

HEFCW Publication Scheme

2017



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 based on the [Definition document for Welsh Government Sponsored Bodies and other public authorities](#) published by the Information Commissioner's Office.

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 has been structured around the following seven classes of information:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Obtaining information

We have identified the specific information that falls within each of the seven classes. We have indicated whether the information is available in English or in both English and Welsh.

In most cases we have provided direct links to the information on our website. The information on our website is available in accessible formats on request.

If the information you require is not listed in our publication scheme, you can ask if we have it by contacting info@hefcw.ac.uk.

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. If we cannot 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 printed copies of our publications are available free of charge, although we reserve the right to make an administrative charge (for example, for photocopying and for postage and packing). 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 us by emailing info@hefcw.ac.uk. Alternatively, you can write to us at:

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Bedwas Road
Bedwas
Caerphilly
CF83 8WT

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Who we are and what we do

Roles and responsibilities

Information	About us
Language	English and Welsh
Notes	An overview of HEFCW's role and responsibilities can be viewed at www.hefcw.ac.uk/about_us/about_us.aspx

Information	Our vision and mission
Language	English and Welsh
Notes	Our vision and mission can be found at www.hefcw.ac.uk/about_us/our_responsibilities/vision_mission.aspx

Information	Our responsibilities
Language	English and Welsh
Notes	Our responsibilities can be viewed at www.hefcw.ac.uk/about_us/our_responsibilities/our_responsibilities.aspx

Information	Framework Document
Language	English
Notes	The Framework Document between HEFCW and Welsh Government sets out the broad framework within which HEFCW operates, and details the terms and conditions under which the Welsh Ministers provide grant-in-aid to HEFCW. It is available at www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx

Organisational structure

Information	Our structure
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"> • Council members: www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx • Committee members: www.hefcw.ac.uk/council_and_committees/committees/committees.aspx • Staff structure: www.hefcw.ac.uk/about_us/staff_directory/staff_dir_con_details.aspx

Information relating to legislation relevant to functions

Information	Our role and origin
Language	English and Welsh
Notes	<p>HEFCW was established under the Further and Higher Education Act 1992.</p> <p>The Higher Education (Wales) Act 2015 changed HEFCW's powers and enhanced its role as a regulator of higher education and regulated providers, with specific duties relating to:</p> <ul style="list-style-type: none"> • monitoring higher education providers' compliance with fee and access plans. • assessing the quality of education. • preparing a Financial Management Code, and monitoring institutions' compliance with the Code. • preparing a Statement of Intervention, detailing the procedures if a regulated institution fails to reimburse excess student fees or fails to address identified quality issues. • providing information and advice to Welsh Ministers. <p>More information about our regulatory powers is available at www.hefcw.ac.uk/working_with_he_providers/he_wales_act_2015/he_wales_act_2015.aspx</p>

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

Information	Our partners
Language	English and Welsh
Notes	<p>We work with a range of partner bodies to achieve our objectives and meet Welsh Government priorities.</p> <p>We have formal agreements with a number of the partner bodies we work with, which can be found at</p> <p>www.hefcw.ac.uk/about he in wales/he policies and partners/partner bodies.aspx</p>

Chief Executive or Board Members' meetings with Ministers and external organisations (including meetings with newspapers and other media proprietors, editors and senior executives)

Information	Chief Executive or Board Members' meetings with Ministers and external organisations
Language	English
Notes	<p>Available via the Chair's Calendar and Chief Executive's Calendar, presented at each HEFCW Council meeting, or on request by emailing info@hefcw.ac.uk.</p> <p>www.hefcw.ac.uk/council_and_committees/council_papers_and_minutes/council_papers_minutes.aspx</p>

Senior executives and management board members

Information	Chief Executive and Directors
Language	English and Welsh
Notes	<p>A biography of the Chief Executive can be viewed here</p> <p>www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx</p> <p>Details of all HEFCW staff can be viewed at</p> <p>www.hefcw.ac.uk/about_us/staff_directory/staff_dir_con_details.aspx</p>

Locations and contact details

Information	Contact details and how to find us
Language	English and Welsh
Notes	Our contact details, including a map and directions, can be found at www.hefcw.ac.uk/home/hefcw_contact_us.aspx

What we spend and how we spend it

Financial statements, budgets and variance reports Capital programme

Information	Annual report and accounts
Language	English and Welsh
Notes	The annual report and accounts provide a summary of activities and developments in the financial year, including performance information, key risk issues and how we have used public funding. The report can be viewed at www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx

Information	Funding methods and annual grants to higher education provider in Wales
Language	English
Notes	Details of our funding methods and annual grants to higher education providers in Wales can be viewed at www.hefcw.ac.uk/about_he_in_wales/funding_he_in_wales/funding_he_in_wales.aspx

Information	Funding calculations
Language	English
Notes	Information on how we extract data and calculate funding allocations can be found at www.hefcw.ac.uk/working_with_he_providers/data_collection/funding_calculations.aspx

Information	Welsh medium funding
Language	English and Welsh
Notes	Details regarding the funding of Welsh medium can be viewed at www.hefcw.ac.uk/policy_areas/welsh_medium/funding_wm.aspx

Information	Widening access funding
Language	English
Notes	Details regarding the widening access funding can be viewed at www.hefcw.ac.uk/policy_areas/widening_access/funding_initiatives_wa.aspx

Spending reviews

Information	Funding studies
Language	English
Notes	We produce estimates for the Welsh Government on the shortfalls in funding higher education, principally the gap between Wales and England. The report can be found at www.hefcw.ac.uk/publications/hefcw_reports_and_statistics/funding_studies.aspx

Financial audit reports

Information	Audit report
Language	English and Welsh
Notes	Accounts are audited by the Auditor General for Wales. A report is included in our annual report and accounts, available from www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx A detailed management report is presented to Audit and Risk Assurance Committee and is available on request to info@hefcw.ac.uk

Senior staff and board members' allowance and expenses

Information	Senior staff and Council members allowances and expenses
Language	English
Notes	<p>The Travel and Subsistence Policy for staff can be viewed at www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx</p> <p>The Travel and Subsistence Policy for Council members can be viewed at www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</p>

Pay and grading structures

Information	Senior staff pay and grading
Language	English and Welsh (annual report and accounts)
Notes	<p>Our annual report and accounts include a remuneration and staff report containing details of senior employees' pay. They can be viewed at www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</p> <p>Our Pay Policy is available at www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx</p> <p>If you would like further information regarding pay and grading please contact hrdepartment@hefcw.ac.uk</p>

Procurement procedures

Information	Procurement guidance and tender details
Language	English
Notes	Our procurement policy and procedures can be found at www.hefcw.ac.uk/about_us/internal_policies/procurement.aspx For current tender information, please view www.sell2wales.gov.wales

Lists of contracts awarded and their value

Information	Contracts and values
Language	English
Notes	Information regarding contracts and values is available on request to info@hefcw.ac.uk

Financial statements for projects and events

Information	Accounts from last financial year
Language	English and Welsh
Notes	Account information is published in our annual report and accounts, which can be viewed at www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx

Internal financial regulations

Information	Financial regulations
Language	English
Notes	Our Financial Regulations can be found at www.hefcw.ac.uk/about_us/internal_policies/finance.aspx

What are our priorities and how are we doing

Strategic plans

Annual business plan

Information	Corporate Strategy and Operational Plan
Language	English and Welsh
Notes	<p>Our Corporate Strategy and Operational Plan set out our short term priorities and outcomes and our longer term aspirations. They can be found at</p> <p>www.hefcw.ac.uk/publications/corporate_documents/corporate_documents.aspx</p> <p>Details of our policy areas can be found at</p> <p>www.hefcw.ac.uk/policy_areas/policy_areas.aspx</p>

Information	Remit letter
Language	English
Notes	<p>The remit letter gives us guidance from the Welsh Government on distributing our funding over the coming year. The remit letter can be found at</p> <p>www.hefcw.ac.uk/about_he_in_wales/welsh_govt_priorities_and_policies/annual_remit_letter_hefcw.aspx</p>

Annual report

Information	Annual report and accounts
Language	English and Welsh
Notes	<p>Our annual report and accounts can be found at</p> <p>www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx</p>

Internal and external performance reviews

Information	Governance reviews
Language	English
Notes	We are subject to periodic reviews by the Welsh Government. If you would like further information regarding governance reviews, please contact info@hefcw.ac.uk

Information	Stakeholder survey
Language	English
Notes	Details of our latest external stakeholder survey can be found at www.hefcw.ac.uk/publications/corporate_documents/external_stakeholder_survey.aspx

Reports to Welsh Government and for the National Assembly

Information	HEFCW responses to consultations
Language	English
Notes	HEFCW's responses to Welsh Government or National Assembly consultations, and to other consultations, can be found at www.hefcw.ac.uk/publications/hefcw_responses_to_consultations/hefcw_responses_consultations.aspx

Inspection reports where the WGSB is subject to formal inspection

Information	Wales Audit Office report
Language	English and Welsh
Notes	The Wales Audit Office conducts an annual audit of our financial statements. Details are included in our annual reports and accounts which can be found at www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx The Wales Audit Office also completes various value for money reviews and reviews of the thematic HE sector. Details can be found on their website at www.audit.wales

Information	Privacy impact assessments
Language	English and Welsh
Notes	Details of our privacy policy and what we do with the information we receive via our website can be found at www.hefcw.ac.uk/home/hefcw_privacy.aspx

Service standards

Information	Service standards
Language	English and Welsh
Notes	Our standards of service are available at www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx

Statistics produced in accordance with the WGSB's requirements

Information	Key performance targets
Language	English and Welsh
Notes	Performance against operational plan targets identified through the remit letter are reported via our annual report and accounts, which can be found at www.hefcw.ac.uk/publications/corporate_documents/annual_report.aspx

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	HEFCW Council
Language	English and Welsh
Notes	<p>Our Council focuses on strategic policy issues, major matters of substance and significance and maintaining oversight of our activities.</p> <p>Details of the work of our Council and of its committees can be found at</p> <p>www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</p>

Information	HEFCW Council papers and minutes
Language	English
Notes	<p>Council papers and minutes are available at</p> <p>www.hefcw.ac.uk/council_and_committees/council_papers_and_minutes/council_papers_minutes.aspx</p> <p>NB: These papers may be subject to exemptions and/or have been redacted.</p>

Information	Publications: Circulars
Language	English
Notes	<p>We publish details of many of our decisions and policy positions through circulars, which can be found at</p> <p>www.hefcw.ac.uk/publications/circulars/circulars.aspx</p>

Public consultations

Information	Our consultations
Language	English/ English and Welsh
Notes	Consultations can be found at www.hefcw.ac.uk/publications/hefcw_consultations/hefcw_consultations.aspx

Minutes of senior level meetings

Reports and papers provided for consideration at senior level meetings

Information	Management Board papers and minutes
Language	English
Notes	Decisions about our internal processes are made by the Management Board. Minutes and papers from Management Board meetings (which may be subject to exemptions) are available on request by contacting info@hefcw.ac.uk

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

Information	Scheme of Delegation
Language	English
Notes	The Scheme of Delegation 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 www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx

Our policies and procedures

Policies and procedures for the conduct of departmental business

Information	Council and committee processes
Language	English
Notes	<p>The business of the Council and its committees operate in accordance with Standing Orders.</p> <p>The Council has agreed a Scheme of Delegation that enables it 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.</p> <p>All Council members agree to comply with a Code of Practice for members of the Higher Education Funding Council for Wales. Council and committee members complete Declaration of Interests forms.</p> <p>The above highlighted documents are available at</p> <p>www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx</p> <p>www.hefcw.ac.uk/council_and_committees/committees/committees.aspx</p>

Information	Internal policies and procedures
Language	English
Notes	<p>HEFCW has a range of internal policies that influence our day to day activities, details of which are available at</p> <p>www.hefcw.ac.uk/about_us/internal_policies/internal_policies.aspx</p>

Policies and procedures for the provision of services

Information	Welsh Language Scheme
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 www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx

Information	Equality and diversity
Language	English and Welsh
Notes	Information about our commitment to equality and diversity as an employer, and also with respect to the higher education sector, can be found at www.hefcw.ac.uk/about_us/equality_and_diversity_in_hefcw/equality_diversity_hefcw.aspx www.hefcw.ac.uk/about_he_in_wales/equality_and_diversity/equality_diversity.aspx www.hefcw.ac.uk/working_with_he_providers/equality_and_diversity/equality_diversity.aspx

Information	Request for information guidance
Language	English and Welsh
Notes	Access to information guidance can be viewed at www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx

Information	Data protection
Language	English
Notes	The data protection guidance we give to our staff can be viewed at www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx

Policies and procedures for the recruitment and employment of staff

Information	Recruitment and selection policy
Language	English
Notes	Our recruitment and selection policy can be found at www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx

Information	Equality and diversity policies and reports
Language	English
Notes	A comprehensive list of our equality and diversity policies can be found at www.hefcw.ac.uk/about_us/internal_policies/equality_diversity.aspx

Information	Employment policies
Language	English
Notes	A comprehensive list of our employment policies can be found at www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx

Information	Vacancies
Language	English and Welsh
Notes	Current vacancies can be viewed at www.hefcw.ac.uk/about_us/vacancies/vacancies.aspx

Customer service

Information	Statement of service standards
Language	English and Welsh
Notes	Our service standards can be found at www.hefcw.ac.uk/about_us/our_responsibilities/service_standards.aspx

Information	Statement of service through Welsh language
Language	English and Welsh
Notes	Our statement of service through the Welsh language can be found at www.hefcw.ac.uk/about_us/bilingualism/bilingualism.aspx

Information	Whistleblowing policy
Language	English
Notes	Our whistleblowing policy can be viewed at www.hefcw.ac.uk/about_us/internal_policies/employment_policies.aspx

Information	Complaints against HEFCW
Language	English and Welsh
Notes	The complaints against HEFCW procedure can be viewed at www.hefcw.ac.uk/about_us/our_responsibilities/complaints_about_hefcw.aspx

Information	Request for information guidance
Language	English and Welsh
Notes	Access to information guidance can be viewed at www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx

Records management and personal data policies

Information	Information management
Language	English
Notes	We have an Information Management Framework which describes how we intend to maintain our information in an efficient and effective manner. It can be found at www.hefcw.ac.uk/about_us/internal_policies/information_management.aspx

Information	Information security
Language	English
Notes	A summary of our information security policy can be viewed at www.hefcw.ac.uk/about_us/internal_policies/information_security.aspx If you require a full version of our policy, please email info@hefcw.ac.uk

Information	Data protection
Language	English
Notes	Our data protection policy can be found at www.hefcw.ac.uk/about_us/internal_policies/data_protection.aspx

Information	Data disclosure control
Language	English
Notes	Our Data Disclosure Control Policy and Procedure sets out the methods we apply to aggregated data in order to prevent the possibility of revealing information about individuals. A copy can be found at www.hefcw.ac.uk/about_us/internal_policies/data_disclosure_control.aspx

Health and Safety, including Fireplans

Information	Health and Safety and Fire Protection policies
Language	English
Notes	We have a Health and Safety Policy and a Fire Protection Policy which can be found at www.hefcw.ac.uk/about_us/internal_policies/health_safety.aspx

Charging regimes and policies

Information	Charging policy
Language	English and Welsh
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 FoI/DPA information can have a charge as set out at www.hefcw.ac.uk/about_us/access_to_information/access_to_information.aspx

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

CCTV

This section is not applicable to HEFCW

Disclosure logs

Information	FoI/EIR disclosure log
Language	English
Notes	The FoI/EIR disclosure log is available on request by contacting info@hefcw.ac.uk

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

Information	Register of gifts and hospitality
Language	English
Notes	The register of gifts and hospitality is available on request by contacting hrdepartment@hefcw.ac.uk

Any register of interests kept in the department

Information	Declaration of interest
Language	English and Welsh
Notes	Declaration of interests for every council member can be found at www.hefcw.ac.uk/council_and_committees/council_members/council_members.aspx Declaration of interests by our employees is available on request by contacting hrdepartment@hefcw.ac.uk

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.