

CENTRAL SOUTH CONSORTIUM
REPORT FOR JOINT COMMITTEE

15TH JUNE 2020

JOINT EDUCATION SERVICE

**REPORT OF THE MANAGING DIRECTOR – 2019/20 FREEDOM OF
INFORMATION REQUESTS (FOIs)**

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1. PURPOSE OF REPORT

- 1.1 To consider the Freedom of Information Requests received and responded to by Central South Consortium during 2019/20.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Review the Freedom of Information Requests received and responded to by Central South Consortium during 2019/20 and determine whether there are any matters arising that require further action or attention.

3. BACKGROUND INFORMATION

- 3.1 The Central South Consortium is responsible for adhering to the Freedom of Information Act 2000 which enforces rights of access applicable to all information held by public authorities. The Act applies to all information no matter how recent or how old, held by Central South Consortium, in a recorded form, at the time a request is received.
- 3.2 Responding to a Freedom of Information Request in accordance with the Act is a statutory obligation and there are consequences for Central South Consortium if it fails to comply with those obligations.

3.3 All Freedom of Information requests must adhere to the following restrictions :-

- Must be in writing, which includes faxes, e-mails and those made via social media
- Must give a name and correspondence address for the applicant. Again, an e-mail address will suffice.
- Must describe the information being requested. However, the applicant does not have to say why they require the information.

3.4 All staff within Central South Consortium will comply with the Act and be able to correctly identify a Freedom of Information Request when received. Such requests should be forwarded to the Central South Consortium Communications Team to ensure the request is logged and acknowledged. A clear decision-making structure has been established, to ensure that decisions relating to the release, or withholding, of information are taken at the appropriate level. The key steps that have to be incorporated into the process are:

- Receiving and acknowledging the requests
- Transferring to appropriate officers
- Considering whether any relevant exemptions apply
- Consulting with third parties
- Estimating and recovering costs (if applicable)
- Tracking progress
- Producing partially disclosed documents
- Authorisation to release response
- Despatching to applicant within the timeframe i.e. 20 working days

4 FREEDOM OF INFORMATION REQUESTS 2019/20

4.1 For the 2019/20 financial year, Central South Consortium have received 2 Freedom of Information Requests. A summary of the requests are set out in Table 1. For ease of reference, Table 1 also notes the appendix referenced to the full requests received (that are appended to this report)

Table 1 – 2019-20 Freedom of Information Requests

| Date Received | Nature of Request | Date Response sent - within Timeframe? | Appendix Reference |
|----------------------|--|---|---------------------------|
| 15/05/2019 | Expenditure on PDG CLA conference | 06/06/2019 Yes, within timeframe | 1 |
| 17/10/2019 | CSC budget and spend including income for 2018/19, 2017/18 and 2016/17 | 04/11/2019 Yes, within timeframe | 2 |

4.2 All Freedom of Information Requests were dealt with within the required timescales and no subsequent queries were received.

5 CONCLUSIONS

5.1 Central South Consortium is in compliance with the Freedom of Information Act 2000 and recognises the importance of its obligations.

Appendix 1

Request

Please note this was a further request in response to information that was shared with this person during the previous financial year.

(Translated into English below as original email was received in Welsh)

Annwyl Lloyd

Ymddiheuriadau am yr oedi wrth gysylltu nol. Mae'r cyfanswm o'r gynhadledd PDG CLA yn Stadiwm Dinas Caerdydd dipyn yn uwch nag enghreifftiau eraill. A fyddai modd rhoi ffigurau mwy manwl o'r gwariant hwnnw os gwelwch yn dda – gan gynnwys:

1) Ydy hyn yn cynnwys costau rhyddhau staff neu gyflogau athrawon llenwi?

Mae nodyn o dan y tabl yn dweud: *Where applicable **Total Expenditure** includes the cost to release school based staff to attend the conference/event.*

2) Dyddiad a hyd y gynhadledd

3) Nifer oedd yn bresennol

Many thanks

XXXXXXX

Dear Lloyd

Apologies for the delay in getting back to you. The total for the PDG CLA conference in the Cardiff City Stadium is quite a bit higher than the other examples. Would it be possible to give more accurate figures of that spending please, including:

1) Does this include the costs of releasing staff or salaries for supply teachers?

A note under the table says: *Where applicable **Total Expenditure** includes the cost to release school based staff to attend the conference/event.*

2) Date and length of the conference

3) Numbers of attendees

Many thanks

XXXXXXX

Response

Hello,

Unfortunately the costs of PDG CLA conference were overstated due to an oversight, the tables have now been corrected as per below. The reason this Conference cost are much are higher than the other events is due to the PDG Conference being arranged to cover 2 foci thus was a full day event. Also, due to the importance of staff turnout at the event CSC made the decision to pay staff supply for schools to release their teachers to attend, this is not standard approach for our events.

In relation to your specific queries :-

1) Does this include staff release costs or teachers' salaries? Staff release costs

A note under the table states: Where applicable *Total Expenditure includes the cost to release school based staff to attend the conference/event.*

2) Date and duration of conference - 1 day conference - 29th January 2018

3) Number of people present – 132 school delegates

1. Details of individual conferences/staff events including 1) name/type of event 2) location 3) total expenditure 4) specific spend on food and refreshments

Where applicable **Total Expenditure** includes the cost to release school based staff to attend the conference/event.

| Details of Individual conferences / Staff Events | | | | |
|--|---------------|------------------------------|-------------------|---|
| Name | Type of event | Location | Total Expenditure | Specific spend on food and refreshments |
| HLTA Conference | Conference | Raddison Blue Hotel, Cardiff | £ 9,022 | £ 3,600 |
| PDG CLA | Conference | Cardiff City Stadium | £ 39,331 | £ 7,555 |
| MFL KS2 Event | Conference | Cardiff City Stadium | £ 9,460 | £ 4,830 |
| EAL Conference | Conference | Cardiff City Stadium | £ 19,419 | £ 5,160 |
| ALN Conference | Conference | CSC - Ty Dysgu | £ 3,854 | £ 2,595 |
| Governor Conference | Conference | Cardiff City Stadium | £ 15,080 | £ 10,500 |
| | | | | |

2. Details of payments to **guest speakers/hosts** at your events including 1) name of recipient 2) nature of contribution 3) location of event 4) fee

| Details of payments to guest speakers/hosts at your events | | | | |
|--|------------------------|------------------------------|----------------------|-------------|
| Name | Nature of contribution | Location of event | Fee - Guest Speakers | Fee - Hosts |
| HLTA Conference | Keynote speaker | Raddison Blue Hotel, Cardiff | £ 1,403 | £ 738 |
| PDG CLA | Keynote speaker | Cardiff City Stadium | £ 964 | £ 5,171 |
| MFL KS2 Event | n/a | Cardiff City Stadium | £ - | £ 4,535 |
| EAL Conference | n/a | Cardiff City Stadium | £ - | £ 3,855 |
| ALN Conference | n/a | CSC - Ty Dysgu | £ - | £ 1,194 |
| Governor Conference | n/a | Cardiff City Stadium | £ - | £ 2,705 |
| | | | | |

| Key | |
|------|-----------------------------------|
| HLTA | Higher Level Teaching Assistant |
| PDG | Pupil Development Grant |
| CLA | Children Looked After |
| MFL | Modern Foreign Languages |
| EAL | English as an Additional Language |
| ALN | Additional Learning Needs |

Appendix 2

Request

Good afternoon,

I am writing to you to invoke my right to request the following information under the freedom of information act:

The Central South Consortium Budget and spend including income for the following years: 2018/19, 2017/18 and 2016/17.

Please use this email address for correspondence: xxxxxxxx

Many thanks,

XXXXXXXX

Response

Dear XXXXXXXX

Thank you for your freedom of information request. Please find the information you requested regarding Central South Consortium budget and spend including income for the following years: 2018/19, 2017/18 and 2016/17 in the table below:

| | 2016/2017 | | 2017/2018 | | 2018/2019 | |
|-------------------------------|-----------|----------------|-----------|----------------|-----------|----------------|
| | Budget | Spend / Income | Budget | Spend / Income | Budget | Spend / Income |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Expenditure | | | | | | |
| Employees | 6,756 | 6,782 | 6,988 | 6,955 | 6,622 | 6,762 |
| Premises | 593 | 593 | 562 | 517 | 286 | 317 |
| Transport | 74 | 58 | 51 | 51 | 55 | 48 |
| Supplies & Services | 76,643 | 76,894 | 75,662 | 75,826 | 74,957 | 75,464 |
| Support Services | 1,253 | 1,139 | 348 | 348 | 120 | 123 |
| Third Party Payments | 160 | 152 | 122 | 118 | 437 | 437 |
| | 85,479 | 85,618 | 83,733 | 83,815 | 82,477 | 83,151 |
| | | | | | | |
| Income | | | | | | |
| Local Authority Contributions | - 4,195 | - 4,195 | - 3,986 | - 3,986 | - 3,906 | - 4,557 |
| Grants & Other Income | - 81,284 | - 81,423 | - 79,747 | - 79,836 | - 78,571 | - 78,595 |
| | - 85,479 | - 85,618 | - 83,733 | - 83,822 | - 82,477 | - 83,152 |

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

15th JUNE 2020

CENTRAL SOUTH CONSORTIUM JOINT COMMITTEE

List of background papers

Freestanding matter

Officer to Contact:

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