

CENTRAL SOUTH CONSORTIUM
REPORT FOR JOINT COMMITTEE

27TH MAY 2021

JOINT EDUCATION SERVICE

REPORT OF THE MANAGING DIRECTOR – 2020/21 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 2020/21.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Review the Freedom of Information Requests received and responded to by Central South Consortium during 2020/21 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 2020/21

4.1 For the 2020/21 financial year, Central South Consortium have received 4 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 – 2020-21 Freedom of Information Requests

Date Received	Nature of Request	Date Response sent - within Timeframe?	Appendix Reference
03/04/2020	Copies of challenge adviser records held Records of visits undertaken by CSC staff Interview records for the post of strategic lead for teaching	28/04/2020 Yes, within timeframe	1
28/04/2020	Received in response to the request above Copies of EFI records Copy of report sent by challenge advisors to Estyn	19/05/2020 Yes, within timeframe	2
01/07/2020	Equality Impact Assessment in respect of: The initial school closures Schools reopening with part time / 1 day a week blended curriculum Equality Impact Assessment as per the above and specifically in relation to women	09/07/2020 Yes, within timeframe	3
08/07/2020	FOI request received by Welsh Government - CSC response required regarding increased operation of schools	15/07/2020 Yes, within timeframe	4

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

Good afternoon,

I would like to make a request under the data protection act for the following records,

I should appreciate if you could forward me a copy of all challenge advisor records held regarding Cefn primary and Craig Yr Hesg Primary 2014-2018

Records of all visits undertaken by CSC staff to Craig Yr Hesg 2014- 2018

Interview records for the post of strategic lead for Teaching

Kind Regards
XXXXXX

Response

Dear XXXXXX

Many thanks for your recent request for information under the Data Protection Act.

I attach a copy of our records held at Central South Consortium regarding Cefn Primary and Craig Yr Hesg Primary for the period 2014-2018.

In terms of your request for interview records, in line with HR custom and practice, the retention of records regarding recruitment is limited to 6 months and as this relates to a recruitment process longer than 6 months ago we are unable to supply this documentation.

If you have any further queries, please do not hesitate to get in touch.

Kind regards
CSC Communications

Appendix 2

Request

Dear XXXXXX

Thank you for records held.

I would like to request copies of the efi records from the period January 19 - December 19

A copy of the report for both cefn and Craig yr Hesg sent by challenge advisors to Estyn In November 19

As to the interview I.m aware of guidance just wanted a written response.
Thanks for your help in this matter

Regards
XXXXXX

Response

Dear XXXXXX

Please see attached the documents you requested.

If you have any further queries, please let us know.

Kind regards

Steve
CSC Communications

Appendix 3

Request

Hi ,

My details are -

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

I would like to request -

Equality Impact Assessment in respect of -

The initial school closures

Schools reopening with part time / 1 day a week blended curriculum

Also you equality impact assessment as per the above and specifically in relation to woman as well .

Many thanks

XXXXXXXXXX

Response

Dear XXXXXXXXX

Equality Impact Assessments would have been put in place as part of Welsh Government's policy making.

You are able to make a separate Freedom of Information request to Welsh Government regarding this. Further information about how do this is available here: <https://gov.wales/requesting-information-welsh-government-html>

Kind regards

CSC Communications

Appendix 4

Request

Good morning

Please find attached a letter, related to a FOI request received by Welsh Government regarding the increased operations of schools.

Please note the letter kindly asks for a response by 24 July 2020.

Many thanks in anticipation.

XXXXXXX

Response

Hi XXXXXX

I just wanted to let you know that our Managing Director, Clara Seery, has reviewed the document and can see no reason for Central South Consortium to object to this.

If you have any further queries, please let us know.

Kind regards

Steve

CSC Communications

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

27th May 2021

CENTRAL SOUTH CONSORTIUM JOINT COMMITTEE

List of background papers

Freestanding matter

Officer to Contact:

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