

FREEDOM OF INFORMATION PUBLICATION SCHEME

GUIDE TO INFORMATION

INTRODUCTION

1. This Guide is produced in accordance with the Model Publication Scheme produced by the Information Commissioner (see Appendix A) and adopted by the School from **1 January 2009**. The Guide is intended as a summary of where the classes and sub-classes of information covered by the Publication Scheme (as outlined in the Information Commissioner's Definition Document for Universities – see Appendix B) may be accessed.

2. The Guide does not list individual publications covered by the Publication Scheme because these will change as new material is published or existing material is revised. The Guide will be reviewed and monitored regularly to ensure that it is up to date.

3. Information in the Scheme will only be published when it has been approved by the highest relevant School authority. Information about the School is also published by HEFCE, HESA and the QAA. The School will not routinely publish in this Scheme any information that it considers exempt under one of the exemptions in Part II of the Freedom of Information Act 2000 or one of the exceptions in Part 3 of the Environmental Information Regulations 2004, unless there is a legal obligation to do so.

4. The School is committed whenever possible to publishing on its website, where information covered by the Publication Scheme can be accessed free of charge. Where this is not possible, requests for information covered by the Publication Scheme should be directed to the Academic Registrar's Office (ARO). The ARO should also be contacted in the first instance about requests for information *not* covered by the Publication Scheme. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

5. Where information covered by the Publication Scheme cannot be published online or otherwise supplied free of charge (e.g. by email), or where the requester's preference is for hard copies to be supplied, the School reserves the right to charge for disbursements (printing, photocopying and postage costs) and, where applicable, to charge the cover price of any commercial publication. The School will always inform the requester of any charges to be

levied. The School may ask for payment before the information is provided. Charges for information covered by the Publication Scheme are separate from the fees that may be charged following Freedom of Information requests for information *not* covered by the Publication Scheme.

6. The School (along with any third parties, where appropriate) retains the copyright in material that it publishes on the website or which it provides (in whatever form) in response to an individual request. Use of copyright works must be only as permitted under the Copyright, Designs and Patents Act 1988 and, save where permitted under that Act, such material must not be copied, distributed, modified, reproduced, transmitted, published (including published on the Internet or an intranet), or otherwise made available in whole or in part without the prior written consent of the copyright holder. You must not re-use the documents and the information within the Publication Scheme in a misleading context.

7. If any person who has made a request for information under the Freedom of Information Act 2000 and is unhappy with the way that their request has been handled, they should in the first instance take this up with the Academic Registrar, otherwise formal complaints should be submitted in writing to Ms Deborah Scully, Deputy Principal (Corporate).

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CLASSES OF INFORMATION

School homepage: <http://www.cssd.ac.uk/>

Site map: <http://www.cssd.ac.uk/content/sitemap>

A. WHO WE ARE AND WHAT WE DO

A1. Legal framework.

<http://www.cssd.ac.uk/content/about-central>

A2. How the institution is organised.

<http://www.cssd.ac.uk/content/about-central>

A3. Location and contact details.

<http://www.cssd.ac.uk/content/contact-us>

A4. Lists of and information relating to organisations which the School has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it.

<http://www.cssd.ac.uk/content/partnerships>

Further details are available on request from the ARO.

A5. Student activities.

<http://www.cssd.ac.uk/content/students-union>

B. WHAT WE SPEND AND HOW WE SPEND IT

B1. Funding / income.

<http://www.cssd.ac.uk/content/financial-statements>

Further details are available on request from the ARO.

B2. Budgetary and account information.

The School considers current budget information to be commercially sensitive and therefore confidential and exempt from publication.

B3. Financial audit reports.

Details are available on request from the ARO.

B4. Capital programme.

Available on request from the ARO.

B5. Financial regulations and procedures.

Details are available on request from the ARO.

B6. Staff pay and grading structures.

Available on request from the ARO.

B7. Register of suppliers.

The School does not have a register of suppliers nor does it hold information about its suppliers in a readily publishable format.

B8. Procurement and tender procedures and reports.

These form part of item B5 and are therefore available on request from the ARO.

B9. Contracts.

The School does not hold a register of contracts.

B10. Research funding.

Available on request from the ARO.

C. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

C1. Annual report.

The School does not publish an Annual Report.

C2. Corporate and business plans.

<http://www.cssd.ac.uk/content/corporate-plan>

C3. Teaching and learning strategy.

Available on request from the ARO.

C4. Academic quality and standards.

Available on request from the ARO.

C5. External review information.

Available on request from the ARO.

C6. Corporate relations.

Available on request from the ARO.

C7. Government and regulatory reports.

Available on request from the ARO.

D. HOW WE MAKE DECISIONS

D1. Minutes from governing body, Council Senate, academic boards and steering groups.

Available on request from the ARO.

D2. Teaching and learning committee minutes.

Available on request from the ARO.

D3. Minutes of staff / student consultation meetings.

Available on request from the ARO.

D4. Appointment committees and procedures.
Available on request from the ARO.

E. OUR POLICIES AND PROCEDURES

E1. Policies and procedures for conducting School business.
Available on request from the ARO.

E2. Procedures and policies relating to academic services.
Available on request from the ARO.

E3. Procedures and policies relating to student services.
Available on request from the ARO.

E4. Procedures and policies relating to human resources.
Available on request from the ARO.

E5. Procedures and policies relating to recruitment.
Available on request from the ARO.

E6. Code of Conduct for members of governing bodies.
Available on request from the ARO.

E7. Equality and diversity.
<http://www.cssd.ac.uk/content/equality-schemes>

E8. Health and Safety.
Available on request from the ARO (currently under review).

E9. Estate management.
Estate management statistics are available direct from HEFCE.

E10. Complaints policy.
Available on request from the ARO.

E11. Records management and personal data policies.
Available on request from the ARO.

E12. Research policy and strategy.
<http://www.cssd.ac.uk/content/policies>
Further information available on request from the ARO.

E13. Charging regimes and policies.
Available on request from the ARO.

F. LISTS AND REGISTERS

F1. Any information we are currently legally required to hold in publicly available registers.

Available on request from the ARO.

F2. Asset registers.

Available on request from the ARO.

F3. Disclosure logs.

Available on request from the ARO.

F4. Register of gifts and hospitality provided to senior personnel.

Available on request from the ARO.

F5. Any register of interests kept in the School.

Available on request from the ARO.

G. THE SERVICES WE OFFER

G1. Prospectus.

<http://www.cssd.ac.uk/content/order-prospectus>

G2. Services for outside bodies.

See elsewhere in this Guide to Information, or contact the ARO if required.

G3. Course content.

<http://www.cssd.ac.uk/content/studying-central>

G4. Welfare and counselling.

<http://www.cssd.ac.uk/content/student-support-services>

G5. Health including medical services.

The School does not provide any medical services.

G6. Careers.

<http://www.cssd.ac.uk/content/careers-central>

G7. Chaplaincy services.

The School does not provide any chaplaincy services.

G8. Services for which the School is entitled to recover a fee together with those fees.

See elsewhere in this Guide to Information, or contact the ARO if required.

G9. Sports and recreational facilities.
The School does not provide any sports facilities. Please refer to item A5 for details on student recreational facilities.

G10. Museums, libraries, special collections and archives.
<http://www.cssd.ac.uk/content/library>

G11. Conference facilities.
Available on request from the ARO.

G12. Advice and guidance.
See elsewhere in this Guide to Information, or contact the DEA if required.

G13. Local campaigns.
Available on request from the ARO.

G14. Media releases.
Available on request from the ARO.

***Academic Registrar's Office
January 2009***