

## **Coleg Y Cymoedd - Model Publication Scheme & Environmental Information**

### **Introduction**

This model publication scheme has been prepared in accordance with guidance published by the **Information Commissioners Office (ICO)**.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Environmental Information Regulations apply only to the Environmental Information held by public authorities. The Environmental Information Regulations 2004 implement the EC Directive on Public Access to Information (EC Directive 2003/4/CE)

### **What is Environmental Information?**

The definition of Environmental Information covered under the EIRs is wide ranging and includes:

- The state of the elements of the environment, such as energy, noise, radiation or waste, including natural sites, biological diversity and its components
- Factors likely to affect the environment such as energy, noise, radiation or waste, including radioactive waste, emissions and discharges
- Procedures such as policies, legislation, plans programmes, environmental agreements and activities affecting or likely to affect the environment including preventive and protective measures
- Reports on the implementation of environmental legislation

Any requests for such information should be made to Clair Mapp on 01443 663152 or [clair.mapp@cymoedd.ac.uk](mailto:clair.mapp@cymoedd.ac.uk)

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### Classes of information held by Coleg Y Cymoedd & how further details can be obtained

Ref	Classes Of Information	Further details
1	<p><b>Who we are and what we do.</b> Organisational information, locations and contacts, constitutional and legal governance.</p>	<p>Detailed organisational information is regularly updated and published upon the College website, and also within annual reports.</p> <p>Further details : Contact Peter O'Donnell on 01443 663018 or Peter.O'Donnell@cymoedd.ac.uk or Clair Mapp on 01443 663152 or Clair.Mapp@cymoedd.ac.uk</p>
2	<p><b>What we spend and how we spend it.</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</p>	<p>Detailed financial information concerning income, expenditure can be obtained from annual reports. Detailed information concerning tendering, procurement and contracts can be obtained from College procurement department records.</p> <p>Further details : Contact Peter O'Donnell on 01443 663018 or Peter.O'Donnell@cymoedd.ac.uk This email address is being protected from spambots. You need JavaScript enabled to view it. or Clair Mapp on 01443 663152 or Clair.Mapp@cymoedd.ac.uk</p>
3	<p><b>What our priorities are and how we are doing.</b> Strategy and performance information, plans, assessments, inspections and reviews.</p>	<p>Detailed information concerning performance information, plans, assessments, inspections and reviews can be obtained from our Quality records. Specific details concerning environmental targets and performance are available upon the College Environmental Statement, and held within the Environmental Management System.</p> <p>Further details : Contact Clair Mapp on 01443 663152 or Clair.Mapp@cymoedd.ac.uk</p>
4	<p><b>How we make decisions.</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p>	<p>Strategic decisions concerning policies, procedures and consultations are made by The Corporation (Governing Body) members. Detailed agendas, reports and minutes of meetings (and committees) may be obtained</p>

		<p>from the College Governance Unit. Other groups meet regularly which make environmental recommendations, with detailed agendas, reports and minutes also held by the College.</p> <p>Further details : Contact Clair Mapp on 01443 663152 or <a href="mailto:Clair.Mapp@cymoedd.ac.uk">Clair.Mapp@cymoedd.ac.uk</a></p>
5	<p><b>Our policies and procedures.</b> Current written protocols for delivering our functions and responsibilities.</p>	<p>Detailed list of policies and procedures can be viewed upon the College website. Specific environmental policies and procedures are also listed upon our website, and held within the Environmental Management System.</p> <p>Further details : Contact Clair Mapp on 01443 663152 or <a href="mailto:Clair.Mapp@cymoedd.ac.uk">Clair.Mapp@cymoedd.ac.uk</a></p>
6	<p><b>Lists and Registers.</b> Information held in registers required by law and other lists and registers relating to the functions of the authority.</p>	<p>Coleg Y Cymoedd is a public corporation created by statute and is subject to the same degree of accountability as any other publicly funded body. The Corporation (Governing Body) has developed numerous lists and registers to enable it carry out its responsibilities and these are available to the public. Specific environmental data is held within the Environmental Management System.</p> <p>Further details : Contact Peter O'Donnell on 01443 663018 or <a href="mailto:Peter.O'Donnell@cymoedd.ac.uk">Peter.O'Donnell@cymoedd.ac.uk</a> This email address is being protected from spambots. You need JavaScript enabled to view it. or Clair Mapp on 01443 663152 or <a href="mailto:Clair.Mapp@cymoedd.ac.uk">Clair.Mapp@cymoedd.ac.uk</a></p>
7	<p><b>The Services we offer.</b> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.</p>	<p>The services offered by Coleg Y Cymoedd are very wide ranging and include details of courses &amp; training among other learning opportunities. Specific advice, guidance, booklets, prospectus, media releases are available from either our Marketing Department for general information or Learner Support Services for specific learning details. Other services include room hire, conference facilities, and many other types of functions or events which are able to be held including hospitality at College venues with further details available from our Business Department.</p> <p>Further details :</p>

		Contact Clair Mapp on 01443 663152 or <a href="mailto:Clair.Mapp@cymoedd.ac.uk">Clair.Mapp@cymoedd.ac.uk</a>
<p><i>NOTE : The classes of information will not generally include:</i></p> <ul style="list-style-type: none"> <li>• <i>Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.</i></li> <li>• <i>Information in draft form.</i></li> <li>• <i>Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.</i></li> </ul>		

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

The above table clearly lists clearly to what information is covered by this scheme and how it can be obtained from the College. Where it is within the capability of the College, further information will be provided on the College website. Where it is impracticable to make information available on a website, the above table indicates how information can be obtained by other means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details are provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written Requests**

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