

# HEFCW Publication Scheme



## HEFCW publication scheme

This is the publication scheme of the Higher Education Funding Council for Wales required under Section 19 of the Freedom of Information Act 2000. Our publication scheme has been reviewed in line with the Information Commissioner's new guidelines for 1 January 2009 and is based on the Information Commissioner Office Welsh Assembly Government Model Publication Scheme. For more information about this publication scheme visit the Information Commissioner's website at [http://www.ico.gov.uk/what\\_we\\_cover/freedom\\_of\\_information/publication\\_schemes/definition\\_document\\_agsb.aspx](http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes/definition_document_agsb.aspx)

This publication scheme forms part of our commitment to being open and accountable in everything we do.

### The purpose and structure of the publication scheme

The purpose of the publication scheme is to set out:

- the information we commit to making routinely available;
- how this information can be accessed; and
- whether we will charge for providing it.

The publication scheme brings together the many different types of information we produce in a structured way. We have considered the seven classes of information that we have committed to make available and structured our publication scheme in line with these classifications. Under each class we have stated what information is required and identified the supporting information. For each piece of information we have clearly indicated if the status is open or subject to exemptions, whether the information is available electronically via the website (i.e. online) or hard copy (i.e. paper) and whether the information is available in English, Welsh or both languages.

### Obtaining publications

The information we commit to publishing is available electronically through our website and in some instances it is available in hard copy on request. If the information you require is not available in our publication scheme, you can ask if we have it, and if so, request to see it by contacting [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk).

All of the information provided on our website is available in accessible formats, including electronic and audio CD, Braille and large print upon request.

## **Exempt information**

Our policy is to be as open as possible and supply the information you have requested. Sometimes we may have to withhold information if we consider its release would cause significant harm based on the exemptions contained in the Freedom of Information Act 2000. All publications included in our publication scheme will exclude any information which is protected under these exemptions.

If we can not supply all or part of any information you have asked for, we will write to you giving our reasons.

## **Charging for information**

Unless otherwise stated, single copies of our publications are available free of charge, although we reserve the right to make an administrative charge. You will be notified in advance if a charge will apply.

## **Welsh language policy**

Our publication scheme is available in both English and Welsh. Many documents covered by the scheme, particularly those produced for our internal business, are only published in the language of origination.

## **Further information**

If you require any more information about our publication scheme you can contact the Clerk to the Council by emailing [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk) or phoning 029 2076 1861. Alternatively, you can write to us at HEFCW, Linden Court, The Orchards, Ilex Close, Llanishen, Cardiff, CF14 5DZ.

<b>Publication scheme</b>	
<b>Who we are and what we do</b>	<b>1</b>
• Roles and responsibilities	1
• Organisational structure	2
• Information relating to the legislation relevant to functions	2
• Lists of and information relating to organisations with which the AGSB works in partnership	3
• Senior staff and management board members	3
• Locations and contact details	4
<b>What we spend and how we spend it</b>	<b>5</b>
• Financial statements, budgets and variance reports	5-9
• Capital programme	5-9
• Spending reviews	10
• Financial audit reports	10
• Staff and board members' allowance and expenses	11
• Pay and grading structures	11
• Procurement procedures	12
• Lists of contracts awarded and their value	12
• Financial statements for projects and events	13
• Internal financial regulations	13
<b>What are our priorities and how are we doing</b>	<b>14</b>
• Strategic plans	14
• Annual business plans	14
• Annual report	14
• Internal and external performance reviews	15
• Reports to parliament	15
• Inspection reports where the AGSB is subject to formal inspection	16
• Service standards	16
• Statistics produced in accordance with the AGSB's requirements	17
• Public service agreements	17
<b>How we make decisions</b>	<b>18</b>
• Major policy proposals and decisions	18
• Background information relating to major policy proposals and decisions	18
• Public consultations	19
• Minutes of senior level meetings	19
• Reports and papers provided for consideration at senior level meetings	20
• Internal communications guidance and criteria used for decision	20

making i.e. process systems and key personnel	
<b>Our policies and procedures</b>	<b>21</b>
• Policies and procedures for the conduct of departmental business	21
• Policies and procedures for the provision of services	24
• Policies and procedures for the recruitment and employment of staff	25
• Customer service	27
• Records management and personal data policies	29
• Charging regimes and policies	30
<b>Lists and registers</b>	<b>31</b>
• Public registers and registers held as public records	31
• Asset registers and information asset register	31
• Disclosure logs	31
• Register of gifts and hospitality provided to board members and senior personnel	31
• Any register of interests kept in the department	32
• Other lists required by law	32
<b>The services we offer</b>	<b>33</b>

## Who we are and what we do

### Roles and responsibilities

Information	About us
Status	Open
Format	Online
Language	English and Welsh
Notes	An overview of HEFCW, including a link to our latest Corporate Strategy and Corporate Plan and Operational Plan can be viewed at <a href="http://www.hefcw.ac.uk/about_us/about_us.aspx">http://www.hefcw.ac.uk/about_us/about_us.aspx</a>

Information	Our mission and aim
Status	Open
Format	Online
Language	English and Welsh
Notes	Our mission and aim can be found at <a href="http://www.hefcw.ac.uk/about_us/our_responsibilities/mission_and_aim.aspx">http://www.hefcw.ac.uk/about_us/our_responsibilities/mission_and_aim.aspx</a>

Information	Our responsibilities
Status	Open
Format	Online
Language	English and Welsh
Notes	Our responsibilities can be viewed at <a href="http://www.hefcw.ac.uk/about_us/our_responsibilities/our_responsibilities.aspx">http://www.hefcw.ac.uk/about_us/our_responsibilities/our_responsibilities.aspx</a>

## Organisational structure

Information	Our structure
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Details about HEFCW Council and Committee members and our staff can be viewed at the following links:</p> <ul style="list-style-type: none"> <li>• Council members: <a href="http://www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx">http://www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx</a></li> <li>• Committee members: <a href="http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx</a></li> <li>• Staff structure: <a href="http://www.hefcw.ac.uk/ap/staff_directory.aspx">http://www.hefcw.ac.uk/ap/staff_directory.aspx</a></li> </ul>

## Information relating to the legislation relevant to functions

Information	Our origin
Status	Open
Format	Online
Language	English
Notes	<p>HEFCW is an Assembly Government Sponsored Body, established in May 1992 under the Further and Higher Education Act 1992. Under the Education (School Teachers' Qualifications) (Wales) Regulations 2004, HEFCW accredits providers of initial teacher training (ITT) for school teachers. Under the Education Act 2005, we are expected to take account of Welsh Assembly Government quotas in determining funds and funded numbers for institutions which offer ITT. We can also carry out or commission research to improve the training of teachers and the standards of teaching.</p> <p>The act can be viewed at <a href="http://www.opsi.gov.uk/acts/acts1992/Ukpga_19920013_en_1.htm">http://www.opsi.gov.uk/acts/acts1992/Ukpga_19920013_en_1.htm</a></p>

## Lists of and information relating to organisations with which the AGSB works in partnership

Information	Our partners
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	<p>We work with a range of partner bodies to achieve both our own aims and the priorities of the WAG.</p> <p>A selection of the types of partner bodies can be found at <a href="http://www.hefcw.ac.uk/about_he_in_wales/he_policies_and_partners/partner_bodies.aspx">http://www.hefcw.ac.uk/about_he_in_wales/he_policies_and_partners/partner_bodies.aspx</a></p> <p>A full list of partners is available in the Working in Partnership section of our Corporate Plan found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/corporate_strategy_plan.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/corporate_strategy_plan.aspx</a></p>

## Senior staff and management board members

Information	Chief Executive and Directors
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Details can be viewed at <a href="http://www.hefcw.ac.uk/ap/staff_directory_ce.aspx">http://www.hefcw.ac.uk/ap/staff_directory_ce.aspx</a> and <a href="http://www.hefcw.ac.uk/ap/staff_directory_mt.aspx">http://www.hefcw.ac.uk/ap/staff_directory_mt.aspx</a></p>

## Locations and contact details

Information	How to find us
Status	Open
Format	Online
Language	English and Welsh
Notes	A map and directions are available at <a href="http://www.hefcw.ac.uk/home/hefcw_contact_us.aspx">http://www.hefcw.ac.uk/home/hefcw_contact_us.aspx</a>

Information	Contact details
Status	Open
Format	Online
Language	English and Welsh
Notes	Contact details including phone numbers and email addresses for all our staff can be found at <a href="http://www.hefcw.ac.uk/ap/staff_directory.aspx">http://www.hefcw.ac.uk/ap/staff_directory.aspx</a>

## What we spend and how we spend it

### Financial statements, budgets and variance reports Capital programme

Information	Financial memorandum
Status	Open
Format	Online
Language	English
Notes	The financial memorandum gives our commitment for receiving the annual grant from the Welsh Assembly Government. The financial memorandum can be found at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a>

Information	Annual report
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	The Annual report contains details of our accounts. The report can be viewed at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a>

Information	Annual grant to HE Institutions
Status	Open
Format	Online
Language	English
Notes	Details of the annual grant to higher education institutions can be found at <a href="http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/annual_grant_he_insts.aspx">http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/annual_grant_he_insts.aspx</a>  The financial memorandum and Audit code of practice with higher education institutions can be found at <a href="http://www.hefcw.ac.uk/working_with_he_providers/institutional_assurance/audit_risk.aspx">http://www.hefcw.ac.uk/working_with_he_providers/institutional_assurance/audit_risk.aspx</a>

Information	Funding calculations
Status	Open
Format	Online
Language	English
Notes	Information on how we extract data and calculate funding allocations can be found at  <a href="http://www.hefcw.ac.uk/working_with_he_providers/data_collection/funding_calculations.aspx">http://www.hefcw.ac.uk/working_with_he_providers/data_collection/funding_calculations.aspx</a>

Information	Our funding methods
Status	Open
Format	Online
Language	English
Notes	Our funding methods can be viewed at  <a href="http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/funding_he_in_wales.aspx">http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/funding_he_in_wales.aspx</a>

Information	Recurrent grant
Status	Open
Format	Online
Language	English
Notes	Details regarding the recurrent grant allocated to every institution can be viewed at  <a href="http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/annual_grant_he_insts.aspx">http://www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/annual_grant_he_insts.aspx</a>

Information	Business and Communities funding
Status	Open
Format	Online
Language	English
Notes	Details regarding business and communities funding can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/business_and_communities/funding_initiatives.aspx">http://www.hefcw.ac.uk/policy_areas/business_and_communities/funding_initiatives.aspx</a>

Information	Initial Teacher Training funding
Status	Open
Format	Online
Language	English
Notes	Details regarding initial teacher training funding can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/itt/funding_itt.aspx">http://www.hefcw.ac.uk/policy_areas/itt/funding_itt.aspx</a>

Information	Learning and teaching funding
Status	Open
Format	Online
Language	English
Notes	Details regarding funding learning and teaching can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/learning_and_teaching/funding_teaching.aspx">http://www.hefcw.ac.uk/policy_areas/learning_and_teaching/funding_teaching.aspx</a>

Information	Research funding
Status	Open
Format	Online
Language	English
Notes	Details regarding funding research can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/research/funding_research.aspx">http://www.hefcw.ac.uk/policy_areas/research/funding_research.aspx</a>

Information	Match funding scheme
Status	Open
Format	Online
Language	English
Notes	Details regarding the match funding scheme can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/strategic_change/matched_funding_scheme.aspx">http://www.hefcw.ac.uk/policy_areas/strategic_change/matched_funding_scheme.aspx</a>

Information	Reconfiguration and collaboration funding
Status	Open
Format	Online
Language	English
Notes	Details regarding the reconfiguration and collaboration fund can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/strategic_change/reconfig_collab.aspx">http://www.hefcw.ac.uk/policy_areas/strategic_change/reconfig_collab.aspx</a>

Information	Strategic development funding
Status	Open
Format	Online
Language	English
Notes	Details regarding the strategic development fund can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/strategic_change/strat_dev_fund.aspx">http://www.hefcw.ac.uk/policy_areas/strategic_change/strat_dev_fund.aspx</a>

Information	Welsh medium funding
Status	Open
Format	Online
Language	English and Welsh
Notes	Details regarding the funding of Welsh medium can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/welsh_medium/funding_wm.aspx">http://www.hefcw.ac.uk/policy_areas/welsh_medium/funding_wm.aspx</a>

Information	Widening access funding
Status	Open
Format	Online
Language	English
Notes	Details regarding the widening access funding can be viewed at <a href="http://www.hefcw.ac.uk/policy_areas/widening_access/funding_initiatives_wa.aspx">http://www.hefcw.ac.uk/policy_areas/widening_access/funding_initiatives_wa.aspx</a>

## Spending reviews

Information	Funding studies
Status	Open
Format	Online
Language	English
Notes	We produce estimates for the Welsh Assembly Government on the shortfalls in funding higher education, principally the gap between Wales and England. The report can be found at  <a href="http://www.hefcw.ac.uk/publications/hefcw_reports_and_statistics/funding_studies.aspx">http://www.hefcw.ac.uk/publications/hefcw_reports_and_statistics/funding_studies.aspx</a>

## Financial audit reports

Information	Audit report
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	Accounts are audited by the Auditor General for Wales. A report is included in the Annual Report available from <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a>  A detailed management report is presented to Audit and Risk Committee and is available on request to <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

## Staff and board members' allowance and expenses

Information	Staff and Council members allowances and expenses
Status	Open
Format	Online
Language	English
Notes	<p>The Council members details can be found in the Annual report at  <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a></p> <p>The Travel and Subsistence Policy for staff can be viewed at  <a href="http://www.hefcw.ac.uk/documents/about_us/internal_policies/travel_and_subsidence.pdf">http://www.hefcw.ac.uk/documents/about_us/internal_policies/travel_and_subsidence.pdf</a></p> <p>If you require further information regarding staff and Council members allowance and expenses, please contact  <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

## Pay and grading structures

Information	Pay and grading
Status	Open
Format	Online and paper
Language	English and Welsh (Annual report)
Notes	<p>Our Annual report contains details of senior staff pay and can be viewed at  <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a></p> <p>Our pay and grading policy is available at  <a href="http://www.hefcw.ac.uk/documents/about_us/internal_policies/pay%20and%20grading%20from%201%20august%202007%20to%2031%20march%202009.pdf">http://www.hefcw.ac.uk/documents/about_us/internal_policies/pay%20and%20grading%20from%201%20august%202007%20to%2031%20march%202009.pdf</a></p> <p>If you would like further information regarding pay and grading please contact <a href="mailto:hrdepartment@hefcw.ac.uk">hrdepartment@hefcw.ac.uk</a></p>

## Procurement procedures

Information	Procurement guidance and tender details
Status	Open
Format	Online
Language	English
Notes	<p>The procurement guidelines can be found at <a href="http://www.hefcw.ac.uk/about_us/internal_policies/procurement.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/procurement.aspx</a></p> <p>For current tender information, please view <a href="http://www.buy4wales.co.uk">http://www.buy4wales.co.uk</a></p> <p>If you would like further information regarding procurement or tendering, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

## Lists of contracts awarded and their value

Information	Contracts and values
Status	Open
Format	Paper
Language	English
Notes	<p>Information regarding contracts and values is available on request to <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

## Financial statements for projects and events

Information	Accounts from last financial year
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	<p>Account information is published in our Annual report and can be viewed at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a></p> <p>If you would like further information regarding financial spend on projects and events, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

## Internal financial regulations

Information	Financial regulations
Status	Open
Format	Online
Language	English
Notes	<p>The financial regulations can be found at <a href="http://www.hefcw.ac.uk/about_us/internal_policies/finance.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/finance.aspx</a></p>

## What are our priorities and how are we doing

### Strategic plans

#### Annual business plan

Information	Corporate Strategy and Corporate Plan and Operational Plan
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	<p>Our Corporate Strategy and Corporate Plan and Operational Plan sets out our short term priorities and outcomes and our longer term aspirations. This can be found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/corporate_strategy_plan.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/corporate_strategy_plan.aspx</a></p> <p>Details of our policy areas can be found at <a href="http://www.hefcw.ac.uk/policy_areas/policy_areas.aspx">http://www.hefcw.ac.uk/policy_areas/policy_areas.aspx</a></p>

Information	Remit letter
Status	Open
Format	Online
Language	English
Notes	<p>The remit letter gives us guidance from the Welsh Assembly Government on distributing our funding over the coming year. The remit letter can be found at <a href="http://www.hefcw.ac.uk/about_he_in_wales/wag_priorities_and_policies/annual_remit_letter_hefcw.aspx">http://www.hefcw.ac.uk/about_he_in_wales/wag_priorities_and_policies/annual_remit_letter_hefcw.aspx</a></p>

## Annual report

Information	Annual report
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	Our annual report is released in the autumn and can be found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a>

## Internal and external performance reviews

Information	Governance review
Status	Open
Format	Paper
Language	English
Notes	We are subject to periodic review by the Welsh Assembly Government. The governance reviews are undertaken by the Governance of Wales Team in the Department of Public Service and Performance.  If you would like further information regarding the governance review, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

Information	Stakeholder survey
Status	Open
Format	Online
Language	English
Notes	Details of our latest external stakeholder survey can be found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/external_stakeholder_survey.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/external_stakeholder_survey.aspx</a>

## Reports to Parliament

This section is not applicable to HEFCW

### Inspection reports where the AGSB is subject to formal inspection

Information	Wales Audit Office report
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	<p>The Welsh Audit Office conducts an annual audit of our financial statements. Details are available in the Annual report which can be found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a></p> <p>The Welsh Audit Office also completes various value for money reviews and reviews of the thematic HE sector. Details can be found on their website at <a href="http://www.wao.gov.uk">http://www.wao.gov.uk</a></p> <p>If you would like further information regarding the Welsh Audit Office annual review, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Governance review
Status	Open
Format	Paper
Language	English
Notes	<p>We are subject to periodic review by the Welsh Assembly Government. The governance reviews are undertaken by the Governance of Wales Team in the Department of Public Service and Performance.</p> <p>If you would like further information regarding the governance review, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

## Service standards

Information	Service standards
Status	Open
Format	Online
Language	English and Welsh
Notes	Our standards of service are available at <a href="http://www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx">http://www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx</a>

## Statistics produced in accordance with the AGSB's requirements

Information	Key performance targets
Status	Open
Format	Online and paper
Language	English and Welsh
Notes	Performance against operational plan targets identified through the remit letter are available in the Annual Report and can be found at <a href="http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx">http://www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</a>

## Public service agreements

This section is not applicable to HEFCW

## How we make decisions

### Major policy proposals and decisions

#### Background information relating to major policy proposals and decisions

Information	Council papers and minutes
Status	Open (subject to exemptions)
Format	Online
Language	English
Notes	Disclosable council papers and redacted minutes are available at <a href="http://www.hefcw.ac.uk/council_and_committees/council_papers_and_minutes/council_papers_minutes.aspx">http://www.hefcw.ac.uk/council_and_committees/council_papers_and_minutes/council_papers_minutes.aspx</a>

Information	Publications
Status	Open (subject to exemptions)
Format	Online
Language	English
Notes	All relevant decisions and policy are made available to the public. Circulars can be found at <a href="http://www.hefcw.ac.uk/publications/circulars/circulars.aspx">http://www.hefcw.ac.uk/publications/circulars/circulars.aspx</a>

## Public consultations

Information	Our consultations
Status	Open
Format	Online
Language	English
Notes	Consultations can be found at <a href="http://www.hefcw.ac.uk/publications/hefcw_consultations/hefcw_consultations.aspx">http://www.hefcw.ac.uk/publications/hefcw_consultations/hefcw_consultations.aspx</a>

## Minutes of senior level meetings

Information	Management board minutes
Status	Open (subject to exemptions)
Format	Paper
Language	English
Notes	<p>Internal decisions about internal processes are made at Management Board. Minutes (where disclosable) are available on request by contacting <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p> <p>Management Board terms of reference can be found at Appendix 1 in the Scheme of Delegation available at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p>

## Reports and papers provided for consideration at senior level meetings

Information	Reports and papers
Status	Open (subject to exemptions)
Format	Paper
Language	English
Notes	Reports and papers from Management Board meetings are available (where disclosable) on request by contacting <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

## Internal communications guidance and criteria used for decision making, i.e. process systems and key personnel

Information	Scheme of delegation
Status	Open
Format	Online
Language	English
Notes	This scheme enables the Council to focus on strategic policy issues, major matters of substance and significance and maintaining oversight of our activities while devolving the burden of detailed day-to-day decision taking to the Executive. The scheme can be found at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a>

## Our policies and procedures

### Policies and procedures for the conduct of departmental business

Information	Our Council
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Our Council of up to 12 members focuses on strategic policy issues, major matters of substance and significance and maintaining oversight of our activities.</p> <p>Details of our Council can be found at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p>

Information	Our Committees
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Committees were established to advise Council on particular areas of work.</p> <p>A structure chart is available at <a href="http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx</a></p> <p>Links to each committee and its remit can be found at:</p> <p>Appointments committee <a href="http://www.hefcw.ac.uk/council_and_committees/committees/appointments_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/appointments_committee.aspx</a></p> <p>Audit and risk committee <a href="http://www.hefcw.ac.uk/council_and_committees/committees/audit_risk_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/audit_risk_committee.aspx</a></p> <p>Human resources committee <a href="http://www.hefcw.ac.uk/council_and_committees/committees/human_resources_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/human_resources_committee.aspx</a></p> <p>Reconfiguration and collaboration committee <a href="http://www.hefcw.ac.uk/council_and_committees/committees/reconfig_collab_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/reconfig_collab_committee.aspx</a></p>

	<p>Remuneration committee  <a href="http://www.hefcw.ac.uk/council_and_committees/committees/remuneration_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/remuneration_committee.aspx</a></p> <p>Research innovation and engagement committee  <a href="http://www.hefcw.ac.uk/council_and_committees/committees/research_inov_engag_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/research_inov_engag_committee.aspx</a></p> <p>Student experience, teaching and quality committee  <a href="http://www.hefcw.ac.uk/council_and_committees/committees/student_exp_tq_committee.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/student_exp_tq_committee.aspx</a></p>
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Information	Committee members
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>A complete list of committee members is available at  <a href="http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx">http://www.hefcw.ac.uk/council_and_committees/committees/committees.aspx</a></p>

Information	Standing orders
Status	Open
Format	Online
Language	English
Notes	<p>Each committee acts in accordance with HEFCW's Standing Orders for Committees available at  <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p>

Information	Declaration of interest form
Status	Open
Format	Online
Language	English
Notes	<p>Each committee member completes the declaration of interest form available at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p> <p>If you would like further information regarding committee members declaration of interests, please email <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Scheme of delegation
Status	Open
Format	Online
Language	English
Notes	<p>This scheme enables the Council to focus on strategic policy issues, major matters of substance and significance and maintaining oversight of our activities while devolving the burden of detailed day-to-day decision taking to the Executive. The scheme can be found at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p>

Information	Code of conduct
Status	Open
Format	Online
Language	English
Notes	<p>Council and committee members code of conduct is available at <a href="http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx">http://www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</a></p>

## Policies and procedures for the provision of services

Information	Welsh language scheme
Status	Open
Format	Online
Language	English and Welsh
Notes	The Welsh language scheme sets out our commitment to treating Welsh and English on the basis of equality in the conduct of our public business in Wales. The scheme can be found at <a href="http://www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx">http://www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx</a>

Information	Equality and diversity
Status	Open
Format	Online
Language	English and Welsh
Notes	Our commitment to equality and diversity as an employer and also as our duty to the higher education sector can be found at <a href="http://www.hefcw.ac.uk/about_us/equality_and_diversity_in_hefcw/equality_diversity_hefcw.aspx">http://www.hefcw.ac.uk/about_us/equality_and_diversity_in_hefcw/equality_diversity_hefcw.aspx</a> <a href="http://www.hefcw.ac.uk/about_he_in_wales/equality_and_diversity/equality_diversity.aspx">http://www.hefcw.ac.uk/about_he_in_wales/equality_and_diversity/equality_diversity.aspx</a> <a href="http://www.hefcw.ac.uk/working_with_he_providers/equality_and_diversity/equality_diversity.aspx">http://www.hefcw.ac.uk/working_with_he_providers/equality_and_diversity/equality_diversity.aspx</a>

Information	Request for information guidance
Status	Open
Format	Online
Language	English and Welsh
Notes	Access to information guidance can be viewed at <a href="http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx">http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx</a>  If you require any further assistance with requesting information, please email <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

Information	Data protection
Status	Open
Format	Online
Language	English and Welsh
Notes	The data protection guidance we give to our staff can be viewed at <a href="http://www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx</a>

Information	Freedom of information and environmental information regulations
Status	Open
Format	Online
Language	English
Notes	Freedom of information and environmental information regulations guidance can be viewed at <a href="http://www.hefcw.ac.uk/ap/hefcw_foi.aspx">http://www.hefcw.ac.uk/ap/hefcw_foi.aspx</a>

### **Policies and procedures for the recruitment and employment of staff**

Information	Recruitment and selection policy
Status	Open
Format	Online
Language	English
Notes	Our recruitment and selection policy can be found at <a href="http://www.hefcw.ac.uk/documents/about_us/internal_policies/recruitment%20and%20selection%20policy%20and%20procedures.pdf">http://www.hefcw.ac.uk/documents/about_us/internal_policies/recruitment%20and%20selection%20policy%20and%20procedures.pdf</a>

Information	Equality and diversity policies and reports
Status	Open
Format	Online
Language	English
Notes	Our commitment to equality and diversity as an employer can be found <a href="http://www.hefcw.ac.uk/about_us/internal_policies/equality_diversity.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/equality_diversity.aspx</a>

Information	Employment policies
Status	Open
Format	Online and paper
Language	English
Notes	A comprehensive list of our employment policies including policies to demonstrate our commitment to developing and rewarding employees and promoting work life balance are available from <a href="http://www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx</a>

Information	Vacancies
Status	Open
Format	Online
Language	English and Welsh
Notes	Current vacancies can be viewed at <a href="http://www.hefcw.ac.uk/about_us/vacancies/vacancies.aspx">http://www.hefcw.ac.uk/about_us/vacancies/vacancies.aspx</a>

## Customer service

Information	Statement of service
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Our service standards can be found at <a href="http://www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx">http://www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx</a></p> <p>If you have any queries, please email <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Statement of service through Welsh language
Status	Open
Format	Online
Language	English and Welsh
Notes	<p>Our statement of service through the Welsh language can be found at <a href="http://www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx">http://www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx</a></p> <p>If you have any queries, please email <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Whistleblowing policy
Status	Open
Format	Online
Language	English
Notes	<p>Our whistleblowing policy can be viewed at <a href="http://www.hefcw.ac.uk/documents/about_us/internal_policies/whistleblowing_policy.pdf">http://www.hefcw.ac.uk/documents/about_us/internal_policies/whistleblowing_policy.pdf</a></p>

Information	Complaints against HEFCW
Status	Open
Format	Online
Language	English
Notes	We are committed to working in an open and accountable way, and to responding positively to any complaints by improving procedures, correcting mistakes and learning from experience. The complaints against HEFCW procedure can be viewed at <a href="http://www.hefcw.ac.uk/about_us/our_responsibilities/complaints_about_hefcw.aspx">http://www.hefcw.ac.uk/about_us/our_responsibilities/complaints_about_hefcw.aspx</a>

Information	Freedom of Information/Environmental Information Regulations/Data Protection requests to HEFCW
Status	Open
Format	Online
Language	English
Notes	Guidance to make Freedom of information, environmental information regulations and data protection requests can be found at <a href="http://www.hefcw.ac.uk/ap/hefcw_foi.aspx">http://www.hefcw.ac.uk/ap/hefcw_foi.aspx</a>

Information	Freedom of Information/Environmental Information Regulations/Data Protection appeals against decisions
Status	Open
Format	Online
Language	English and Welsh
Notes	The appeals process can be found at <a href="http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx">http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx</a>

## Records management and personal data policies

Information	Records management
Status	Open
Format	Paper
Language	English
Notes	<p>We are committed to maintaining our records in accordance with the provisions of the Code of Practice on the management of records issued by the Lord Chancellor under section 46 of the Freedom of Information Act. Our current records management procedures are under review.</p> <p>If you require further information regarding records management, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Data protection
Status	Open
Format	Online
Language	English
Notes	<p>Our data protection policy can be found at <a href="http://www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx</a></p>

Information	Information security
Status	Open
Format	Online
Language	English
Notes	<p>A summary of our information security policy can be viewed at <a href="http://www.hefcw.ac.uk/about_us/internal_policies/information_security.aspx">http://www.hefcw.ac.uk/about_us/internal_policies/information_security.aspx</a></p> <p>If you require a full version of our policy, please email <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a></p>

Information	Data sharing
Status	Open
Format	Paper
Language	English
Notes	If you require any information regarding data sharing, please contact <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

### Charging regimes and policies

Information	Charging policy
Status	Open
Format	Online
Language	English
Notes	Unless otherwise stated, we do not charge for single copies of our publications, although we reserve the right to make an administrative charge. Requests for some Fol/DPA information can have a charge as set out at The appeals process can be found at <a href="http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx">http://www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx</a>

## Lists and registers

### Public registers and registers held as public records

This section is not applicable to HEFCW

### Asset registers and information asset register

This section is not applicable to HEFCW

### Disclosure logs

Information	FoI/EIR disclosure log
Status	Open
Format	Paper
Language	English
Notes	The FoI/EIR disclosure log is available on request by contacting <a href="mailto:info@hefcw.ac.uk">info@hefcw.ac.uk</a>

### Register of gifts and hospitality provided to board members and senior personnel

Information	Register of gifts and hospitality
Status	Open
Format	Paper
Language	English
Notes	The register of gifts and hospitality is available on request by contacting <a href="mailto:hrdepartment@hefcw.ac.uk">hrdepartment@hefcw.ac.uk</a>

### Any register of interests kept in the department

Information	Declaration of interest
Status	Open
Format	Online or paper
Language	English
Notes	<p>Declaration of interests for every council member can be found at <a href="http://www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx">http://www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx</a></p> <p>Declaration of interests by our employees is available on request by contacting <a href="mailto:hrdepartment@hefcw.ac.uk">hrdepartment@hefcw.ac.uk</a></p>

### Other lists required by law

This section is not applicable to HEFCW

## **The services we offer**

This section is covered in previous sections of our publication scheme.