****

**Publication scheme**

This is the Publication Scheme for Social Care Wales under Section 19 of the Freedom of Information Act 2000.

**About Social Care Wales**

You can find more information on our [vision and outcome](https://socialcare.wales/about-us/our-outcomes#section-65699-anchor) on our webpages

**How do you find out more about Social Care Wales?**

Further information about Social Care Wales can be obtained from our website <https://socialcare.wales>

**What is Freedom of Information?**

**We have a** responsibility under the Freedom of Information Act 2000 (FoI Act) to provide you with access to information we hold. This means that:

* we set out a publication scheme which lists the information that we publish about our activities; and
* you are able to request information from us <https://socialcare.wales/about-us/what-we-do>

More information on the Act can be found on the Information Commissioner’s Office website - <https://ico.org.uk/your-data-matters/official-information/> - this is the organisation responsible for making sure we are working in line with the Freedom of Information Act.

The FoI Act does not give people access to their own personal data (information about themselves) – for this, you should make a data protection subject access request.

**What’s a Publication Scheme?**

As part of the FoI Act, we must maintain a Publication Scheme. This sets out:

* the information we publish or intend to publish set out under headings which represent the main areas of our work;
* how we publish this information; and
* whether you need to pay a fee for the information

We are committed to openness and accountability as a public body and have adopted the Information Commissioner’s Model Publication Scheme. This Publication Scheme lists information available as part of our normal business activities and what is expected of us as a Welsh Government Sponsored Body (WGSB).

**Classes of information in this scheme**

**Who we are and what we do –** Organisational information, locations and contacts, our governance and legal compliance.

**What we spend and how we spend it –** Financial information relating to projected and actual income and expenditure, procurement, contracts and financial spending.

**What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews

**How we make decisions** – Decision making processes and records of decisions, internal criteria and procedures and consultations.

**Our policies and procedures** – current written protocols, policies and procedures for delivering our services and responsibilities.

**Lists and registers** – information held in registers required by law and other lists and registers relating to Social Care Wales’s functions.

**The services we offer** – information about the services we provide including advice and guidance, booklets and leaflets, transactions and media releases.

The classes of information will **not** generally include:

* information that is exempt under the FoI Act (see relevant section below)
* information we are prevented from disclosing (being released) by law or is otherwise properly considered to be protected from disclosure
* information that is in draft form
* information that is no longer readily available as it is contained in files that have been placed in archive storage or it is impractical or resource intensive to provide.

Please see the table in Appendix 1 which sets out the information available under each class.

**Charges for information published under this scheme**

Our aim through this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed through our website will be provided free of charge and we will only charge for providing material where costs have been incurred ourselves.

The table below sets out where fees might apply and their rate:

|  |  |
| --- | --- |
| **Cost incurred**  | **Fee** |
| Photocopying / Printing  | 10p per sheet |
| Postage and Packing  | Standard postage rate – capped at £15 |
| Costs directly incurred as a result of viewing the information e.g. retrieving it from storage | Staff time calculated at basic rate |
| Redaction | Staff time calculated at basic rate  |
| Creating a dataset  | Relevant copyright works available for reuse |

If a charge is to be made, confirmation of the payment due will be given before the information is provided.

If the cost incurred to us is lower than the fee we have received, we will refund you. If the cost incurred is more than the fee we received, we will not delay the request and bear the additional cost ourselves.

Can you copy our publications?

There is no charge for re-use of routinely published information, but in line with the re-use of public sector information regulations (2015), we ask that if you do re-use any information you quote the document title and acknowledge that it was published by this organisation and remains our copyright.

<https://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/regulations/>

<https://ico.org.uk/for-organisations/guide-to-rpsi/>

**Open Government License**

If you want to enquire about reproduction for sale, other commercial purposes or other use, or if you are in any doubt, further information and guidance notes on publishing and copyright are available from the National Archives on the UK Government licensing framework:

<https://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/uk-government-licensing-framework/open-government-licence/>

**Publishing datasets for re-use**

We will publish any dataset we hold that has been requested, together with any updated versions, unless we believe it is not appropriate to do so. We will publish it as far as reasonably practicable in electronic form that is able to be reused.

If the dataset or any part of it is a relevant copyright work and we are the only owner, we will make it available for reuse under the terms of a specified license. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government License. We have used the following definition from the FoI Act (Section 11 (5) to define what we mean by dataset:

*“In this Act “dataset” means information comprising a collection of information held in electronic form where all or most of the information in the collection—*

*(a)*  *has been obtained or recorded for the purpose of providing a public authority*  *with information in connection with the provision of a service by the authority or*  *the carrying out of any other function of the authority,*

*(b)* *is factual information which—*

*(i) is not the product of analysis or interpretation other than calculation, and*

*(ii) is not an official statistic (within the meaning given by section 6(1) of the*  *Statistics and Registration Service Act 2007), and*

*(c)* *remains presented in a way that (except for the purpose of forming part of the*  *collection) has not been organised, adapted or otherwise materially altered since*  *it was obtained or recorded”*

**Exempt Information**

We will strive to make information available whenever we legally can, except where we consider release would cause significant harm.

The Freedom of Information Act is aimed at all information we hold. However, there is certain information that is ‘exempt’ from the Act. This means that we must first decide whether an exemption applies to all or part of the information someone has asked for and balance withholding it against the public interest in providing it (public interest test). There are a number of ‘absolute exemptions’ where we do not have to provide the information at all.

Examples of exemptions are:

* information relating to government policy
* if the disclosure would cause harm e.g. if it is likely to prejudice a criminal investigation or prejudice someone’s commercial interests.

In such cases we will withhold information under an appropriate exemption in legislation and you will be informed on what exemption has been applied. Our Information Governance Officer and Data Protection Officer will decide if an exemption applies.

 **How can I access information?**

Information and electronic documents can be accessed directly from our [website](https://socialcare.wales/). All the documents and information on our website are bilingual. Publications are available in other formats such as braille at no additional charge.

If the information you are looking for isn’t on our website, please send us a FoI request by doing the following:

* Put your request in writing and send it by e-mail to FOI@socialcare.wales or by post
* Say clearly what information you need and the format you require it in
* Give your name and address

If you are not able to make your request in writing, contact us through our switchboard and ask to speak with our Information Governance Officer who will help you with your request. Under the Act, we have a duty to help with any request for information. If we need to know more information about what you require, we will contact you.

**What happens when I make a Freedom of Information Act request?**

When we receive a request, we must respond within 20 working days. If we need more information from you or if you need to pay a fee, the clock is stopped until we receive the information or the fee (if applicable). If you don’t pay the fee within 3 months, we will assume that you no longer want the information.

**Can I ask for information in a different format?**

You may ask us to provide information in any format. However, we may consider the cost of providing the information before meeting your request. You may ask for information in paper form or electronic form, or you may ask for permission to inspect records containing the information at Social Care Wales’s offices.

It is our policy that our public facing documents, publications and web-based information is available in Welsh and English. We can provide other information in Welsh if it is requested, however we may need to pass on some or all of the cost of translation in some circumstances. We will discuss and confirm this with you before proceeding.

**Can requests for information be refused?**

We may refuse your request for information only if:

* It would cost too much or take too much staff time to deal with the request.
* The request is vexatious – does it cause a disproportionate or unjustified level of disruption, irritation or distress.
* The request repeats a previous request from the same person.

If we refuse a request, we will write to you with our reasons why.

**What can I do if I am not satisfied with Social Care Wales response?**

Write to the Data Protection Officer at FoI@socialcare.wales or:

Social Care Wales
South Gate House
Wood Street
Cardiff
CF10 1EW

Please explain why you think we should make the information available to you. If you are not satisfied with the response you may receive from the Data Protection Officer, you may ask the Information Commissioner to review the decision.

You can get more information and advice from the Information Commissioner Wales at the following address:

**ICO Wales contact details:**

Information Commissioner’s Office – Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400
Fax: 029 2067 8399
Email: wales@ico.org.uk



**Publication Scheme: Classes of Information**

NOTE: Charges will not apply if the action is to meet an accessibility requirement

| **1. Who we are and what we do** |
| --- |
| **Our organisation**  |
| **Information** | **Location** | **Charge** |
| The role of Social Care Wales (strategy map) | <https://socialcare.wales/about-us> | No charge |
| Functions of the Social Care Wales  | <https://socialcare.wales/about-us> | No charge |
| Social Care Wales Organisational Structure | On request – HRTeam@socialcare.wales | No charge |
| Legislation basis of Social Care Wales activities (contained within our Strategic Plan) | <https://socialcare.wales/about-us/our-outcomes> | No charge |
| **Our partners** |  |  |
| Links and useful contacts: Government: Sister Councils: Social Care Organisations: Qualification Authorities: Sector Skills Councils: Careers | On request: communications@socialcare.wales  | No charge |
| Chair and Board member biographies | <https://socialcare.wales/about-us/our-board-members> | No charge |
| Biographies of the Executive Management Team  | <https://socialcare.wales/about-us/management-team> | No charge |
| Directions, address and contact details of Social Care Wales offices and teams | <https://socialcare.wales/about-us/contact> | No charge |
| Model Governance Framework – an agreement between Social Care Wales and the Welsh Government | <https://socialcare.wales/about-us/our-board> | No charge |
| Remit Letters to Social Care Wales from the Welsh Government | On request: FoI@socialcare.wales | No charge |
| Scheme of Delegation | <https://socialcare.wales/about-us/our-board> | No charge |
| Statutory Annual Accounts | <https://socialcare.wales/about-us/what-we-do> | No charge |
| Management team and Board members’ allowances and expenses | <https://socialcare.wales/about-us/our-board> | No charge |
| Pay and grading relating to the role structure of the organisation | On request: HRTeam@socialcare.wales | No charge |
| Equal pay report - annually | <https://socialcare.wales/about-us/what-we-do> | No charge |

|  |
| --- |
| **2. What we spend and how we spend it** |
| **Information** | **Location** | **Charge** |
| Procurement Strategy | <https://socialcare.wales/about-us/what-we-do> | No charge |
| Procurement procedures and supplier policies | <https://socialcare.wales/about-us/what-we-do> | No charge |
| List of contracts awarded and names of the awarding supplier (for contracts over £25,000) | On request: procurement@socialcare.wales | No charge |

|  |
| --- |
| **3. What are our priorities and how are we doing** |
| **3.1 Strategic and business plans** |
| **Information**  | **Location** | **Charge** |
| Annual Impact Report | On request: FoI@socialcare.wales | No charge |
| Business Plan and quarterly updates against progress | <https://socialcare.wales/about-us/what-we-do> | No charge |
| Strategic Plan | <https://socialcare.wales/about-us/our-outcomes> | No charge |

|  |
| --- |
| **4. How we make decisions** |
| **4.1 Major policy proposals and decisions** |
| Board papers discussed in public meetings | <https://socialcare.wales/about-us/our-board> | No charge |
| **4.2 Background information relating to major policy proposals and decisions** |
| Commissioned Research – Subject specific | <https://socialcare.wales/research-and-data>Further information on request data@socialcare.wales | Available as per each individual published commissioned researchNo charge |
| Health and Social Care Workforce Strategy and workforce plans | <https://socialcare.wales/about-us/workforce-strategy> | No charge |
| **4.3 Public consultations** |
| Current Social Care Wales Consultation Papers | <https://socialcare.wales/consultations> | No charge |
| Archived Consultation Papers | https://socialcare.wales/consultationsMore available from Comminucations@socialcare.wales | No charge |
| Responses to external Consultations | On request: FoI@socialcare.wales | No charge |
| **4.4 Minutes of meetings** |
| Board Public Agendas(Available in Welsh and English) | <https://socialcare.wales/about-us/our-board> | No charge |
| Board Public Minutes(Available in Welsh and English)  | <https://socialcare.wales/about-us/our-board>Minutes of the last meeting will be available the day after the next Council meeting | No charge |
| Public hearings  | <https://socialcare.wales/dealing-with-concerns/hearings/hearings-coming-up>Full transcript available on request from hearings@socialcare.wales – charges may apply – please contact the team to discuss in the first instance | Transcript available payment of charge if applicable |
| Hearing Outcomes | <https://socialcare.wales/dealing-with-concerns/hearings/hearing-outcomes> | No charge |
| **4.5 Reports and papers for consideration at meetings** |
| Board Public Papers | <https://socialcare.wales/about-us/our-board> | No charge |
| **4.6 Internal communications guidance and criteria used for decision making**  |
| Internal Communications Strategy | On request: communications@socialcare.wales | No charge |

|  |
| --- |
| **5. Our policies and procedures** |
| **5.1 Conduct of departmental business** |
| Board Standing Orders  | <https://socialcare.wales/about-us/our-board> | No charge |
| Code of Conduct for staff | On request: HRTeam@socialcare.wales  | No charge |
| Board members Governance Framework | On request: FoI@socialcare.wales  | No charge |
| Panel members handbook | On request: FoI@socialcare.wales  | No charge |
| Panel members Code of Conduct  | On request: FoI@socialcare.wales  | No charge |
| Panel Members Confidentiality Agreement  | On request: FoI@socialcare.wales | No charge |
| **5.2 Policies and procedures for the provision of services** |
| Welsh Language Scheme | <https://socialcare.wales/about-us/what-we-do>  | No charge |
| Data Protection Policy | On request: FoI@socialcare.wales  | No charge |
| Freedom of Information Policy | On request: FoI@socialcare.wales  | No charge |
| Strategic Equality plan | <https://socialcare.wales/about-us/what-we-do>  | No charge |
| Health and safety policy | on request: HRTeam@socialcare.wales  | No charge |
| Whistleblowing Policy | On request: HRTeam@socialcare.wales | No charge |
| **5.3 Policies and procedures for the recruitment and employment of staff** |
| Information on current vacancies  | <https://jobs.socialcare.wales/>  | No charge |
| Recruitment and selection policy |  on request: HRTeam@socialcare.wales  | No charge |
| Disciplinary procedure | on request: HRTeam@socialcare.wales  | No charge |
| Employee Induction Framework | on request: HRTeam@socialcare.wales  | No charge |
| Ill Health Management policy | on request: HRTeam@socialcare.wales  | No charge |
| Career break policy | on request: HRTeam@socialcare.wales  | No charge |
| Carers’ policy | on request: HRTeam@socialcare.wales  | No charge |
| Flexible working policy | on request: HRTeam@socialcare.wales  | No charge |
| Grievance procedure | on request: HRTeam@socialcare.wales  | No charge |
| Harassment and bullying policy | on request: HRTeam@socialcare.wales  | No charge |
| Maternity, paternity and adoption policy | on request: HRTeam@socialcare.wales  | No charge |
| Staff development and training policies (including Performance Development Plans) | on request: HRTeam@socialcare.wales  | No charge |
| **5.4 Customer service** |
| External Complaints Policy | <https://socialcare.wales/about-us/what-we-do>  | No charge |
| **5.5 Records management and personal data policies** |
| Records management strategy and associated policy and procedures (including archiving and records retention) | On request: FoI@Socialcare.wales  | No charge |

|  |
| --- |
| **6. Lists and registers** |
| **6.1 Public registers** |
| Register of Social Care Workers | <https://www.scwonline.wales/en/search-the-register/>  | No charge |
| **6.2 Asset registers** |  |  |  |
| Asset management plan | On request: Finance@socialcare.wales  | No charge |
| **6.3 Disclosure logs** |  |  |  |
| Annual report on disclosures | <https://socialcare.wales/about-us/what-we-do>  | No charge |
| FoI decision logs | On request: FoI@socialcare.wales  | No charge |
| Register of Board Members’ Interests | <https://socialcare.wales/about-us/our-board>  | No charge |
| Register of Board Members’ Gifts and Hospitality | On request: FOI@socialcare.wales  | No charge |
| Register of Panel Members’ Interests  | <https://socialcare.wales/dealing-with-concerns/hearings/how-do-hearings-work>  | No charge |

|  |
| --- |
| **7. The services we offer** |
| **7.1 Regulatory responsibilities** |
| Application forms | <https://socialcare.wales/registration/how-to-apply> | No charge |
| Information leaflets | <https://socialcare.wales/registration> | No charge |
| Table of qualifications for registration | <https://socialcare.wales/registration/qualifications-needed> | No charge |
| Practice guidance for Social Care Managers registered with Social Care Wales | <https://socialcare.wales/dealing-with-concerns/codes-of-practice-and-guidance> | No charge |
| Practice guidance for Social Workers registered with Social Care Wales | <https://socialcare.wales/dealing-with-concerns/codes-of-practice-and-guidance> | No charge |
| Statistical profiles of the registered workforce | <https://socialcare.wales/research-and-data/workforce-reports> | No charge |
| Code of Professional Practice for Social Care Workers | <https://socialcare.wales/dealing-with-concerns/codes-of-practice-and-guidance> | No charge |
| Rules for Registration and Fitness to Practise and Hearings | <https://socialcare.wales/registration/why-we-register><https://socialcare.wales/dealing-with-concerns/how-we-deal-with-concerns>  | No charge |
| Complaint forms and associated guidance for employers, members of the public | <https://socialcare.wales/dealing-with-concerns/how-we-deal-with-concerns>  | No charge |
| Guidance for witnesses | <https://socialcare.wales/dealing-with-concerns/help-and-advice>  | No charge |
| **7.2. Social Care Workforce Development and Sector Improvement** |
| Guidance on Qualification for social care work | <https://socialcare.wales/qualifications-funding>  | No charge |
| Qualification Framework for the Social Care Sector in Wales  | <https://socialcare.wales/qualifications-funding/introduction-and-guidance>  | No charge |
| Social Care Induction Framework  | <https://socialcare.wales/qualifications-funding/induction-frameworks>  | No charge |
| National Occupational Standard for:* Health and Social Care and Leadership and Management of Care Services
* Children’s Care Learning and Development
* Commissioning, procurement and contracting
* Inspectors of Services
* Social Work
* Sensory services
 | <https://socialcare.wales/resources-guidance/early-years-and-childcare/national-occupational-standards-nos>  | No charge |
| Good practice Guidelines | <https://socialcare.wales/resources-guidance>  | No charge |
| Social Care Accolades information  | <https://socialcare.wales/the-accolades>  | No charge |
| Sector Information | <https://socialcare.wales/research-and-data>  | No charge |
| **7.3 Education Quality Assurance** |
| Rules, frameworks, guidance and other documentation for qualifying and post-qualifying regulated social work programmes | <https://socialcare.wales/qualifications-funding/social-work-qualifications>    | No charge  |
| Social work training Funding (including Bursaries)  | <https://socialcare.wales/resources-guidance/social-work-students/social-work-degree-funding>   | No charge  |
| Annual Quality Assurance report on Social Work Training  | On request: FoI@socialcare.wales    | No charge  |
| Correspondence confirming approval, and results of reviews of programmes approved, under the Rules and Requirements for Social Work training.   | On request: FoI@socialcare.wales     | No charge  |
| **7.4 Communications** |
| Social Care Wales e-bulletins | <https://socialcare.wales/news-stories>  | No charge |
| Press Releases | <https://socialcare.wales/news-stories>  | No charge |
| Social Work, Social Care Careers and Early Years and Childcare Information  | <https://wecare.wales/>  | No charge |