

PUBLICATION SCHEME (FREEDOM OF INFORMATION)

Equality Impact Assessment:	Yes
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Tier:	1
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Available in large font and other formats on request.

This policy is available in Welsh.

1. GUIDE TO THE COLEG GWENT PUBLICATION SCHEME

1a. 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 (FOIA), along with the Environmental Information Regulation (EIR,) require all 'public authorities' (including further education colleges) to proactively make a wide range of information available to the public. The aim of this is to promote greater openness and accountability across the public sector.

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

1b. What 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

The *List of Information Held* attached to this policy provides indicative details of the information held by the college under these headings. This list is not exhaustive. It is intended as a guide only and additional information may be available.

1c. What we do not have to make available

The college does not have to routinely make available:

- Personal information under the Data Protection Act 2018/UK GDPR;
- Information that is exempt under an exemption set out in the FOIA or EIR;
- Information that is archived, out of date or otherwise inaccessible;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.

1d. Charges for information

The College may make a reasonable charge for information which is not readily available on its website or in its publications. Further information on the charges we can apply are set out in our FOIA & EIR Policy.

1e. 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.

By email: marie.carter@coleggwent.ac.uk or foi@coleggwent.ac.uk

In writing:

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

Tel: 01495 333519 Mob: 07967 307951

1f. 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 it 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 and you remain dissatisfied, you can complain to the Information Commissioner's Office. This is the independent body which oversees compliance with the Freedom of Information Act. Other general information on the Freedom of Information Act can also be obtained from:

Information Commissioner's Office - Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Email: wales@ico.org.uk

Tel: 0330 414 6421

Website: www.ico.org.uk

2. THE PUBLICATION SCHEME

2a. Commitment

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 set out 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.

2b. 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; or
- 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.

2c. 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.

2d. 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.

2e. 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 List of Information Held (as at March 2023)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
1. WHO WE ARE AND WHAT WE DO				
1.1	Legal Framework	Legal, Corporate & Charitable Status of the Corporation		✓
		Further & Higher Education Act 1992 & subsequent legislation		✓
		Instrument & Articles of Government	✓	
1.2	College Organisation	Strategic Statements - Vision & Mission	✓	
		Governance Structure	✓	
		Chair/Vice Chair - ToR		✓
		Committees of the Board: Audit; Curriculum & Quality; Finance & Resources; Governance & Membership - Terms of Reference/Organisation	✓	✓
		Appeals Committee - Description, ToR, Organisation		✓
		Governor listing, gallery and backgrounds	✓	
		Corporation & Committees Meetings Schedule	✓	
		College Structure Chart		✓
		College Senior Leadership 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		✓
1.3	Partner Information	Welsh Government		✓
		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		✓
		Employer Engagement	✓	✓
		Trades unions:		
		UNISON		✓
		UCU		✓
		AMIE		✓

Coleg Gwent List of Information Held (as at March 2023)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Examining Boards		✓
		Estyn		✓
		Employer Partnership Pledge	✓	✓
1.4	Location and Contact Details	Addresses & Maps of all main locations	✓	
		Phone Numbers to connect to all main locations	✓	
		Email Addresses of all main locations	✓	
		Contact Campus Direct Facility via website	✓	
1.5	Student Activities	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 Additional Learning Needs	✓	✓
2. WHAT WE SPEND AND HOW WE SPEND IT				
2.1	Funding & Income	Sources of funding		✓
		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		✓
2.2	Budgetary & Account Information	Monthly Financial Reports & forecasts		✓
		Latest Annual Report & Audited Financial Statements	✓	
		Annual Statement of Accounts years ending 31.07.06 to 31.07.18		✓
2.3	Financial Audit	Audit Reports		✓
2.4	Capital Programme	Capital Expenditure Programme		✓
		Estates Developments	✓	✓
2.5	Financial Regulation	Financial Regulations		✓
		Financial Control Procedures		✓
		Treasury Management Policy		✓
		Anti Fraud, Bribery & Corruption Policy	✓	✓
		Anti Bribery & Corruption Framework		✓

Coleg Gwent List of Information Held (as at March 2023)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
2.6	Staff Pay	Staff Pay & Grading Structure		✓
2.7	Procurement	Register of Suppliers		✓
		Procurement Strategy/Policy		✓
		Procurement & Tender Procedures		✓
		Supplier Terms & Conditions	✓	
2.8	Contracts	Contracts gone through Formal Tender		✓
		Reports of Successful Tender		✓
3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING				
3.1	Annual Report	Annual Report previous 2 years	✓	✓
		Annual Reports		✓
3.2	Strategic Plans	Corporate Strategic Plan 2021 - 26		✓
		Corporate Strategic Plan 2016-19	✓	✓
		Previous Strategic Plans		✓
		Strategic Equality Plan 2018-2023	✓	
3.3	Academic Quality & Standards	Teaching & Learning Strategy (current)		✓
		Teaching & Learning Strategy 2017-2019		✓
		Programme Specifications/Course Approvals/Documents		✓
		Annual Monitoring & Review Process		✓
		Accreditation & Monitoring Reports by Professional, Statutory or Registers Bodies		✓
		HE 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		✓
3.4	External Review	The use of external bench marking and other comparators		✓
		ESTYN Inspection Reports	✓	✓
3.5	Corporate Relations	External Engagement	✓	✓

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Class	Class Description	Information	Website	Other
		Employer Partnership Pledge	√	
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	√	√
4. HOW WE MAKE DECISIONS				
4.1	Corporation Board			
		Board Agendas - current & previous year	√	
		Board Agendas - previous years		√
		Board Minutes - from origin to present		√
		Board sub-committee Agendas - 2019 to present		√
		Board sub-committee Minutes - from origin to present		√
	Previous Board committees structure (prior to 2018/19)			
		Agendas		√
		Minutes		√
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)		√
5. OUR POLICIES & PROCEDURES				
5.1	For conducting college business			
		Corporation Standing Orders	√	

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Class	Class Description	Information	Website	Other
		Corporation Code of Conduct, Values & Behaviours	√	
		Governance & Membership Committee TOR		√
		Corporation Succession & Membership Policy		√
		Board Diversity Statement	√	
		Bilingual Strategy		√
		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		√
5.2	Relating to academic services	Changing Course		√
		Exam Policy & Contingency Plan	√	
		Learner Appeals & Malpractice Policy		√
		Fee Policy	√	
		HE Strategy		
5.3	Relating to learner services	Student Admission, Enrolment & Registration		√
		Accommodation		√
		Attendance & Punctuality Policy		√
		College Open Days	√	
		Management of the Student Record system		√
		Assessment of External Qualifications		√
		Complaints Policy		√
		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		√
		Policy on the Use of Welsh Language	√	
		Student Code of Conduct		√
		Anti-Bullying (Student)		√
		Safeguarding Policy		√
		DBS Checks		√
		Freedom of Speech Code of Practice		√
		Disclosure of unspent convictions policy (learners)		√

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Class	Class Description	Information	Website	Other
		Staff Professional Code of Conduct		√
		Exams & Contingency Policy		√
5.4	Relating to human resources	Terms and Conditions of Employment/ Common Contract (Generic)		√
		Collective Bargaining and Consultation with T.U.s		√
		Staff Professional Code of Conduct		
		Anti Fraud, Bribery & Corruption Policy		√
		DBS Retention & Disposal Policy		√
		Dignity in the Workplace Policy		
		Disciplinary Policy		√
		Disciplinary Policy - Senior Postholders		√
		Equality Policy		√
		Family Leave Policy		√
		Fixed Term Working Policy		√
		Family Leave Policy		√
		Flexible Working Policy		√
		Grievance Policy		√
		Home Working Policy		√
		Management of Change Policy		√
		Occupational Sick Pay Scheme		√
		Performance Excellence		√
		Procedure to request annual leave		√
		Retirement Policy		√
		Stress Management Policy		√
		Sickness Absence Policy		√
		Supporting Family & Worklife Commitments Policy		√
		Staff Retention & Support Policy		√
		Supporting Capability Policy		√
		Whistleblowing Policy (including Anonymous Allegations)		√
5.5	Relating to recruitment	Recruitment and Selection		√
		Recruitment of Ex-Offenders Policy		√
		Diversity Charter	√	√
		Job Vacancies	√	√
5.6	Equality & Diversity	Strategic Equality Plan	√	√
		Board & College Diversity Statements	√	
		Equality Policy		
5.7	Health & Safety	Health, Safety & Wellbeing Policy		√
5.8	Estate Management	Estates Strategy		√
		Environmental & Sustainability Policy	√	√

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Class	Class Description	Information	Website	Other
5.9	Complaints	Complaints Procedure	√	
		Complaints Policy	√	√
		Complaints against the Board, Governors or Governance Officer	√	√
		Whistleblowing Policy	√	√
		Grievance Policy - Staff		√
		Grievance Policy - Senior Postholders		√
5.10.	Records Management & Personal Data	Information Governance Framework		√
		Archiving & Retention of Records		√
5.11	Charging regimes & policies	Fee Policy	√	
6. LISTS & REGISTERS				
6.1	Information held in registers	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 (Confidential Documents)		√
6.2	Asset Registers	College Asset Register		√
6.3	Disclosure Logs	Freedom of Information / EIR Register		√
6.4	Environmental Registers	Health and Safety Executive Legal Register		√
		Coleg Gwent Environmental Impacts & Aspects Register		√
7. THE SERVICES WE OFFER				
7.1	Prospectus & Course Content	Full Time Course Guide	√	√
		Part Time Course Guide	√	√
		Higher Education Guide	√	√
		Apprenticeships information	√	√
		E-Learning options	√	
7.2	Health Advice	Student Handbook		√
		Employee Handbook		
7.3	Careers/Work Experience Advice	Student & Course Handbook		√

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Class	Class Description	Information	Website	Other
7.4	Chaplaincy & Counselling Services	Student Handbook		✓
		Health, Wellbeing & Spirituality Info	✓	
7.5	Learner Financial & Transport Advice	Student Handbook		✓
		Bus Pass information	✓	✓
7.6	Sports & Recreational Facilities	Student Handbook		✓
7.7	Learner Support	Learners with Disabilities /ALN	✓	✓
		Personal Tutors & Enrichment	✓	✓
		Learner Voice	✓	✓
		Literacy & Numeracy Support	✓	✓
7.8	Enrolment & Induction Support	How to Apply	✓	
		How to Enrol	✓	
		Upcoming Open Events	✓	
7.09.	Conference Facilities	Conference Facilities		✓
7.1	Advice & Information			
		Latest News	✓	
		Media Contacts	✓	
		Latest Events	✓	
7.11	Local Campaigns	Local Campaigns		✓
7.12	Media Releases	Press Releases	✓	✓
		Media Contacts	✓	
7.13	Employment at Coleg Gwent	Work for Us Information		✓
7.14	International	The International Office	✓	✓
		International Experience	✓	✓
		Living Accommodation	✓	✓
		Courses	✓	✓
		Support	✓	✓
		Fees	✓	✓
7.15	Employer engagement	Courses	✓	✓
		Apprenticeships	✓	✓
		Business training	✓	✓
		Funding, partnerships etc	✓	✓
		Employer Partnership Pledge	✓	✓