Addresses & Maps of all main locations	√	
		Phone Numbers to connect to all main locations	√	
		Email Addresses of all main locations	√	
		Fax Numbers of all main locations	√	
		Contact Campus Direct Facility via website	√	
<b>1.5</b>	<b>Student Activities</b>	Student Union Constitution		√
		Student Union Code of Practice		√
		Student Union Activities - CGSU Website	√	
		List of Student Union Officers - CGSU Website	√	
		Other Association Activities - CGSU Website	√	
		Staff/Student Forum Minutes		√
		Terms of Reference for Staff/Student Forum		√
		Student Handbook		√
		Services for Students with Special Needs		√
<b>2. What we spend and how we spend it</b>				
<b>2.1</b>	<b>Funding &amp; Income</b>	Funding Grants e.g. LSF, EMA, ALG, HES	√	
		Course Fees	√	
		Endowment & Investment Income		√
		Financial Strategy		√
		Remuneration of Senior Staff as published in Accounts		√
		Travel & Subsistence Rates		√
		Pension Schemes		√
<b>2.2</b>	<b>Budgetary &amp; Account Information</b>	Monthly Financial Reports & forecasts		√
		Annual Statement of Accounts years ending 31.07.06 to 31.07.18		√
<b>2.3</b>	<b>Financial Audit</b>	Audit Reports		√
<b>2.4</b>	<b>Capital Programme</b>	Capital Programme Progress Report		√
		Capital Expenditure Programme years ending 31.07.06 to 31.07.19		√
<b>2.5</b>	<b>Financial Regulation</b>	Financial Regulations		√
		Financial Control Procedures		√
		Treasury Management Policy		√
		Anti Fraud, Bribery & Corruption Policy		√



**Coleg Gwent Information Held (as at September 2020)**

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Anti Bribery & Corruption Framework		√
<b>2.6</b>	<b>Staff Pay</b>	Staff Pay & Grading Structure		√
<b>2.7</b>	<b>Procurement</b>	Register of Suppliers		√
		Procurement Strategy/Policy		√
		Procurement & Tender Procedures		√
<b>2.8</b>	<b>Contracts</b>	Contracts gone through Formal Tender		√
		Reports of Successful Tender		√
<b>3. What our priorities are and how we are doing</b>				
<b>3.1</b>	<b>Annual Report</b>	Annual Report year ending 31/07/18		√
		Annual Report previous years		√
<b>3.2</b>	<b>Strategic Plans</b>	Corporate (Strategic) Plan 2016-19	√	√
		Previous Corporate (Strategic) Plans		√
		Strategic Equality Plan 2018-2023	√	
		Technology Strategy 2017-2021		
		Estates Strategy 2017-2024		
		HE Strategy		√
		Curriculum Strategy		√
				√
<b>3.3</b>	<b>Academic Quality &amp; Standards</b>	Teaching & Learning Strategy 2017-2019		
		Programme Specifications/Course Approvals/Documents		√
		Annual Monitoring & Review Process		√
		Accreditation & Monitoring Reports by Professional, Statutory or Registers Bodies		√
		Annual Academic Assurance Statement 2019		√
		Assessment Strategies, Processes and Procedures		√
		The range and nature of student work		√
		Self Assessment Procedures and Outcomes		√
		Arrangements for Academic & Tutorial Guidance, Support and Supervision		√
		Library Service and Learner Support		√
		Perceptions of the quality of teaching & range of teaching & learning methods		√
		Assessment Arrangements		√
		Quality of Pastoral Support		√
		The effectiveness of Teaching and Learning		√
		The range of Teaching Methods used		√
		The availability and use of special equipment and other resources and materials		√
		Self access to professional development to improve teaching performance, including peer observation and mentoring programmes		√

**Coleg Gwent Information Held (as at September 2020)**

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
3.4	External Review	The use of external bench marking and other comparators		√
3.5	Corporate Relations	Links with Employers		√
3.6	Government and Regulatory Reports	Reports to/from Welsh Government		√
		Inspectorates/Teaching Quality Assessment Reports		√
		Standards Bodies Reports		√
		Research Council Reports		√
		Professional Bodies		√
		Estyn Reports		√
3.7	Environmental Reports	Annual Environmental & Sustainability Report	√	√
<b>4. How we make decisions</b>				
4.1	Corporation Board			
	Agendas	Current & previous year	√	
	Minutes	From origin to present		√
	Current Board sub-committees			
	Agendas	2019 to present		√
	Minutes	From origin to present		√
	Former Board sub-committees			
	Agendas	From origin to close		√
	Minutes	From origin to close		√
4.2	Teaching & Learning Minutes, Agendas	Curriculum & Learners Minutes		√
		Heads of School Meeting Minutes		√
		Learner Services Group Meeting Minutes		√
		College Counsellors Group Minutes		√
		ALN Group Minutes		√
4.3	Staff/Student Consultation	College Learner Panel Minutes & Agendas		√
		School Forum Minutes & Agendas		√
		Focus Group Minutes & Agendas		√
4.4	Appointment Committee	Appointment Committee Minutes (as and when Senior Post Holder is appointed)		√
<b>5. Our policies and procedures</b>				
5.1	For conducting college business	Corporation Standing Orders	√	
		Corporation Code of Conduct, Values & Behaviours	√	
		Appointment Procedures & Search Committee TOR		√
		Bilingual Strategy		√

**Coleg Gwent Information Held (as at September 2020)**

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Freedom of Information & EIR Policy	√	
		Guide to the Publication Scheme	√	
		Publication Scheme	√	
		Information Published	√	
		Treasury Management Policy		√
		Financial Regulations		√
		Risk Management Policy		√
		Anti Bribery & Corruption Framework		√
		Employee Handbook		√
<b>5.2</b>	<b>Relating to academic services</b>	Changing Course		√
		Learner Appeal Procedures		√
		HE Strategy		
<b>5.3</b>	<b>Relating to learner services</b>	Student Admission, Enrolment & Registration		√
		Accommodation		√
		Attendance & Punctuality Policy		
		Management of the Student Record system		√
		Assessment of External Qualifications		√
		Internal Student Complaints and Appeals		√
		Travel Policy		√
		Travel Pass Scheme	√	
		Educational Visits Procedures		√
		Student Guide to Financial Contingency Fund		√
		Admissions Policy	√	
		Learner Guidance on Pregnancy & Maternity		
		Learner Involvement Strategy		
		Learning & Development Strategy		√
		Learner Appeals		√
		Student Code of Conduct		√
		Anti-Bullying (Student)		√
		Child & Vulnerable Adult Policy		√
		DBS Checks		√
		Disability Statement		√
		Freedom of Speech Code of Practice		√
		Disclosure of unspent convictions policy (learners)		√
		Staff Professional Code of Conduct		√
		Exams & Contingency Policy		√
<b>5.4</b>	<b>Relating to human resources</b>	Terms and Conditions of Employment/ Common Contract (Generic)		√
		Collective Bargaining and Consultation with T.Us		√
		Disciplinary		√
		Disciplinary - Senior Postholders		√

**Coleg Gwent Information Held (as at September 2020)**

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Disclosure of Malpractice/Whistleblowing & Anonymous Allegations		√
		Performance Excellence		√
		Disclosure of Unspent Convictions Policy	√	
		Adverse Weather Policy	√	
		Anti Fraud, Bribery & Corruption Policy		√
		Benefits/Support during Pregnancy, Maternity & Adoption Leave		√
		Capability		√
		Criminal Offences Policy		√
		DBS Retention & Disposal Policy		√
		Dignity in the Workplace Policy		√
		Flexible working		√
		Sickness Absence Policy		√
		Occupational Sick Pay Scheme		√
		Managing Change Policy		√
		Meeting family commitments & Public Duties		√
		Overseas Business Travel Policy		√
		Staff Retention & Support Policy		√
		Adoption/Maternity Leave Policy		√
		Transgender Policy		√
		Alcohol & Drug Misuse Policy		√
		Dealing with Allegations of Abuse		√
		Domestic Abuse		√
		Policy & Procedure to request annual leave		√
		Staff Professional Code of Conduct		√
		Retirement Policy		√
		Stress Management		√
		Managing Disruptive Behaviour		√
<b>5.5</b>	<b>Relating to recruitment</b>	Recruitment and Selection		√
		Recruitment of Ex-Offenders Policy		√
		Job Vacancies	√	√
<b>5.6</b>	<b>Equality &amp; Diversity</b>	Strategic Equality Plan 2012-16		√
<b>5.7</b>	<b>Health &amp; Safety</b>	Health, Safety & Wellbeing Policy		√
		No Smoking		√
<b>5.8</b>	<b>Estate Management</b>	Estates Strategy		√
		Environmental & Sustainability Policy	√	
<b>5.9</b>	<b>Complaints</b>	Complaints Procedure	√	
		Student Complaints Procedure		√
		Complaints against the Board, Governors or Governance Officer	√	
		Grievance Procedure - Staff & Students		√
		Grievance Procedure - Senior Postholders		√
<b>5.10.</b>	<b>Records Management &amp; Personal Data</b>	Information Security Framework		√

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(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Archiving & Retention of Records	√	
		Data Protection Policy	√	
<b>5.11</b>	<b>Charging regimes &amp; policies</b>	Fee Policy	√	
<b>6. Lists and registers</b>				
<b>6.1</b>	<b>Information held in registers</b>	Register of Corporation Members		√
		Register of Members of Committees		√
		Register of Interests - Corporation/Committee Members		√
		Register of Interests - Senior Post Holders & Directors		√
		Register of Interests - Staff		√
		Register of Gifts & Hospitality		√
		Register of Use of Corporation Seal		√
		Register of Access to Information		√
<b>6.2</b>	<b>Asset Registers</b>	College Asset Register		√
<b>6.3</b>	<b>Disclosure Logs</b>	Freedom of Information / EIR Register		√
<b>6.4</b>	<b>Environmental Registers</b>	Health and Safety Executive Legal Register		√
		Coleg Gwent Environmental Impacts & Aspects Register		√
<b>7. The services we offer</b>				
<b>7.1</b>	<b>Prospectus &amp; Course Content</b>	Full Time Course Guide	√	√
		Part Time Course Guide	√	√
		Higher Education Guide	√	√
<b>7.2</b>	<b>Health Advice</b>	Student Handbook		√
		Employee Handbook		
<b>7.3</b>	<b>Careers/Work Experience Advice</b>	Student Handbook		√
<b>7.4</b>	<b>Chaplaincy &amp; Counselling Services</b>	Student Handbook		√
<b>7.5</b>	<b>Learner Financial &amp; Transport Advice</b>	Student Handbook		√
<b>7.6</b>	<b>Sports &amp; Recreational Facilities</b>	Student Handbook		√
<b>7.7</b>	<b>Learning Resource Centres</b>	Student Handbook		√
<b>7.8</b>	<b>Learner Support</b>	Learners with Disabilities	√	
		Personal Tutors & Enrichment	√	
		Literacy & Numeracy Support	√	
<b>7.9</b>	<b>Enrolment &amp; Induction Support</b>	How to Apply	√	
		How to Enrol	√	
<b>7.10.</b>	<b>Conference Facilities</b>	Conference Facilities		√
<b>7.11</b>	<b>Advice &amp; Information</b>			
		Latest News	√	
		Media Contacts	√	
		Latest Events	√	

