

Freedom of Information Act 2000 Publication Scheme

Part 1: Introduction

1. Under the Freedom of Information Act 2000 (“the FOI Act”), we have adopted and maintain a ‘publication scheme’ (“the Scheme”) so that information can be made available to the public. We will keep this Scheme under review.

The General Social Care Council

2. The GSCC is a Non Departmental Public Body established in October 2001 under the Care Standards Act 2000. It is sponsored by the Department of Health but works also closely with the Department for Children, Schools and Families in delivering the children’s and young people’s care agenda.
3. We are the social care workforce regulator for England and are responsible for ensuring the highest standards of care are delivered through:
 - national codes of practice for social care workers and employers;
 - a Social Care Register of regulated professionals and student social workers trained and accountable for their practice; and
 - high quality social work education and training.
4. The GSCC aims continually to raise and maintain high standards in all aspects of social care and, together with our partner organisations in Scotland, Wales and Northern Ireland, works to promote a high quality, respected profession across the UK.

Freedom of Information

5. The Freedom of Information Act 2000 created a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities.
6. The Information Commissioner has a duty to promote best practice under the FOIA and to ensure compliance. The Commissioner’s address is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.informationcommissioner.gov.uk

7. Under the FOI Act, and subject to certain exemptions, the GSCC will be required to:
 - Let you know in writing or by e-mail if we hold the information you have asked for; and
 - Provide to you any information we have within 20 days.
8. We will also have a general duty to provide advice or assistance to you or to anyone seeking information (e.g. to explain what information is available or to clarify what you want to know).

Purpose and Structure of the Scheme

9. The purpose of the Scheme is to let you know what information is readily available from us. By 'readily available' we mean information that is on our website, or that can be obtained from us by letter, fax or e-mail.
10. In creating and reviewing this Scheme, we have to consider the public interest when:
 - Allowing public access to the information we hold; and
 - Publicising the reasons for decisions that we make.
11. By law, our Scheme must:
 - Set out the classes of information that we publish or intend to publish;
 - Say how we will publish the information in each class; and
 - Say if we will provide the information free or charge for it.
12. The Scheme is in three parts:
 - Part 1 tells you about the Scheme;
 - Part 2 sets out the classes or types of information that we publish; and
 - Part 3 is the Publications List, which tells you what information is published and how it can be obtained.

13. The Scheme is available on the GSCC website (www.gsc.org.uk) or from our offices at the address shown below.

Obtaining information under the Scheme

14. The GSCC publishes large volumes of information on its website. Most information provided in the Scheme will be freely available for downloading from the website. Other information listed in this Scheme, which is not available from the website, is available when requested in writing by letter, fax or email. You should send your request for information contained in the Scheme to:

Freedom of Information
General Social Care Council
Goldings House
2 Hay's Lane
London SE1 2HB
T: 020 7397 5144
F: 020 7397 5145
E: foi@gsc.org.uk

15. We will not provide information in response to a request if it is available in accordance with this Scheme or is reasonably accessible by other means, but we will tell you how to access the information.

What if the information I want is not listed in the Scheme?

16. **Not all of the recorded information we hold will be included in this Scheme. This does not necessarily mean that it is not available, so please make a written request for the information you want.**
17. The information may be recorded in any form - for example paper, email or electronic - and may come from any source, not just documents published by us.
If you want information about yourself as an individual, then the Data Protection Act applies, not the Freedom of Information Act.

Responsibility for the GSCC Scheme

18. Overall responsibility for the Scheme resides with the Council. Day to day responsibility for the Scheme rests with the Knowledge Management Team who can be contacted at the address shown above.

Copyright

19. The information featured on this website is the copyright of the General Social Care Council unless otherwise indicated. You may re-use the information on this website free of charge in any format. Re-use includes copying, issuing copies to the public, publishing, broadcasting and translating into other languages. It also covers non-commercial research and study. Re-use is subject to the following conditions. You must:
- acknowledge the source and our copyright in cases where you supply the information to others;
 - reproduce the information accurately;
 - not use the information in a misleading way; and
 - not use the information for the principal purpose of advertising or promoting a particular product or service.

Complaints about the operation of the Scheme

20. If you have any complaint about the way we respond to your request for information, please write to:

Complaints and Enquiries Team
GSCC
Myson House
Railway Terrace
Rugby CV21 3HT
Email: customercomplaints@gsc.org.uk

21. If you are not satisfied with the response that you receive, you may write to the Information Commissioner, who is appointed to consider such complaints at the address shown at page 2.

Part 2: Classes of information

Introduction

22. This Scheme aims to make as much of our information as possible readily accessible to the public, on a continuous basis. The GSCC makes available information within the Information Classes described below, unless it falls within the exempted information also detailed below.
23. Under each Information Class can be found brief descriptions of the information available within the class and the format in which the information

Information classes

24. We publish information in the following classes:

Administration

- Information about the structure of the organisation;
- Information relating to finance and business planning; and
- Information about our Council and Committees.

Registration

- Information relating to the Social Care Register and requirements for registration.

Education

- Information relating to standards in education; and
- Information relating to training and learning.

Conduct

- Information relating to standards of conduct and competence; and
- Information relating to investigations and hearings.

Communications

- Media releases; and
- Publications.

Policy

- Information relating to the GSCC's contribution to the development of public policy in social care and regulation.

Exempted information

25. The following information will not normally be made available to the public:

Administration

- Sensitive personal information relating to members of staff, members of Council and Registration and Conduct Committee members including specific terms and conditions of employment and remuneration (we publish the

- Minutes of, and supporting papers relating to, matters discussed in closed sessions of Council, committee or working group meetings
- Financial information relating to specific contracts or other commercially sensitive matters

Registration

- Sensitive personal information relating to applicants and registrants, except where such disclosure is required by statute or has otherwise been previously notified to the data subject
- Any details of registrants where the GSCC has reason to believe that such information may be used for unapproved commercial purposes

Education

- Documentation relating to the annual monitoring and re-approval of educational institutions whilst the process is underway (final reports are available upon request)

Conduct

- Papers relating to preliminary investigations
- Personal data relating to allegations
- Any evidence adduced at a hearing before the GSCC's Committees except where such material appears in the transcripts of such proceedings

All classes

- Any information subject to legal professional privilege, or other relevant privilege, for such period as the privilege remains active
- Any other information that may be subject to exemption under the provisions of the FOIA, subject to case by case consideration of individual requests

Part 3: Publication List

Class	Sub-class	Title/Description	Availability
Administration	Structure and organisation	Information about the GSCC and its role	http://www.gsc.org.uk/About+us/
		Information about our Management Team	http://www.gsc.org.uk/About+us/Our+management+team/
		Information about our partners	http://www.gsc.org.uk/About+us/Our+partners/
		Equality and diversity	http://www.gsc.org.uk/About+us/Equality+and+Diversity/
		Key contact details for getting in touch with the GSCC	http://www.gsc.org.uk/Contact+us/
		Organisational structure and pay grading	Available on request
	Finance and business Planning	Annual report and accounts	http://www.gsc.org.uk/About+us/Annual+reports+and+plans/
		Information about capital investment and tendering process	http://www.gsc.org.uk/About+us/Annual+reports+and+plans/

		Corporate Plan and Business Plan	http://www.gsc.org.uk/About+us/Annual+reports+and+plans/
	Council and Committees	Information about Council members	http://www.gsc.org.uk/About+us/Council+members/
		Information about Council meetings - agendas, papers and minutes	http://www.gsc.org.uk/About+us/Council+meetings/
		List of Registration and Conduct Committee members	http://www.gsc.org.uk/Conduct/Conduct_hearings/Committee+Members/
Registration	Information relating to the Register and requirements for registration	Online Social Care Register of registered social workers and social work students	http://www.gsc.org.uk/The+Social+Care+Register/Check+the+register/
		Guidance on the Social Care Register	http://www.gsc.org.uk/The+Social+Care+Register/Protection+of+title/
		GSCC Registration Rules 2008	http://www.gsc.org.uk/NR/rdonlyres/CFD058CC-D7CD-4914-8E0E-81AB1EE51FFD/0/2008GSCCRegistrationRules.pdf
		Information about applying for registration	http://www.gsc.org.uk/The+Social+Care+Register/Apply+for+registration/

		Information on registration processing times	http://www.gsc.org.uk/The+Social+Care+Register/Registration+processing+times/
		Information relating to maintaining registration, renewals and Post-Registration Training and Learning	http://www.gsc.org.uk/The+Social+Care+Register/Post-registration/Renewal+of+registration/
		Information relating to restoration of registration	Available on request
Education	Standards	Annual report on the state of social work education in England	http://www.gsc.org.uk/Publications/
		Social work education and training statistics and analysis	http://www.gsc.org.uk/Publications/
	Training and learning	List of approved universities and courses for Social Work Degree	http://www.gsc.org.uk/Become+a+social+worker/Where+to+study/
		List of approved universities and courses for Post Qualifying training	http://www.gsc.org.uk/Training+and+learning/Continuing+your+training/Post-qualifying+training/New+Approved+PQ+courses
		Information for social work course providers	http://www.gsc.org.uk/For+course+providers/Degree+resources/

		Monitoring of Social Work courses	http://www.gsc.org.uk/Become+a+social+worker/Social+work+courses/
		Information on the Post-qualifying framework	http://www.gsc.org.uk/Training+and+learning/Continuing+your+training/
		Information and application form for a Letter of Verification for UK Qualifications	http://www.gsc.org.uk/Contact+us/Contact+directory/
Conduct	Standards	Codes of practice for social care workers and employers	http://www.gsc.org.uk/codes/
		Raising standards: Social work conduct in England 2003-2008	http://www.gsc.org.uk/Conduct/Publications+and+useful+documents/
	Investigations and hearings	GSCC Conduct Rules 2008 and 2003	http://www.gsc.org.uk/NR/rdonlyres/67F9C9D2-DE3E-4287-927C-C987911EB29D/0/2008GSCCConductRules.pdf
		Information about the conduct process	http://www.gsc.org.uk/Conduct/The+conduct+process/
		Information about upcoming hearings	http://www.gsc.org.uk/Conduct/Conduct_hearings/Upcoming_hearings/

		Summaries of concluded conduct hearings	http://www.gsc.org.uk/Conduct/Conduct_hearings/recently_concluded_hearings/
		Indicative Sanctions guidance for Conduct Committee members	http://www.gsc.org.uk/Conduct/Publications+and+useful+documents/
		Information on how to make a complaint about a registered social worker	http://www.gsc.org.uk/Conduct/How+to+make+a+complaint+-+People+who+use+services+and+the+public/
Communications	Media releases	News and information about GSC events	http://www.gsc.org.uk/News+and+events/
	Publications	GSC publications	http://www.gsc.org.uk/Publications/
		Joint publications	http://www.gsc.org.uk/About+us/Joint+publications/
Policy and research	Responses to consultations	GSC Submission to the Social Work Task Force	http://www.gsc.org.uk/Policy/Consultations/
		GSC response to 'Putting people first – working to make it happen'	http://www.gsc.org.uk/Policy/Consultations/

		<u>GSCC response to the consultation on the framework for the registration of health and adult social care providers</u>	http://www.gsc.org.uk/Policy/Consultations/
		<u>GSCC response to the CWDC consultation: Newly Qualified Social Worker (NOSW) Outcome Statements and Guidance</u>	http://www.gsc.org.uk/Policy/Consultations/
	<u>GSCC consultations</u>	<u>Single Equality Scheme</u>	http://www.gsc.org.uk/Policy/Consultations/
		<u>Post-Registration Training and Learning</u>	http://www.gsc.org.uk/Policy/Consultations/
		<u>Roles and Tasks</u>	http://www.gsc.org.uk/Policy/Consultations/
		<u>Next groups</u>	http://www.gsc.org.uk/Policy/Consultations/
	<u>Parliamentary briefings</u>	<u>GSCC briefings on parliamentary bills</u>	http://www.gsc.org.uk/Policy/ParliamentaryWork/
		<u>GSCC briefings on parliamentary enquiries</u>	http://www.gsc.org.uk/Policy/ParliamentaryWork/
	Reviews		http://www.gsc.org.uk/Policy/PolicyReview/