

Gower College Swansea Publication Scheme

1. Publication Scheme

The College is adopting, without modification, the model publication scheme prepared and approved by the Information Commissioner.

This publication scheme commits the College 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 the authority, and as described in the definition of the classes for further education colleges produced by the Information Commissioner.

The scheme commits the College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant

copyright work' is defined in section 19(8) of that Act.

2. Classes of information

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.

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.

3. Information for Gower College Swansea

The information available for Gower College Swansea is included in Appendix A.

4. The method by which information published under this scheme will be made available

The information covered by the scheme is included at Appendix A and this includes details of how it can be obtained.

Where possible the information is available on the College website www.gcs.ac.uk otherwise it can be obtained on request from foi@gowercollegeswansea.ac.uk.

Where possible information will be provided electronically but can be requested in hard copy. It 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.

When providing information in accordance with this scheme, the College will adhere to its obligations under disability and discrimination legislation and any other legislation, to provide information in other forms or formats.

5. 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 the authority for routinely published material will be justified and transparent and kept to a minimum.

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

Charges may be made for information subject to a charging regime specified by Parliament.

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, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Schedule of fees

Photocopying	5p per page copied
Postage and packing costs	Actual costs to be incurred depending on the items to be posted
Viewing information	Costs directly incurred

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

6. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests should be directed to foi@gowercollegeswansea.ac.uk

Freedom of Information Act 2000 – Definition document for colleges of further education

Details of the kinds of information that the ICO expects the College to provide in order to its commitments under the model publication scheme

Information is either available on the College website through the links indicated or will be provided on request. Requests can be made to foi@gowercollegeswansea.ac.uk

Class 1 Who we are and what we do		
Organisational information, structures locations and contacts		
	Web link	Alternatively available on request from
Legal framework, Instrument of Government or Articles of Association	https://www.gcs.ac.uk/governance	Clerk to the Board
Management structure		Human Resources
Governance arrangements		Clerk to the Board
Organisational structure including description of the work of each unit and the names and responsibilities of key personnel		Human Resources
Terms of reference, membership and description of all boards and committees		Clerk to the Board

Department structures and identify senior personnel		Human Resources
Gender pay gap reporting	https://www.gcs.ac.uk/sites/default/files/Gower%20college%20EDI%20report%202019-2020.pdf	Human Resources
List of and information relating to organisations you work in partnership with and any companies you wholly or partially own	Track Training Ltd – company partially owned	Director of Skills and Business Development
Location and contact details	https://www.gcs.ac.uk/	
Student activities	https://www.gcs.ac.uk/staff-student-portal	
Class 2 What we spend and how we spend it		
Financial information for the current and previous two financial years, as a minimum		
Funding or income – sources of funding or income	https://www.gcs.ac.uk/college-accounts	
Budgetary and account information – annual statement of accounts	https://www.gcs.ac.uk/college-accounts	
Expenditure – details of expenditure over £15,000 including costs supplier and transaction information		Director of Finance
Financial audit reports		Director of Finance
Capital Programme – information on major plans for capital expenditure, including any private finance initiative and public or private partnership contracts		Director of Estates
Financial Regulations and procedures		Director of Finance

Staff pay and grading structures, including details of senior staff salaries in bands of £5000	https://www.gcs.ac.uk/college-accounts Senior staff salary information included in the accounts	Staff pay and grading structures Director of Human Resources
Staff allowances and expenses	Included in the Financial Regulations	Director of Finance
Governors allowances	Allowances that can be claimed or incurred Included in the Financial Regulations Payments made to individual governors	Clerk to the Board
Register of suppliers		Director of Finance
Procurement and tender procedures and reports and contracts – procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Procedures included in the Financial Regulations https://www.gcs.ac.uk/sites/default/files/Supplier%20Terms%20and%20Conditions.pdf https://www.gcs.ac.uk/sites/default/files/Work%20Based%20Learning%20Sub-contracting%20Fees%20and%20Charges%20Policy%20%28Sept%202020%20-%20July%202021%29.pdf	Director of finance
Trade Union facility time reporting		Director of Human Resources
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspection and reviews (current and previous three years)		
Annual report	https://www.gcs.ac.uk/college-accounts	
Self-assessment report		Director of Quality and Curriculum
Corporate and business plans	Strategic Plan	Director of Quality and Curriculum
Teaching and Learning Strategy		Director of Quality and Curriculum
Academic quality and standards		Director of Quality and Curriculum

Most recent Ofsted, Estyn or Education and Training Inspectorate inspection report	https://reports.ofsted.gov.uk/provider/33/2495062 https://www.estyn.gov.wales/provider/f0009035 https://www.qaa.ac.uk/docs/qaa/reports/gower-college-swansea-herw-16.pdf?sfvrsn=c877f581_6	Director of Quality and Curriculum
Exam and assessment results	https://www.gcs.ac.uk/school-leavers	Director of Quality and Curriculum
Performance tables		Director of Quality and Curriculum
Data Protection impact assessments or any other impact assessment, e.g. Health and safety, equality		Data Protection Officer
Quality Assurance procedures	https://www.gcs.ac.uk/quality-assurance-agency-higher-education-qaa	Director of Quality and Curriculum
External review information - Annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within your institution involved in programme approval and review		Director of Quality and Curriculum
Corporate relations – links with employers and sponsors in both the public and private sectors and development of learning programmes		Director of Skills and Business Development
Government and regulatory reports – accreditation and monitoring reports by		Director of Quality and Curriculum

professional, statutory or regulatory bodies		
Class 4 – How we make decisions		
Decision making processes and records of decisions		
Minutes, agenda and papers from the governing body council academic boards, steering groups and committees – minutes of meetings where you make key decisions about the operation of the College	Minutes of Corporation Board meetings and committees available on request from Clerk to the Board No academic board	Clerk to the Board
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for conducting college business	https://www.gcs.ac.uk/policies-and-procedures	
Welsh Language Standards	https://www.gcs.ac.uk/policies-and-procedures	
Procedures and policies relating to academic services	https://www.gcs.ac.uk/policies-and-procedures	
Procedures and policies relating to student services	https://www.gcs.ac.uk/policies-and-procedures	
School policies and other documents	https://www.gcs.ac.uk/policies-and-procedures	
Procedures and policies relating to human resources		Director of Human Resources
Pay policy		Director of Human Resources
Procedure and policies relating to recruitment	https://www.gcs.ac.uk/jobs	Director of Human Resources

Code of conduct for members of governing bodies		Clerk to the Board
Equality and Diversity Policies	https://www.gcs.ac.uk/policies-and-procedures	Director of Human Resources
Health and Safety	https://www.gcs.ac.uk/policies-and-procedures	Director of Estates
Estate Management include disposals policy, estates strategy and plan, facilities management policies grounds and building maintenance		Director of Estates
Complaints policies and procedures	https://www.gcs.ac.uk/policies-and-procedures	
Records management, personal data and access to information policies	https://www.gcs.ac.uk/policies-and-procedures Data Protection Policy https://www.gcs.ac.uk/privacy-notice Privacy notices	
Charging regimes and policies	https://www.gcs.ac.uk/policies-and-procedures	Director of Finance
Class 6 - Lists and Registers		
Any information you are currently legally required to hold in publicly available registers		Clerk to the Board
Asset Registers – public land and building assets		Director of Estates
Information asset register		Data Protection Officer
CCTV – details of overt surveillance cameras		Director of Estates
Disclosure logs	Disclosure log indicating the information provided in response to FOIA and EIR requests	Clerk to the Board
Register of interests	Governor interests	Clerk to the Board
Senior staff		Clerk to the Board
Register of gifts and hospitality provided to senior staff		Director of Finance
Class 7 – The services we offer		

Information about the services you offer, including leaflets, guidance and newsletters		
Prospectus and course content	https://www.gcs.ac.uk/	
Services for outside bodies	https://www.gcs.ac.uk/Employers	
Health including medical services	https://www.gcs.ac.uk/student-life/student-support	
Welfare and counselling services	https://www.gcs.ac.uk/student-life/student-support	
Funding such as grants and bursaries available to students from the college	https://www.gcs.ac.uk/supporting-you#sl-student-fund	
Careers advice and careers programme information	https://www.gcs.ac.uk/supporting-you#sl-student-fund https://employability.gcs.ac.uk/	
Chaplaincy services and multi-faith provision		
Services for which you are entitled to recover a fee together with those fees	https://www.gcs.ac.uk/higher-education https://www.gcstraining.co.uk/ https://www.gcs.ac.uk/adult-learners	
Sports and recreational facilities	https://www.gcs.ac.uk/sports-centre https://www.gcs.ac.uk/school-leavers-sport-academies	
Facilities relating to music art and other cultural activities	https://www.gcs.ac.uk/school-leavers-enrichment	
Museums, libraries, special collections and archives	https://www.gcs.ac.uk/libraries	
Conference facilities		
Advice and guidance	https://www.gcs.ac.uk/supporting-you https://www.gcs.ac.uk/policies-and-procedures	
Media releases	https://www.gcs.ac.uk/	

