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**Publication scheme**

**Introduction**

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

**Social Care Wales**

Social Care Wales was established as one of the first acts of primary legislation passed by the National Assembly. This reflects the national importance of social care in Wales.

We have a responsibility, in legislation, to “protect, promote and maintain the safety and wellbeing of the public in Wales”.

We want to lead and support improvement in Wales by creating an environment of working together and developing new relationships across the Welsh public service.

We will work with stakeholders across organisational and service boundaries, with people who access care and support, with carers and with Welsh Government on the best way forward.

As a new organisation, we will build on the good work that has already been done to improve social care in Wales and grasp opportunities to further develop our improvement role. We will build on our relationships with the sector to make sure our identified priorities make a positive difference.

To achieve our vision we have a number of statutory responsibilities

* Maintain and publish the Register of care professionals.
* Publish and promote the Codes of Practice.
* Investigating cases where the standards set for the workforce may not have been met and taking firm but fair action when standards have not been met;
* Regulate Social Work Training and Education Programmes.
* Influence education and training provision.

Our work aims to support the priorities for the well-being of future generations for the sector, the public and Welsh Government. Social Care Wales:

* sets standards for the care and support workforce, making them accountable for their work
* develops the workforce so they have the knowledge and skills to protect, empower and support those who need help
* works with others to improve services for areas agreed as a national priority
* sets priorities for research to collect evidence of what works well
* shares good practice with the workforce so they can provide the best response
* provides information on care and support for the public, the workforce and other organisations.

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

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

**What is Freedom of Information?**

The Freedom of Information Act:

* Provides a general right of access to information a public authority holds;
* Sets out exemptions from that right; and
* Places a number of duties on public authorities, including Social Care Wales

The Act aims to make it easier for the public to understand how public authorities carry out their duties, why they make the decisions they do, and how they spend public money.

**What the Freedom of Information Act means for Social Care Wales**

It provides an opportunity for the public to find out what we do and how. It means we have to follow minimum requirements for keeping records. It means that we have to respond to requests promptly – within the target of 20 working days set out by the Act.

**What’s a Publication Scheme?**

As part of the Freedom of Information Act, Social Care Wales 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

Social Care Wales is committed to openness and accountability as a public body. This Publication Scheme lists information which Social Care Wales has either made a commitment to make available or is required to do so.

**How do you find what you want and how do you get it?**

The information in the classes we commit to publishing under this Scheme is available in several formats. All documents are **available** in hard copy and the majority are published electronically (generally in PDF and/or HTML). In those cases where information is **published** in electronic format only, a print-out of the document will be provided on request.

Where information is not published electronically this is clearly stated under the relevant class. Social Care Wales occasionally produces information in other formats, eg. videos and CD-ROMs.

Do you want a paper copy?

Requests for hard copies of Social Care Wales publications should be directed to our Communications team contact details as below. If you do not have full details of what you require, you should contact the team for assistance.

Do you want an alternative format?

If you need a publication in another format, please contact the Communications team. If we have not already produced a format that is suitable for you we will, having had regard to costs and resources and having assessed that it would be reasonable to do so, arrange with the appropriate department for a version to be produced. If production will exceed our usual maximum delivery of 20 working days we will inform you of the anticipated delivery date within 10 working days of your request.

How do you contact the Publications Centre?

The Communication teams’ contact details are:-

Senior Communications Officer

Social Care Wales

Wood Street

Cardiff

CF10 1EW

Tel: 02920 780 556

Fax: 029 2038 4764

Email: communications@socialcare.wales

Do you want to view on-line?

Electronic documents can be accessed directly from the web-site of Social Care Wales. The address is: <https://socialcare.wales/>

To read PDF documents, you will need Adobe Acrobat Reader; this is freely available from the Adobe web-site: http://www.adobe.com/products/acrobat/readstep.html

Are the publications available in Welsh or other languages?

All of our documents are bilingual. Publications published by Social Care Wales comply with our Welsh Language Scheme.

Can you copy our publications?

Generally speaking, material may be reproduced for personal or in-house use without formal permission or charge.

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 Office of Public Sector Information (OPSI). Their contact details are

General enquiries – Tel: 01603 723 011

Postal addresses

Norwich Office

St.Clements House

2-16 Colegate

Norwich

NR3 1BQ

Main web-site: <http://www.opsi.gov.uk>

Click-use licensing information:

Web-site: http://www.opsi.gov.uk/click-use/index.htm

Re-use of public sector information regulations:

http://www.opsi.gov.uk/advice/psi-regulations/index.htm

**Exempt Information**

Social Care Wales will strive to make information available whenever it legally can, except where it considers release would cause significant harm.

In such cases Social Care Wales will withhold information under an appropriate exemption in the Welsh Assembly Government’s Code of Practice on Public Access to Information and/or the requirements of the Data Protection Act 1998 and respect the privacy of individuals.

The Freedom of Information Act is aimed at all information Social Care Wales holds. 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. There are a number of ‘absolute exemptions’ where we do not have to provide the information at all.

**How can I access information?**

Under the Freedom of Information Act when requesting information you must:

* Put your request in writing either by e-mail, fax or letter;
* Say clearly what information you need; and
* Give your name and address

If you are not able to make your request in writing contact the Records Manager on 029 2078 0616 who will help you with your request. Under the Act, we have a duty to help in any request of information. If we need to know more information about what you require we will contact you.

**How much will it cost?**

If you are asking for information set out in the Publication Scheme, the Scheme also gives details of any charge.

If you are asking for information that is not set out in the Publication Scheme, Social Care Wales may charge a fee. If a fee is required, you will receive a letter telling you how much you have to pay for the information you have asked for. If you refuse to pay the fee, Social Care Wales can refuse to provide the information.

**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 20 working day clock is stopped until we receive the information or the fee. 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 take into account 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’ offices.

**Can requests for information be refused?**

We may refuse your request for information only if the information is exempt or too costly under the Act. If so, we will inform you.

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

Write to the Chief Executive at:

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

explaining why you think we should make the information available to you. If you are not satisfied with the response you may receive from the Chief Executive, 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

**Classes of information**

| **Information** | **Format of Information** | **When available** | **Charge** |
| --- | --- | --- | --- |
| 1. **Information about the Social Care Wales: who are we and what do we do**
 |
| **Roles and responsibilities** |
| The role of Social Care Wales (strategy map) | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| Functions of the Social Care Wales  | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **Organisation and Structure** |
| Social Care Wales Organisational Structure | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **Legislation** |
| Legislation basis of Social Care Wales activities (contained within our Strategic Plan) | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **Our partners** |  |  |  |
| Links and useful contacts: Government: Sister Councils: Social Care Organisations: Qualification Authorities: Sector Skills Councils: Careers | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **Management team and Board members** |
| Chair and Board member biographies | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| Biographies of the Executive Management Team  | Paper and electronic version available from office (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **Location and contact details** |
| Directions, address and contact details of Social Care Wales offices and teams | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **2. What we spend and how we spend it** |
| **2.1 Financial statements, budgets and variance reports** |
| Governance Framework – an agreement between Social Care Wales and the Welsh Government | Paper Copy available from Office | Paper Copy – Current | No charge |
| Remit Letters to Social Care Wales from the Welsh Government | Paper Copy available from Office | Current | No charge |
| **2.2 Finance and Accounts** |
| Scheme of Delegation | Paper Copy available from Office | Current | No charge |
| Statutory Annual Accounts | Paper and electronic copy available from office and website ([www.ccwales.org.uk](http://www.ccwales.org.uk)) or the National Assembly for Wales ([www.assembly.gov.uk](http://www.assembly.gov.uk))  | Current | No charge |
| Management team and Board members’ allowances and expenses | Paper and electronic copy available from office | Current | No charge |
| **2.3 Pay and grading structures** |
| Pay and grading relating to the role structure of the organisation | Copy available from the office contact our HR Manager on 029 2078 0645 | Current | No charge |
| **2.4 Procurement procedures** |
| Procurement policy | Paper and electronic copy available from office | Current | No charge |
| Procurement procedures and supplier policies | Paper and electronic copy available from office  | Current | No charge |
| List of contracts awarded and names of the awarding supplier (for contracts over £25,000) | Paper and electronic copy available from office | Current | No charge |
| **3. What are our priorities and how are we doing** |
| **3.1 Strategic and business plans** |
| Annual Review | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| Business Plan and quarterly updates against progress | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| Strategic Plan | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **4. How we make decisions** |
| **4.1 Major policy proposals and decisions** |
| Board papers discussed in public meetings | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **4.2 Background information relating to major policy proposals and decisions** |
| Commissioned Research | Paper Copy available from OfficeWebsite: (www.[socialcare.wales](https://socialcare.wales/)) | Available as per each individual published commissioned research | No charge |
| **4.3 Public consultations** |
| Current Social Care Wales Consultation Papers | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Available as per each individual consultation process | No charge |
| Archived Consultation Papers | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Available as per each individual consultation process | No charge |
| Responses to external Consultations | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Available as per each individual consultation process | No charge |
| **4.4 Minutes of meetings** |
| Board Public Agendas(Available in Welsh and English) | Paper and electronic copy available from office and website www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Board Public Minutes(Available in Welsh and English)  | Paper and electronic copy available from office and website www.[socialcare.wales](https://socialcare.wales/) | CurrentMinutes of the last meeting will be available the day after the next Council meeting | No charge |
| Public conduct hearings  | Transcript available on payment | Transcript available on payment | Variable |
| Conduct decisions | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| **4.5 Reports and papers for consideration at meetings** |
| Board Public Papers | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| **4.6 Internal communications guidance and criteria used for decision making**  |
| Internal Communications Strategy | Paper and electronic copy available from office once strategy produced | Current | No charge |
| **5. Our policies and procedures** |
| **5.1 Conduct of departmental business** |
| Board Standing Orders  | Paper Copy available from Office | Current | No charge |
| Code of Conduct for staff | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/)) | Current | No charge |
| Council members Governance Framework | Paper and electronic copy available from office | Current | No charge |
| Panel members handbook | Paper and electronic copy available from office | Current | No charge |
| **5.2 Policies and procedures for the provision of services** |
| Welsh Language Scheme | Paper and electronic copy available from office  | Current | No charge |
| Data Protection Policy | Paper and electronic copy available from office  | Current | No charge |
| Freedom of Information Policy | Paper and electronic copy available from office  | Current | No charge |
| Strategic Equality plan | Paper and electronic copy available from office  | Current | No charge |
| Health and safety policy | Paper and electronic copy available from office | Current | No charge |
| **5.3 Policies and procedures for the recruitment and employment of staff** |
| Information on current vacancies  | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| Recruitment and selection policy | Paper and electronic copy available from office | Current | No charge |
| Disciplinary procedure | Paper and electronic copy available from office | Current | No charge |
| Employee Induction Framework | Paper and electronic copy available from office | Current | No charge |
| Ill Health Management policy | Paper and electronic copy available from office | Current | No charge |
| Career break policy | Paper and electronic copy available from office | Current | No charge |
| Carer’s policy | Paper and electronic copy available from office | Current | No charge |
| Flexible working policy | Paper and electronic copy available from office | Current | No charge |
| Grievance procedure | Paper and electronic copy available from office | Current | No charge |
| Harassment and bullying policy | Paper and electronic copy available from office | Current | No charge |
| Maternity, paternity and adoption policy | Paper and electronic copy available from office | Current | No charge |
| Staff development and training policies (including Performance Development Plans) | Paper and electronic copy available from office | Current | No charge |
| **5.4 Customer service** |
| External Complaints Policy | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| **5.5 Records management and personal data policies** |
| Records management strategy and associated policy and procedures (including archiving and records retention) | Paper and electronic copy available from office | Current | No charge |
| **6. Lists and registers** |
| **6.1 Public registers** |
| Register of Social Care Workers | Public register available on website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| **6.2 Asset registers** |  |  |  |
| Asset management plan | Paper and electronic copy available from office | Current | No charge |
| **6.3 Disclosure logs** |  |  |  |
| Annual report on disclosures | Paper and electronic copy available from office | Current | No charge |
| FoI decision logs | Paper copy available from office | Current | No charge |
| Register of Board Members’ Interests | Paper and electronic copy available from office  | Current | No charge |
| Register of Board Members’ Gifts and Hospitality | Paper and electronic copy available from office  | Current | No charge |
| **7. The services we offer** |
| **7.1 Regulatory responsibilities** |
| Application packs | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Information leaflets | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Table of qualifications for registration | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Practice guidance for Social Care Managers registered with Social Care Wales | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Practice guidance for Social Workers registered with Social Care Wales | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Soon to be published (2014) | No charge |
| Statistical profiles of the registered workforce | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Code of Practice for Social Care Workers | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Rules for Registration and Conduct | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Complaint forms and associated guidance for employers, members of the public | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Guidance for witnesses | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| **7.2. Workforce Development**  |
| Guidance on Qualification for social care work | Paper Copy available from OfficeDownload from website: [www.ccwales.org.uk](http://www.ccwales.org.uk)  | Current | No charge |
| Qualification Framework for the Social Care Sector in Wales  | Download from website: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Social Care Induction Framework  | Paper Copy available from Officedownload from website: www.[socialcare.wales](https://socialcare.wales/) | Current | 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
 | All NOS available to download from website: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Good practice Guidelines | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Social Care Accolades information  | Paper and electronic copy available from office and website www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Sector Information | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| **7.3 Regulation of Training – Social Work Education** |
| Approval of social work training – Rules and Requirements | Paper Copy available from OfficeWebsite: [w www.](http://www.ccwales.org.uk)[[socialcare.wales](http://www.ccwales.org.uk)](https://socialcare.wales/) | Current | No charge |
| Guidance relating to Continuing Professional Education and Learning (CPEL) for Social Workers | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Guidance relating to Continuing Professional Education and Learning (CPEL) for Social Workers | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Social work training Funding (including Bursaries) | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Annual Quality Assurance report on Social Work Training | Paper Copy available from OfficeWebsite: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| Correspondence confirming approval, and results of reviews of programmes approved, under the Rules and Requirements for Social Work training. | Available to download from website: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| **7.4 Sector Skills Council** |
| Information on our role as a Sector Skills Council | Available to download from website: www.[socialcare.wales](https://socialcare.wales/) | Current | No charge |
| **7.5 Communications** |  | Current |
| Care Council Newsletters | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| Care Council for Wales e-bulletin | Website: www.[socialcare.wales](https://socialcare.wales/)e-mail subscription | Current | No charge |
| Press Releases | Paper and electronic copy available from office and website (www.[socialcare.wales](https://socialcare.wales/))  | Current | No charge |
| Social Work and Social Care Careers Information  | Paper Copy available from Office | Current | No charge |
| Social Care Careers Film clips (A job worth caring about) | DVD copy available from office.  | Current | No charge |
| Care Careers Wales facebook page | Available on our website: [www.facebook.com/CareCareersWales](http://www.facebook.com/CareCareersWales) | Current | No charge |