



Arolygiaeth Ei Fawrhydi dros Addysg a Hyfforddiant yng Nghymru
His Majesty's Inspectorate for Education and Training in Wales

Publication scheme

Updated November 2023

This document is also available in Welsh.

Information sheet

Information box

For further advice contact: Information Governance Group

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Version control

Document version	Author	Date of issue	Changes made
1.0	Robert Gairey	3 February 2017	RG took ownership of the document and updated based on changes of personnel
2.0	Robert Gairey	May 2018	Updates in accordance with GDPR regulations
3.0	Robert Gairey	July 2021	Updates as part of policies review – changes for “tone of voice”, as well as updates to practice with consultation and Freedom of Information request responses
4.0	Robert Gairey	November 2023	Updates in accordance with GDPR regulations

Equality Impact Assessment

A business rationale assessment has been carried out and this policy contributes to Estyn’s strategic objectives and delivery principles.

In accordance with Estyn’s Equality Impact Assessment, an initial screening impact assessment has been carried out and this policy is not deemed to adversely impact on the grounds of the nine protected characteristics as laid out by the Equality Act 2010.

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Introduction

This is the publication scheme for Estyn (Her Majesty's Inspectorate for Education and Training in Wales), drawn up under [Section 19 of the Freedom of Information Act 2000](#) and in accordance with the approved [ICO model publication scheme](#).

We have formally adopted this publication scheme since December 2008.

The Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOI Act) became law on 30 November 2000 and is intended to foster a culture of openness in government. The publication scheme provisions of the Act were effective for Estyn and other public bodies from November 2002. Under these provisions, we have a duty to outline what information we publish and how we make it available to you. The remaining provisions of the Act, covering your right of access to information, came into force for all public authorities in January 2005.

The aim of this publication scheme is to explain how information about us and our work is routinely made available to the public. The FOI Act states that the publication scheme should specify:

- what information we undertake to publish as a matter of course
- how we publish this information
- whether the information is free of charge or available on payment

We already publish a great deal of information in response to legislation covering our inspection activities and provision of advice. We are committed to publishing more information about our work.

The seven classes of information that Estyn commits to publishing are:

- 1 What we are and what we do
- 2 What we spend and how we spend it
- 3 What are our priorities and how are we doing
- 4 How we make decisions
- 5 Our policies and procedures
- 6 Lists and registers
- 7 The services we deliver

On 1 January 2005 new Environmental Information Regulations (EIR) also came into force, giving members of the public the right to access environmental information held by public authorities. We undertake to publish such information as it becomes necessary.

Review of the publication scheme

We welcome all comments on this scheme and on our other publications. Our publication scheme will be subject to regular review further to feedback from and consultation with our stakeholders and website users.

Locating publications

Most of the information we commit to publishing under this scheme is available electronically and can be accessed directly from the Estyn website at: <http://www.estyn.gov.wales/>

Our website is designed in line with legislation on accessibility. If you would like a copy of the scheme in a particular format (for example in large print) please contact us at the address below and we will try to meet your requirements.

To read PDF documents, you will need Adobe Acrobat Reader; this is freely available from the Adobe website. The Estyn website contains a link to the Adobe website or you may wish to access it directly at: www.adobe.com/products/acrobat/readstep.html

Copyright

All Estyn publications, in whatever format they are published, are subject to Crown copyright administered by His Majesty's Stationery Office (HMSO), which is part of the Office of Public Sector Information (OPSI).

Publications we produce have the following copyright statement:

© Crown Copyright 2020: This report may be re-used free of charge in any format or medium provided that it is re-used accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the report specified.

Further information and guidance on publishing and copyright are available from: Office of Public Sector Information, Information Policy Team, St. Clements House, 2-16 Colegate, Norwich NR3 1BQ Tel: 01603 723000.

Exclusions

Information that is excluded from this publication scheme is:

- information that is prevented by law from disclosure, e.g. subject to FOIA exemptions
- information in draft format
- information that is archived, out of date or otherwise inaccessible
- information that would be impractical or resource-intensive to prepare the material for routine release
- information that is no longer held

You can request information that is not published under this scheme. We will consider your in accordance with the provisions of the Freedom of Information Act 2000.

Further information about Estyn's publication scheme and how to contact us

Further information about our publication scheme and how we are responding to the Freedom of Information Act is available from the **Information Officer** at the following address:

Estyn
Anchor Court
Keen Road
Cardiff
CF24 5JW

Tel: 029 2044 6446

Email: enquiries@estyn.gov.wales

1 Who we are and what we do

Estyn is the office of His Majesty's Chief Inspector of Education and Training in Wales.

It is a Crown body, established under the Education Act 1992.

We are independent of the Wales Senedd but receive our funding from the Welsh Government under Section 104 of the Government of Wales Act 1998.

Our work contributes to improvements in learning in Wales through providing an independent and high quality inspection and advice service that is distinctive to, and serves the needs of, Wales. Our unique all Wales perspective assists the development and implementation of policy for education, training and lifelong learning.

We inspect quality and standards in education and training providers in Wales, for the following sectors:

- nursery schools and settings that are maintained by, or receive funding from, local authorities (LAs)
- primary schools
- secondary schools
- all-age schools
- special schools
- pupil referral units
- independent schools
- further education
- independent specialist colleges
- adult learning in the community
- local government education services
- teacher education and training
- Welsh for adults
- work-based learning
- adult learning in the community
- learning in the justice sector

We also provide advice and guidance to the Welsh Government on quality and standards in education and training in Wales, and publish this advice in our thematic reports commissioned by the Minister for Education and the Welsh Language.

We also promote the spread of effective practice in education and training.

Organisational structure

Estyn's staff are members of the UK Civil Service. Information about our structure, and a strategic overview, can be found on our website [here](#).

2 What we spend and how we spend it

Financial information

Every year we publish our Annual Report and Accounts, which includes:

- operating costs: the record of activities and resources used
- annual resource accounts detailing the assets and liabilities, and including an annual financial outturn statement
- details of Board members' remuneration
- Our annual Governance statement
- our summary sustainability report
- information about our contributions to working groups
- information on Estyn's Strategy Board / Committee membership and attendance at meetings

Further information is available under the "[Corporate Publications and Accounts](#)" tab on our website.

Also published each year is the [Annual Report of Estyn's Audit and Risk Assurance Committee](#).

Procurement procedures

We have established a consistent and uniform approach to our procurement activities. Our procedures are in line with those of the Welsh Government.

Lists of contracts awarded and their value

We maintain a register of contracts awarded and will consider making these accessible through a freedom of information request. The overall value of the contracts can be found in our Annual Report and Accounts.

Further information about our terms and conditions of contract for goods and services and guidance on the process for submission and evaluation of tenders for our inspections can be found under the "[Policies and guidance](#)" tab on our website.

3 What our priorities are and how we are doing

Our vision is to improve the quality of education and training, and outcomes for all learners in Wales.

Making it happen.

Our mission is to support education and training providers to develop a self-improving and learning culture through our advice, inspection and capacity building.

We produce an Annual Plan, which is available on our website.

4 How we make decisions

Public consultations and background information

We publish consultation papers on policies and procedures associated with our inspections and summaries of responses to these. Our responses to consultations from the Welsh Government and other committees are published on our website.

Internal communication

We communicate with our staff through our well-established internal channels, supported by managers and staff at all levels. The Strategy Board and Senior Management Group meetings are chaired by HMCI.

Our [Governance Framework](#) is on our website.

These boards communicate their decisions to staff and stakeholders and drive forward any resulting work including making it clear who is responsible for taking forward actions and agreeing timescales for completion.

Minutes of meetings and reports provided for senior level meetings

A summary of the agenda and minutes from the following meetings are available on request:

- Strategy Board agenda and minutes
- Audit and Risk Assurance Committee agenda and minutes
- Senior management group agenda and minutes

5 Policies and procedures

We aim to publish all current protocols for delivering our functions on our website www.estyn.gov.wales

Conduct of business

We have memoranda of understanding in place with other agencies and stakeholders and will consider making these accessible through a freedom of information request.

Provision of services

We have a range of policies and guidance to ensure that our work is carried out according to best practice, within relevant legislation and according to Civil Service rules.

Welsh language

We publish a [Welsh Language Policy](#) addressing our commitment to treating Welsh and English equally:

Recruitment and employment of staff and those who work with Estyn

Civil Service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, www.civilservice.gov.uk, which requires appointments to be on merit and on the basis of fair and open competition.

- We publish all vacancies and their payscales on our website.
- We publish information about training opportunities and current vacancies for: independent inspectors of schools and early years provision; nominees; peer inspectors; additional inspectors and lay inspectors in relevant sectors of education and training

We also publish policies and procedures that are for internal use and that give guidance to staff.

Customer service

We publish [guidance](#) on what to do if you wish to feed back or raise a complaint about our work.

Records management and personal data policies

We publish our [Record Retention Policy and schedule](#) that gives guidance on how long information is retained for.

We publish information on how we administer the Data Protection Act 1998. This can be found in our [Access to Information Policy](#).

Information requests

Our procedures for dealing with requests for information under the Freedom of Information Act 2000 and the assistance and advice we can give you in making requests can be found in our [Access to Information Policy](#).

We aim to:

- consider the information released in response to requests for information with a view to it being made publicly available
- publish decisions relating to Estyn made by the Information Commissioner, in relation to the Freedom of Information Act 2000 and the General Data Protection Regulations 2016, where the decision affects a significant number of individuals

We publish on our website [all information released](#) as a consequence of a request made in relation to Freedom of Information, together with a copy of our response.

Charges

Publications on our website are available free of charge.

There is no charge for requests made under the Data Protection Act 2018. However, charges may apply for requests made under the Freedom of Information Act 2000. Please refer to our website for further information about making a request for information.

6 Lists and registers

Inspection schedule

Following notification to providers, we publish a list of forthcoming inspections on our website.

Asset registers

We publish a record of fixed asset and current asset values in our Annual Report and Accounts.

Register of interest and gifts

We maintain a register of interest and gifts for board members, all permanently employed staff, secondees and temporary staff and will consider making these accessible through a freedom of information request. We do not accept any gifts offered by suppliers.

7 The services we deliver

Under the terms of the Education Act 2005, we are required to produce Her Majesty's Chief Inspector's Annual Report to give a full overview of the standards of education and training in Wales for providers, learners and other stakeholders. This report draws from all of our inspection work.

Inspection frameworks, guidance and schedules

We publish:

- our framework for inspection (which details the purposes and principles of inspection, how inspectors will evaluate and report, and what the outputs of inspection will be)
- our inspection guidance for each sector of education and training, including explanations of how we carry out inspections
- schedules for inspections in each sector, showing when inspections will be carried out (after the organisations being inspected have been informed)
- additional and/or supplementary guidance for registered inspectors of schools as the need arises
- our guidance for the writing of reports in Estyn's [Writing Guide](#)

News

We publish a monthly e-newsletter for stakeholders and share news on our website. Our register for updates webpage allows stakeholders to sign up for updates on areas of our work they are interested in.

Thematic reviews and effective practice

We publish reports detailing the findings of our [thematic reviews](#) and [case studies of effective practice](#).

Reports of inspections

We continue to publish reports of inspections of institutions and organisations carried out in response to legislation or at the instigation of HMCI.

We publish all reports for core (initial) inspections, as well as for annual monitoring visits carried out to independent special schools. We publish monitoring (follow-up) reports for those providers going into or coming out of special measures or significant improvement follow-up categories. We consider all inspection report related information requests.

Paper copies of the reports should be requested directly from the institution or organisation. Under certain circumstances, the institution may make a small charge for this. You should ask the head of the institution for details of any charges you may incur in requesting a paper copy of a report. Estyn does not routinely issue hardcopy inspection reports.

Freedom of Information responses

We publish on our website [all information released](#) as a consequence of a request made in relation to the Freedom of Information Act 2000, together with a copy of our response.