

# Freedom of Information Publication Scheme

## Introduction

The aim of this Publication Scheme is to:

- Inform you of what information we will, or intend to, publish as a matter of course,
- Inform you of what format the information is published in; and,
- Inform you of any costs in obtaining this information.

The Publication Scheme is divided into four main sections with a number of headings under each.

## The Freedom of Information Act 2000

The Freedom of Information Act 2000 is intended to foster a culture of openness and transparency. The Act provides a general right of access to all types of recorded information held by public authorities, subject to certain exemptions, and imposes obligations on these authorities as to how they should respond to written requests for information. However, the public authority is not required to release information to which any of the exemptions in the Act applies. (A list of exemptions may be accessed at: [www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm](http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm).)

The Act also establishes the Office of Information Commissioner with responsibility for ensuring compliance with the requirements of the Act.

The aim of this publication scheme is to provide easy public access to a wide range of information. The Act states that a publication scheme should specify:

- The classes of information CITB-ConstructionSkills publishes or intends to publish;
- The manner in which it will be published; and
- Whether the information is available free or on payment.

## **The Organisation**

### **Organisational Structure**

These are charts that outline the structure of the organisation.

Updated as the organisation structure changes.  
There is no charge made for this information.

### **Brief Board Members biographies**

These are brief descriptions of the careers to date of members of the Board.

Updated annually. Published during August after Departmental (DfES) approval.  
There is no charge made for this information.

### **Board Meetings**

(TOR, Agendas, Papers and Minutes) – these are the records of the main decision making committees of CITB-ConstructionSkills.

Published after approval of the minutes at the next meeting (approximately 3 months)  
Preceding years meetings only will be available online.

CITB-ConstructionSkills does not intend to routinely publish minutes of Sub-committees, Working Parties, Adhoc Groups and Sub-committees, primarily because the outcomes of these meetings are fed into the Board Meetings and because publishing the discussions at these meetings may stifle debate and reduce the effectiveness of these meetings.

Board Meeting documentation  
There is no charge made for this information.

### **Annual Report**

This outlines the previous year's attainment both financial and operational.

Published annually (August) – Annual Reports available  
There is no charge made for this information.

### **Business plans**

These documents outline the operational and financial targets for the future.

Published annually – Business Plans available.

CITB-ConstructionSkills Business Plans – CITB-ConstructionSkills corporate business plan

There is no charge made for this information.

Regional Business Plans – business plans for specific regions

These plans are currently available in hard copy

There is no charge made for this information.

## **Policies**

Current versions available

There is no charge made for this information.

Policies – are published as released. Where available they are only obtainable in hard copy unless stated otherwise:

- Data Protection Policy (under development)
- Equal Opportunities Statement
- Copyright Statement (under development)
- Records Management Policy (under development)
- Freedom of Information Policy (to be developed)
- Child Protection Policy (under development)
- Personnel Policies
- Information Systems Policies:
- Purchasing Policy

## **Procedures**

Current Versions Available

There is no charge made for this information.

Procedures – are published as released. Where available they are only obtainable in hard copy unless stated otherwise

Procurement procedures – Contracting of external professionals

## **Legislative links**

Links to specific legislative acts which directly affect CITB-ConstructionSkills.

- Charities (Amendment) Act 1995  
[http://www.legislation.hmso.gov.uk/acts/acts1995/Ukpga\\_19950048\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/acts/acts1995/Ukpga_19950048_en_1.htm)
- Children Act 1989  
[http://www.legislation.hmso.gov.uk/acts/acts1989/Ukpga\\_19890041\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm)

- Data Protection Act 1998  
<http://www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm>
- Disability Discrimination Act 1995  
[http://www.legislation.hmso.gov.uk/acts/acts1995/Ukpga\\_19950050\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/acts/acts1995/Ukpga_19950050_en_1.htm)
- Employment Rights Act 1996  
<http://www.legislation.hmso.gov.uk/acts/acts1996/1996018.htm>
- Environment Protection Act 1990  
[http://www.legislation.hmso.gov.uk/acts/acts1990/Ukpga\\_19900043\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/acts/acts1990/Ukpga_19900043_en_1.htm)
- Finance Act 2001  
<http://www.legislation.hmso.gov.uk/acts/acts2001/20010009.htm>
- Freedom of Information Act 2000  
<http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm>
- Health and Safety at Work Act 1974.  
This publication is available from HMSO
- Industrial Training Act 1964  
This publication is available from HMSO
- Levy Order – Statutory Instruments  
Scope Order - Statutory Instrument 1992 No. 3048. The Industrial Training (Construction Board) Order 1964 (amendment) order 1992  
[http://www.legislation.hmso.gov.uk/si/si1992/Uksi\\_19923048\\_en\\_1.htm](http://www.legislation.hmso.gov.uk/si/si1992/Uksi_19923048_en_1.htm)
- Industrial Tribunals Act 1996  
<http://www.legislation.hmso.gov.uk/acts/acts1996/1996017.htm>
- Learning and Skills Act 2000  
<http://www.legislation.hmso.gov.uk/acts/acts2000/20000021.htm>

## Research

Reports for the Industry by the Research Department of CITB-ConstructionSkills.

### **CITB-ConstructionSkills Skills Foresight Report**

This report reviews the current situation to establish the characteristics of the industry, evaluates the skill requirements in the short term (3-6 months) and considers the medium term (5 year) skills requirements

Published first quarter in the year.

Available in hard copy.

There is no charge made for this information.

### **Employer Tracking Survey – Employer Satisfaction Survey**

Published annually

Available in hardcopy  
There is no charge made for this information.

**Training Exit Survey - A survey of trainees leaving before completing their training.**

Future versions published on release  
Available in hard copy - There is no charge made for this information.

**Communications and Marketing**

e-bulletin – electronic newsletter publishing construction related developments.  
Published monthly  
Available free via subscription –  
[www.cskills.org/supportbusiness/skillsupdate/index.aspx](http://www.cskills.org/supportbusiness/skillsupdate/index.aspx)

Publicity campaigns – copies of the last years publicity campaigns.  
Published on release – [www.cskills.org/newsandevents/campaigns/index.aspx](http://www.cskills.org/newsandevents/campaigns/index.aspx)  
There is no charge made for this information.

Press releases – copies of the last years press releases.  
Published on release.  
There is no charge made for this information.

Major speeches – major speeches relating to the Construction Industry by Board Members and senior managers from the last year.  
Published on release.  
There is no charge made for this information.

## **Promoting Training**

### **CITB-ConstructionSkills Levy**

Information on the Levy  
Published on updating  
There is no charge made for this information.

Levy policy  
Under review.

Core Levy procedures  
Under review.

Statistics – statistics on the payment of the Levy.  
Published annually (August)  
There is no charge made for this information.

### **CITB-ConstructionSkills Grant**

Information on the Grant Scheme  
Published on updating  
There is no charge made for this information.

Grant Policy  
Under review.

Core Grant Procedures  
Under review.

Grant statistics  
Published annually (August)  
There is no charge made for this information.

### **Monitoring industry needs**

Board Meetings (see CITB-ConstructionSkills as an organisation)  
Published 3 months after meeting

Available in hard copy and online.  
There is no charge made for this information.

### **Equal opportunities**

Statement – CITB-ConstructionSkills' statement on equal opportunities.  
Published as released  
There is no charge made for this information.

Programmes – Information on the current CITB-ConstructionSkills Equal Opportunity programmes.

Published as released

There is no charge made for this information.

Equal opportunities is your business too – A good practice guide on race, sex and disability for small firms.

Published as released.

Published in hard copy

There is no charge made for this information.

## **Careers and education material**

Introduction to Construction

Brochure produced to give a flavour of the construction industry

Published when released

Available in hard copy

There is no charge made for this information.

Target 16+ construction – A complete guide to construction careers in design, engineering, finance, management, law and property.

Published annually

Available in hard copy only

There is no charge made for this information.

CITB-ConstructionSkills Prevocational Publications Brochure – Construction related publications linked to education and the National Curriculum.

Published as released

There is no charge made for this information.

## **Delivering Training**

### **National Construction College**

#### [Courses available at the National Construction Colleges](#)

Craft and Operative training – details on craft and operative training courses provided by CITB-ConstructionSkills at the National Construction Colleges.

Published on release

There is no charge made for this information. .

Craft and Operative training publications brochure – range of training programmes, instruction and assessment materials , workbooks, videos and charts for trainees, trainers and assessors.

Published on release

There is no charge made for this information.

BES - details on Business Engineering Services training courses provided by CITB-ConstructionSkills at the National Construction Colleges.

Published on release.

There is no charge made for this information.

Health, Safety and Supervisory – details on open and standard courses provided by CITB-ConstructionSkills in Health, Safety and Supervisory

Published on release

There is no charge made for this information.

### **Health and Safety Publications Brochure**

Range of books, videos', training programmes and charts for trainees, trainers and managers.

Published on release

There is no charge made for this information.

National Construction Colleges Policies and Procedures relating to ISO 9000 registration.

Published as released

Available in hard copy

There is no charge made for this information.

Statistics regarding the National Construction Colleges

Published annually

There is no charge made for this information.

## **Administering training**

NVQ Courses – published list of construction related NVQ courses  
Published Annually.

There is no charge made for this information.

Your complete guide to the Construction Apprenticeship Scheme – Brochure describing  
the scheme and how to join.

Published on release

There is no charge made for this information.

Onsite Assessment Training Policy

Published as released

Available in hard copy only.(available on the intranet)

There is no charge made for this information.

Statistics on administering training

Published annually (August)

There is no charge made for this information.

## **Certifying competency**

Certification Schemes – description of the various certification schemes administered by CITB-ConstructionSkills.

Published as released

There is no charge made for this information.

Records Centre Policies and Procedures related to ISO 9000 registration – the Record Centre acts as a call centre for enquiries regarding the various certification schemes

Published as released

Available in hard copy

Certifying competency

Published annually (August)

There is no charge made for this information.

Service Level agreements

Published as released

Available in hard copy only

There is no charge made for this information.