



**COLEG GWENT**

**REQUESTS FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT**

**Date: 17 July 2020**

**Request No: FOI- 118**

**1. The College **CONFIRMS** that the information you have requested is held by the College and may be provided:**

Details of information requested:

- **How many members of staff are in you Accounts / Finance team?**  
Currently 24 (FTE 21.7)
- **Can you provide an organisational chart for this team?**  
Attached (names and staff numbers redacted)
- **How many members of staff are in your HR & Recruitment team?**  
Currently 10 (FTE 9.2)
- **Can you provide an organisational chart for this team?**  
Attached (names and staff numbers redacted)
- **What was your agency spend in 2018 and do you have a predicted spend in 2019? If you could be specific to the Accounts and HR teams that would be preferable.**

Finance

- No agency costs incurred during 2018 or 2019

HR

- Agency costs incurred 2018/19 - £11,273.71

- **What recruitment framework are you part of and what agencies do you use?**

Not part of any framework

Agencies used :

Finance recruitment

Hays

If going out to a general recruitment we use a number of specialist recruitment agencies including Hays, Reed and Michael Page

HR recruitment

Reed

**2. The College requires the **additional information** detailed below in order to confirm that the information is held:**

N/A

3. The College is not under a duty to provide the information you have requested because the following exemptions apply, as detailed:

N/A

**Signed: Marie Carter**  
**(Governance Officer/Freedom of Information Officer)**  
Email: [marie.carter@colegggwent.ac.uk](mailto:marie.carter@colegggwent.ac.uk)

If you are not satisfied with this response you may request a review. You should in the first instance, make an informal complaint via the Freedom of Information Officer who will respond within 20 working days.

If you are dissatisfied with the outcome, then you must make a formal complaint in writing addressed to: **The Data Protection Officer, Coleg Gwent, c/o The Rhadyr, Usk NP15 1XJ.** If necessary, your complaint will be passed to a different senior member of staff. You will receive a response within 20 working days.

If, after exhausting the College's complaints procedure, you are still dissatisfied with the outcome, you may refer the matter to the Information Commissioner, the independent body that oversees the implementation of the Freedom of Information Act. Their address is:

**Information Commissioner's Office - Wales**  
**2<sup>nd</sup> Floor, Churchill House**  
**Churchill Way**  
**Cardiff**  
**CF10 2HH**

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
Tel: 0330 414 6421

Website: [www.ico.org.uk](http://www.ico.org.uk)



