

## **PUBLICATION SCHEME**

The Publication Scheme is issued in accordance with the Careers Wales's responsibilities under the **Freedom of Information Act 2000** every public organisation has a legal duty to adopt and maintain a publication scheme. The main purpose of a Publication Scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage organisations to publish proactively, and to develop a greater culture of openness

All Publication Scheme's now have to adopt the model scheme as stipulated and approved by the Information Commissioner's Office. Careers Wales (CW) has adopted this model scheme set out for Wholly Owned Companies.

Careers Wales is committed to:

- Publish or otherwise make available as a matter of routine, information which is held by CW and falls within the classifications listed in the "Classes" section.
- Specify the information which is held by CW and falls within the classifications listed in the "Classes" section.
- 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.
- Review and update on a regular basis the information that CW makes available under the scheme.
- Produce details of any charges for information

**The publication scheme will be available in both hard copy and on our web site.**

### **Welsh Language Scheme**

CW has adopted the Welsh Language Scheme. CW Welsh Language Scheme will be included in Class 5 "our policies and procedures" of this document.

**Careers Wales publishes routinely a great deal of information which is detailed in the seven classes below**

### **CLASSES**

#### **1. Who we are and what we do**

- Board Members
- Careers Wales office locations
- CW services
- CW organisation
- Contacting CW
- Recruitment
- Staff newsletter
- Articles of Association
- Senior executives
- Staff structure

## **2. What we spend and how we spend it**

- Annual Accounts
- Annual travel spend grouped in categories of travel subsistence and accommodation costs.
- Board members expenses
- Senior Management Team expenses
- Procurement procedures

## **3. What are our priorities and how are we doing**

- Careers Wales Annual Report and Accounts
- Careers Wales Purpose and role
- Corporate responsibility and partnerships
- Mission and values
- Annual Reviews

## **4. How we make decisions**

- Board minutes
- SMT minutes

## **5. Our policies and procedures**

- Equal opportunities and diversity
- General policies and guidelines
- Health and safety
- Induction and training
- Records management
- Staff policies

## **6. Lists and registers**

- Careers Wales Board
- Senior staff lists
- Property asset lists
- Disclosure logs

## **7. The service we offer**

- Details of company services
- Services for which the company is entitled to recover a fee, together with those fees
- Leaflets
- Media Releases

If you would like to access the above information there is often no charge for this information – especially if you would like it electronically – although sometimes there may be a statutory charge or certain administrative costs such as photocopying and postage if you would like a printed copy of the information. 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. Further details can be found within the Freedom of Information section available on this website.