

PUBLICATION SCHEME (FREEDOM OF INFORMATION)

| | |
|-----------------------------|---------------|
| Equality Impact Assessment: | Yes |
| | |
| Date approved | 23 March 2023 |

Approved by:

Tier:

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

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 |
|-------|--------------------------|--|---------|-------|
| | | Legal, Corporate & Charitable Status of the Corporation | | ○ |
| | 1.1 Legal Framework | 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; Gcccc | | |
| | | | | ○ |
| | | College Senior Leadership Team Structure Chart | | ○ |
| | | Management Teams/Groups Meetings Schedules | | ○ |
| | | Description of Teams/Groups Mode of Operation | | ○ |
| | | Description of Campus/Responsibilities of Campuses | | |



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 |
|-------|-------------------|-------------|---------|-------|
|-------|-------------------|-------------|---------|-------|

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Coleg Gwent List of Information Held (as at March 2023)
(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|-------|-------------------------------|---|---------|-------|
| | | Corporation Code of Conduct, Values & Behaviour | 0 | |
| | | Governance & Membership Committee TOR | | 0 |
| | | Corporation Succession & Membership Policy | | 0 |
| | | Board Diversity Statement | 0 | |
| | | Bilingual Strategy | | 0 |
| | | Freedom of Information & EIR Policy | 0 | |
| | | Guide to the Publication Scheme | 0 | |
| | | Publication Scheme | 0 | |
| | | Information Published | 0 | |
| | | Treasury Management Policy | | 0 |
| | | Financial Regulations | | 0 |
| | | Risk Management Policy | | 0 |
| | | Anti Bribery & Corruption Framework | | 0 |
| 5.2 | Relating to academic services | Changing Course | | 0 |
| | | Exam Policy & Contingency Plan | 0 | |
| | | Learner Appeals & Malpractice Policy | | 0 |
| | | Fee Policy | 0 | |
| | | HE Strategy | | |
| 5.3 | Relating to learner services | Student Admission, Enrolment & Registration | | 0 |
| | | Accommodation | | 0 |
| | | Attendance & Punctuality Policy | | 0 |
| | | College Open Days | 0 | |
| | | Management of the Student Record system | | 0 |
| | | Assessment of External Qualifications | | 0 |
| | | Complaints Policy | | 0 |
| | | Travel Policy | | 0 |
| | | Travel Pass Scheme | 0 | |
| | | Educational Visits Procedures | | 0 |
| | | Student Guide to Financial Contingency Fund | | 0 |
| | | Admissions Policy | 0 | |
| | | Learner Guidance on Pregnancy & Maternity | | |
| | | Learner Involvement Strategy | | |
| | | Learning & Development Strategy | | 0 |
| | | Learner Appeals | | 0 |
| | | Policy on the Use of Welsh Language | 0 | |
| | | Student Code of Conduct | | 0 |
| | | Anti-Bullying (Student) | | 0 |
| | | Safeguarding Policy | | 0 |
| | | DBS Checks | | 0 |
| | | Freedom of Speech Code of Practice | | 0 |
| | | Disclosure of unspent conviction - 7K ícPi | | |

Coleg Gwent List of Information Held (as at March 2023)
(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|-------|-----------------------------|---|---------|-------|
| | | Staff Professional Code of Conduct | | 0 |
| | | Exams & Contingency Policy | | 0 |
| | | | | |
| 5.4 | Relating to human resources | Terms and Conditions of Employment/ Common Contract (Generic) | | 0 |
| | | Collective Bargaining and Consultation with T.U.s | | 0 |
| | | Staff Professional Code of Conduct | | |
| | | Anti Fraud, Bribery & Corruption Policy | | 0 |
| | | DBS Retention & Disposal Policy | | 0 |
| | | Dignity in the Workplace Policy | | |
| | | Disciplinary Policy | | 0 |
| | | Disciplinary Policy - Senior Postholders | | 0 |
| | | Equality Policy | | 0 |
| | | Family Leave Policy | | 0 |
| | | Fixed Term Working Policy | | 0 |
| | | Family Leave Policy | | 0 |
| | | Flexible Working Policy | | 0 |
| | | Grievance Policy | | 0 |
| | | Home Working Policy | | 0 |
| | | Management of Change Policy | | 0 |
| | | Occupational Sick Pay Scheme | | 0 |
| | | Performance Excellence | | 0 |
| | | Procedure to request annual leave | | 0 |
| | | Retirement Policy | | 0 |
| | | Stress Management Policy | | 0 |
| | | Sickness Absence Policy | | 0 |
| | | Supporting Family & Worklife Commitments Policy | | 0 |
| | | Staff Retention & Support Policy | | 0 |
| | | Supporting Capability Policy | | 0 |
| | | Whistleblowing Policy (including Anonymous Allegations) | | 0 |
| 5.5 | Relating to recruitment | Recruitment and Selection | | 0 |
| | | Recruitment of Ex-Offenders Policy | | 0 |
| | | Diversity Charter | 0 | 0 |
| | | Job Vacancies | 0 | 0 |
| | | | | |
| 5.6 | Equality & Diversity | Strategic Equality Plan | 0 | 0 |
| | | Board & College Diversity Statements | 0 | |
| | | Equality Policy | | |
| | | | | |
| 5.7 | Health & Safety | Health, Safety & Wellbeing Policy | | 0 |
| | | | | |
| 5.8 | Estate Management | Estates Strategy | | 0 |
| | | Environmental & Sustainability Policy | 0 | 0 |
| | | | | |

