

**CENTRAL SOUTH CONSORTIUM
REPORT FOR JOINT COMMITTEE**

21ST MAY 2019

JOINT EDUCATION SERVICE

**REPORT OF THE ACTING MANAGING DIRECTOR – 2018/19 FREEDOM OF
INFORMATION REQUESTS (FOIs)**

Author: Louise Blatchford, Acting Managing Director

1. PURPOSE OF REPORT

- 1.1 To consider the Freedom of Information Requests received and responded to by Central South Consortium during 2018/19.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Review the Freedom of Information Requests received and responded to by Central South Consortium during 2018/19 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 2018/19

4.1 For the 2018/19 financial year, Central South Consortium have received four 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 – 2018-19 Freedom of Information Requests

Date Received	Nature of Request	Date Response sent - within Timeframe?	Appendix Reference
24 October 2018	No of Challenge Advisers employed, school categories and CSC budget	12 November 2018 Yes	1
12 December 2018	Finance for the Consortium received from grants and LAs	11 January 2019 Yes	2
17 January 2019	Expenditure on events	31 January 2019 Yes	3
31 January 2019	Expenditure on events	26 February 2019 Yes	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

Afternoon [REDACTED]

Many thanks for your request, please find the information below and attached.

Staffing

- The number of Challenge Advisers employed by the CSCJES in 2017/2018 – **33 people / FTE =24.5**
- The number of Challenge Advisers employed by CSCJES for 2018/19 – **33 people / FTE = 26.1**

Budget

- The overall budget allocated to the CSCJES 2017/2018 - **£86,780,000**
- The overall budget allocated to the CSCJES for 2018/2019 - **£77,779,000**
- The total budget spent on staffing the Challenge Advisor service within CSCJES (including training, expenses and sickness) in the last financial year (17/18) - **£1,840,000**
- Within the last financial year (17/18), what percentage of the CSCJES' overall budget was spent on the Challenge Adviser service? – **2.1%**
- The amount of budget allocated for the Challenge Adviser service in current financial year (18/19) (including training, expenses and sickness) - **£1,783,000**

Capability

- Information regarding how individual Challenge adviser performance is monitored and the process in place for addressing underperformance
 - **Challenge Adviser Standards**
 - **Regular 1:1 meetings with line manager**
 - **Performance Management**
 - **Joint School visits with line manager**
 - **Reports and documents quality assured by line manager**
 - **Set activities for the year to complete**
- The percentage of Challenge Advisers who were placed on capability or equivalent form of under performance monitoring during 2017/2018 - **None**

National Categorisation

- **Please see attached**

Kind regards

Sian

Siân Johnson

Rheolwraig Marchnata a Chyfathrebu / Marketing and Communications Manager



**Gwasanaeth Addysg ar y Cyd Consortiwm Canolbarth y De
Central South Consortium Joint Education Service**

Canolfan Menter y Cymoedd, Parc Hen Lofa'r Navigation, Abercynon, CF45 4SN
Valleys Innovation Centre, Navigation Park, Abercynon, CF45 4SN
Ffôn/Tel: 01443 744500 Gwefan/website: www.cscjes.org.uk

Cadwch i fyny â'r newyddion a'r datblygiadau rhanbarthol a chenedlaethol diweddaraf trwy danysgrifio i e-fwletin y Consortiwm [yma](#).

Keep up to date with the latest news and developments from the region and nationally by signing up to the Consortium e-bulletin [here](#).

Sent: 23 October 2018 16:32

To: CSCCommunications <Communications@cscjes.org.uk>

Subject: Freedom of Information Request

HI,

Please would it be possible to obtain the following information from yourselves, described below, for a research article I'm undertaking:

Staffing

- The number of Challenge Advisors employed by the CSCJES in 2017/2018
- The number of Challenge Advisors employed by CSCJES for 2018/19

2. Budget

- The overall budget allocated to the CSCJES 2017/2018
- The overall budget allocated to the CSCJES for 2018/2019
- The total budget spent on staffing the Challenge Advisor service within CSCJES (*including training, expenses and sickness*) in the last financial year (17/18)
- Within the last financial year (17/18), what percentage of the CSCJES' overall budget was spent on the Challenge Adviser service?
- The amount of budget allocated for the Challenge Adviser service in current financial year (18/19) (*including training, expenses and sickness*)

3. Capability

- Information regarding how individual Challenge advisor performance is monitored and the process in place for addressing underperformance
- The percentage of Challenge Advisors who were placed on capability or equivalent form of under performance monitoring during 2017/2018

4. National Categorisation

- The number of Green schools within the CSCJES 2016/2017

- The number of Green schools within the CSCJES in 2017/2018
- The number of yellow schools within the CSCJES in 2016/2017
- The number of yellow schools within the CSCJES in 2017/2018
- The number of Amber schools within the CSCJES in 2016/2017
- The number of Amber schools within the CSCJES in 2017/2018
- The number of Red Schools within the CSCJES in 2016/2017
- The number of Red schools within the CSCJES in 2017/2018

Name and address recorded below. Response by email is fine.

Many thanks,

[Redacted]

[Redacted]

Appendix 2

Hi [REDACTED]

Please find attached a spreadsheet containing the information you require.

If you have any further questions, please get in touch.

Kind regards

Steve

Regional Consortia Response - CSC

1) The financial contribution of each of the Local Authorities in your region to the consortium in pounds (£s).

Local Authority	Amount in £s 2017-18	Amount in £s 2018-19
BCBC	621,381	605,892
CBC	1,435,669	1,413,526
MTCBC	254,827	246,603
RCTCBC	1,087,779	1,066,087
VOGCBC	586,223	574,053

2) The financial contribution of Welsh Government to your regional school improvement services to support the running of the consortium in the financial years 2016-17, 2017-18. This should include all monies except those given in grants which are intended to be given to schools.

	Amount in £s 2017-18	Amount in £s 2018-19
Welsh Government Funding (outside of Grants listed below) to support the running of the Regional Consortia	0	0

3) For each of the following grants given to the consortium please identify in pounds (£s):

- The amount of money received from the Welsh Government
- The amount of money given to schools in the region

Grant	Amount of money in £s from Welsh Government	Amount delegated to schools in £s from the monies given by WG
2017/2018		
School Improvement Grant (SIG)*	45,677,495	43,262,818

RSSG	2,961,911	1,762,542
Pupil Development Grant (PDG)	30,467,400	29,848,629
PDG (Lead Regional PDG Adviser)	50,000	0
Year 2-6 National Numerical Reasoning Tests 2017	5,000	5,000
Advisory Team on Delivery of FP Nursery Provision for 3-4 year olds	3,784	3,784
LiDW	150,462	91,730
School Challenge Cymru	78,945	78,945
Support for children and young people's informal use of Welsh	77,800	25,000
Pioneer Schools Network & Professional Learning & Curriculum and Development	2,080,715	1,349,465
Seren Pre 16	0	0
Seren Post 16	0	0
Total	81,553,512	76,427,914

* LA match to School Improvement Grant £3,061,582

Grant	Amount of money in £s from Welsh Government	Amount delegated to schools in £s from the monies given by WG
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2018/2019

RCSIG (inc School Improvement Grants)**	45,182,300	43,320,569
Pupil Development Grant (PDG)	31,501,321	30,974,331
PDG (Lead Regional PDG Adviser)	100,000	0
Seren Pre 16	0	0
Seren Post 16	0	0
Total	76,783,621	74,294,900

** LA match to School Improvement Grant £2,989,022

I am writing to you under the Freedom of Information Act 2000 to request the following information:

1. The financial contribution of each of the Local Authorities in your region to the consortium in pounds (£s).

Local Authority	Amount in £s 2017-18	Amount in £s 2018-19

2. The financial contribution of Welsh Government to your regional school improvement services to support the running of the consortium in the financial years 2016-17, 2017-18. This should include all monies except those given in grants which are intended to be given to schools.

	Amount in £s 2017-18	Amount in £s 2018-19
Welsh Government Funding (outside of Grants listed below) to support the running of the Regional Consortia		

3. For each of the following grants given to the consortium please identify in pounds (£s):
 - a. The amount of money received from the Welsh Government
 - b. The amount of money given to schools in the region

Grant	Amount of money in £s from Welsh Government	Amount delegated to schools in £s from the monies given by WG
LAC		
PDG		
RSSG		
SCC		
New Deal		
Pioneer School.		
Any other Grants, please list:		

Please provide this information in electronic form to my email address.

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request. If you can identify any ways that my request could be refined, I would be grateful for any further advice and assistance.

If you have any queries please don't hesitate to contact me via email or phone and I will be very happy to clarify what I am asking for and discuss the request, my details are outlined below.

Thank you for your time and I look forward to your response.

██████████

Appendix 3

Hello

Thank you for your Freedom of Information Request dated 17 January 2019. However, unfortunately we are unable to provide you with the information that you have requested. This is due to our Finance Team estimating the cost of locating and retrieving the required information would exceed the "appropriate limit" as stated in the Freedom of Information (Appropriate Limit and Fees) Regulations 2004 i.e. in excess of £450 and the 18 hour time limit.

Since 2015-16 Central South Consortium have held many events and the information you request on attendees, location, consultants and specific spend on food etc is not held in one central location. Therefore this would involve our Finance Team spending a significant amount of time interrogating our financial ledger and searching through manual records.

It may be that we can supply some of the information required if you refine or reduce your request to a more manageable proportion, thus reducing the workload to meet the aggregate cost within the "appropriate limit". However, any reformulated requests would need to be resubmitted and will be treated as a new FOI request.

Kind Regards
Alyson

Alyson Price

Rheolwr Busnes Cynorthwyol / Assistant Business Manager
Rhif Uniongyrchol / Direct Line: 01443 281409



Gwasanaeth Addysg ar y Cyd Consortiwm Canolbarth y De Central South Consortium Joint Education Service

Canolfan Menter y Cymoedd, Parc Hen Lofa'r Navigation, Aberpennar, Abercynon, CF45 4SN
Valleys Innovation Centre, Navigation Park, Mountain Ash, Abercynon, CF45 4SN
Ffôn/Tel: 01443 281411 Gwefan/website: www.cscjes.org.uk

Helo

Hoffwn wneud cais am yr wybodaeth isod o dan y Ddeddf Rhyddid Gwybodaeth:

A fydddech mor garedig â darparu'r wybodaeth am y 3 blynedd diwethaf: 2015/16; 2016/17; 2017/18

• Digwyddiadau

Cyfanswm y gwariant bob blwyddyn ar ddigwyddiadau gan gynnwys cyfarfodydd staff, hyfforddiant staff, cynadleddau a digwyddiadau tebyg

Cyfanswm y gwariant bob blwyddyn ar fwyd a lluniaeth mewn digwyddiadau

Manylion digwyddiadau unigol gan gynnwys 1) enw/math o ddigwyddiad 2) lleoliad 3) cyfanswm gwariant 4) gwariant penodol ar fwyd a lluniaeth

- **Siaradwyr Gwadd**

Manylion y taliadau i siaradwyr gwadd yn eich digwyddiadau gan gynnwys 1) enw'r siaradwr gwadd 2) natur y cyfraniad 3) lleoliad y digwyddiad 4) y ffi/taliad

- **Deunyddiau Brandio**

Cyfanswm gafodd ei wario ar ddeunyddiau brandio bob blwyddyn e.e. deunydd ysgrifennu, mygiau ac ati, gan gynnwys manylion unrhyw wariant dros £300

- **Ymgynghorwyr**

Nifer yr ymgynghorwyr sydd wedi derbyn cytundeb gennych chi bob blwyddyn a chyfanswm gwariant ar ymgynghorwyr yn y blynnyddoedd hynny

Rwy'n hapus i dderbyn yr wybodaeth ar e-bost ac os oes angen eglurhad neu drafodaeth ar unrhyw beth yn y cais hwn, mae croeso i chi gysylltu â fi.

Os oes unrhyw rhan o'r wybodaeth rwy'n chwilio amdano eisioes yn gyhoeddus, a fydddech mor garedig â fy nghyfeirio ato.

Diolch yn fawr



Hello

I would like to make the following request for information under the Freedom of Information Act:

Please provide information for the past 3 years: 2015/16; 2016/17; 2017/18

- **Events**

Total spending each year on events (including staff meetings, staff training, conferences and similar).

Total spend each year on food and refreshments at events

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

- **Guest Speakers**

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

- **Branded Materials**

Total amount spent on branded materials each year e.g. stationery, mugs etc including details of any expenditure over £300

- **Consultants**

Number of consultants contracted by you each year and total expenditure on consultants in those years

I am happy to receive this information by email. If anything in this request requires clarification or discussion, please don't hesitate to contact me.

If any of the information I am seeking is already in the public domain, please direct me to this.

Many thanks

A black rectangular redaction box covering the signature of the sender.

Appendix 4

Annwyl **Sian**

Gweler isod ymateb i'ch cais rhyddid gwybodaeth diweddaraf. Yn anffodus nid oes gennym hawl i rannu ewnau'r siaradwyr gwadd oherwydd rhesymau sy'n ymwuend â GDPR.

Os oes angen gwybodaeth bellach, mae croeso ichi gysylltu â ni.

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

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	£ 52,058	£ 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

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

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

Cofion cynnes



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Keep up to date with the latest news and developments from the region and nationally by signing up to the Consortium e-bulletin [here](#).

Sent: 31 January 2019 13:15

To: 'Price, Alyson'

Cc: Williams, Lloyd (Ty Dysgu); Flynn, Craig

Subject: RE: Cais Rhyddid Gwybodaeth----- Freedom of Information Request

Hello

I would like to make the following request for information under the Freedom of Information Act:

Please provide information for the period 2017/18

Spending on conferences and staff events

- 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
- 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

I am happy to receive this information by email. If anything in this request requires clarification or discussion, please don't hesitate to contact me.

If any of the information I am seeking is already in the public domain, please direct me to this.

Many thanks



LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

21st MAY 2019

CENTRAL SOUTH CONSORTIUM JOINT COMMITTEE

List of background papers

Freestanding matter

Officer to Contact:

Louise Blatchford
Tel no. 01443 281400