



YMCA **Wales** Community College



Freedom of Information Publication Scheme





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Introduction

This document provides details of the Publication Scheme adopted at the YMCA Wales Community College (the College) in order to fulfil it's obligations under the Freedom of Information Act 2000.

It sets out the kinds of information provided under the scheme, how to access the information, any charges that made be incurred and what to do if information cannot be accessed through the scheme.

Freedom of Information Act 2000

The Freedom of Information Act 2000 requires the College, as a public authority, to make available the information it holds unless an exemption applies.

It is required to maintain a **Publication Scheme** which describes the information it will routinely make available to the public. It must also maintain a '**guide to information**' which should specify the documents available, the format in which they are provided and any charges related to making them available.

Information made available through the Publication Scheme should be routinely available. If information is not readily accessible e.g. through the College's website, requests for copies of/access to the information should normally be dealt with within 5 working days.

The College must also respond to written requests for information from individuals for information it holds that is not covered by the Publication Scheme. Requests for this type of information should normally be dealt with within 20 working days.

Publication Scheme

The College has adopted, without modification, the Information Commissioner's model Publication Scheme. The model scheme can be viewed on the Information Commissioner's Office (ICO) website here : <http://tinyurl.com/knv2s3> (ICO website)

The Information Commissioner has also provided a Definition Document for Further Education which gives examples of the kinds of information a College of Further Education is expected to provide in order to meet their commitments under the model publication scheme. This can be viewed on the ICO website here : <http://tinyurl.com/l28uom> (ICO website)

In adopting the model scheme, the College is committed to making the following classes of information available:

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.

Excluded Information

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.

Guide to Accessing Information

This guide aims to help you in finding the information the College makes available under its Publication Scheme. The guide is structured into two sections –

- Section 1* General information about accessing the information; and
- Section 2* Details of what information is available within the seven classes of information.

Section 1

Where to get the information

Where possible, information will be available through the College's website (<http://www.ymca-wales.ac.uk/freedom-of-information>) in a viewable or downloadable format.

Where the information is not available through the website it will be provided in electronic form via email or paper based form as requested.

To request any information available through the publication scheme, please contact:

Head of College
YMCA Wales Community College
Unit 6, Cleeve House
Lambourne Crescent
Llanishen
Cardiff
CF14 5GP

Telephone number: 029 2075 5444
Email address: m.a.jones@ymca-wales.ac.uk

Please be as specific as possible and state clearly which information you require in your correspondence.

Charges

All information provided through the website is free of charge.

Most of the information in the scheme is available free of charge, however, requests for multiple paper copies may attract a charge.

For requests of publications that involve a charge, full costs will be determined at the time of application.

What about information not covered by the publication scheme?

The publication scheme applies to the College since its formation; it does not cover the predecessor body of The National Council of YMCAs of Wales.

From 1st January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which it has not already made available through its publication scheme, except for items excluded under the Act.

Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. A fee may be charged calculated in accordance with Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

Copyright

Reproducing material supplied under the Publication Scheme without the expressed permission of the College may be an infringement of the College's own copyright. Requests for permission should be addressed to the Head of College. In some cases the copyright may be held by a third party, who may have to be approached directly for permission.

Welsh Language Act

The College takes account of the Welsh Language Act and will accommodate the specific needs of any person seeking access to information through the medium of Welsh.

Accessibility of Information

The College is aware of the relevance of the Disability Discrimination Act 1995, particularly parts 3 and 4, which focus on issues of accessibility. It will therefore make reasonable efforts to accommodate the specific needs of any person with a disability seeking access to information covered by this publication scheme.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let the College know. The College also welcome suggestions as to how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Head of College at:

Head of College
YMCA Wales Community College
Unit 6, Cleeve House
Lambourne Crescent
Llanishen
Cardiff
CF14 5GP

Telephone number: 029 2075 5444
Email address: m.a.jones@ymca-wales.ac.uk

If the College is unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>

Section 2

Who We Are and What We Do.

We make the following information available about who we are and what we do:

Information on the Legal Framework :

- Memorandum and Articles
- Standing Orders
- Strategic Aims

Information on the Institutional Context:

- Mission Statement
- Quality Assurance Systems Policy
- Provision Planning Framework Policy
- Curriculum Policy

Information about the Staffing and Management Structure:

- Management Structure Diagram
- Committee Structure
- Code of Conduct for Governors
- Minutes of Meetings

Information about Community Liaison:

- Probation Information pages
- Newsletter Archive

Information about Partners:

- Partnership Working webpage

Information on Contacting Staff:

- Staff Contact Details

What we spend and how we spend it.

We make the following information available about what we spend and how we spend it:

Information about Finances:

- Financial Policy
- Financial Monitoring Control Policy

Information about Resource Planning:

- Financial Regulations
- Procurement Policy
- Procurement Strategy

Information about Financial Audit Reports:

- Audited Accounts Archive

Information about Staff Pay Grading Structure:

- Staff Pay Grades

What our priorities are and how we are doing.

We make the following information available about our priorities and how we are doing:

Information on the College's Mission and Priorities:

- Mission Statement
- Annual Report
- Strategic Plan
- Operational Plan
- Self Assessment Report
- Quality Development Plan

Information on Student Assessment:

- Student Assessment Strategy
- Estyn Inspection Report

Information on student admission, progression and completion:

- Minutes of Curriculum, Quality and Standards (CQS) Committee
- Annual Report.
- Statistical Reports to Governing Body / CQS Committee

Information on Internal Procedures for Assuring Academic Quality and Standards:

- Quality Assurance Systems Procedures
- Curriculum Policy
- Human Resources Policies
- Minutes of CQS Committee
- Evaluation Reports

Information on Equal Opportunities/Diversity:

- Equal Opportunities Policy
- Disability Statement
- Student Support Services Policy
- Basic Skills Statement
- Mental Health Policy

Information on Government and Regulator Relations :

- Estyn Inspection Report

How we make decisions.

We make the following information available about how we make decisions:

- Minutes of Public Meetings
- Staff Appointment Procedures

Our policies and procedures.

We make the following information available about our policies and procedures:

Policies and procedures for Conducting College business:

- Travel Policy

Policies and procedures relating to Academic Services:

- Student Support Services Policy.
- Academic Misconduct Policy.

Policies and procedures relating to Student Services:

- Tutor Form Pack page.
- Learner Attendance Procedure.
- Student Support Services Policy.
- Student Support Services (Tutor Version)
- Student Support Services (Student Version)

Policies and procedures relating to Human Resources:

- Human Resources Policies.
- Tutor CPD Page

Policies and procedures relating to Recruitment:

- Disclosure Recruitment Policy.
- Disclosure Security Policy.

Policies and procedures relating to Health & Safety:

- Health & Safety Policy.
- Health & Safety WAG Report.
- Risk Management Policy.
- Be Safe: Health and Safety Guide.

Policies and procedures relating to Records Management and Personal Data:

- Secure Systems Policy.
- MIS Policies.
- Disclosure Security Policy.

Policies and procedures relating to Student Administration:

- MIS Policies.
- Information Systems Procedures Policy.

Other Policies and Procedures.... :

- Protection of Children and Vulnerable Adults Policy.
- Welsh Language & Bilingual Policy.
- ... see also the Policies webpage for downloadable copies.

Lists and Registers.

We make the following information available about our lists and registers:

- Register of Interests

The services we offer.

We make the following information available about the services we offer:

Information on currently available courses:

- Course Search page.
- Contact page.
- Term Dates

Information on Student Support Services:

- Student Support page.
- College Guide page.
- The YMCA Wales Community College Library Catalogue.

Information on Partnership Working:

- Partners webpage.
- Offender Management / Probation Work

If you require any information not listed here please follow the guidance in Section 1.