

**Freedom of Information Act 2000: Publication Scheme**

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## **PART ONE: INTRODUCTION**

### **1. Legal Requirement**

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information proactively available through a publication scheme.

Public Authorities are defined in the Act and include universities, further education colleges and sixth form colleges

### **2. What is a publication scheme?**

Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it makes the information available, and whether a charge applies. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information pro-actively and to develop a greater culture of openness.

### **3. The model publication scheme for higher education**

The University of Hertfordshire has adopted the model publication scheme developed by the Information Commissioner's Office for the Higher Education sector and is therefore committed to publishing the information it describes. This publication scheme came into effect on 1<sup>st</sup> January 2009.

### **4. The University of Hertfordshire**

The University of Hertfordshire (the 'University') is an ambitious and entrepreneurial University. It offers excellence in teaching, learning and research and puts students at the heart of its activities. It is a model of a 21st Century University, international, business-facing and business-like in approach - making it distinctive in an ever changing higher education environment.

The University of Hertfordshire is one of its region's largest employers with over 2,700 staff and a turnover of more than £205 million. With a student community of over 23,000, including more than 2,000 international students from over 85 different countries, the University has a global network of over 160,000 alumni. For more information, please visit <http://www.herts.ac.uk/>

The University aims to be as open as possible in all its business and to share information about its activities.

### **5. Accessing information in the publication scheme**

The publication scheme is available as a downloadable pdf and a printed document. Copies of the printed version are available upon request from the Records Management section (contact details below).

The Scheme indicates the format in which the information is available. The majority of the information in the Scheme is available via a web link or on request, either electronically or as

a paper document, using the email or postal address below. Please mark all requests with "FREEDOM OF INFORMATION – PUBLICATION SCHEME REQUEST" so they can be processed as quickly as possible.

The information listed in this scheme is available free of charge unless otherwise stated. Multiple copies may be charged for depending on volume. Any charges will be identified to the requester prior to information being sent.

The information contained in the Scheme is divided into broad classes that are easy to understand, allowing easier and quicker access to the required information.

## **5.1. Classes of information**

### **1) Who we are and what we do**

Organisational information, structures, locations and contacts

### **2) What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure

### **3) What our priorities are and how we are doing**

Strategy and performance information

### **4) How we make decisions**

Information on our decision making processes

### **5) Our policies and procedures**

Current written protocols, policies and procedures for delivering services and responsibilities

### **6) Lists and Registers**

Information we are currently legally required to hold in publicly available registers

### **7) The Services we Offer**

Information about the services we provide

## **6. Information not included in the publication scheme**

With effect from 1st January 2005 members of the public have the right, under the Freedom of Information Act 2000, to request access to any information held by the University which it has not already made available through its publication scheme.

On receipt of a written request, the University's obligations under the Act will be met by informing any enquirer whether it holds the information in question and if it does, subject to exemptions, by supplying that information to the enquirer, or making arrangements for the enquirer to inspect the information, within 20 working days.

The University will not release information if it is found to be covered by one of the 23 absolute or qualified exemptions. The University has to carry out a public interest test where a qualified exemption is concerned and must communicate the justification for exempting the information to the requester. Examples of possible exempt information include personal information (including members of staff, students or research subjects) the processing of which is covered by the Data Protection Act 1998; information that might prejudice the University's commercial interests; or that which would hinder the free and frank exchange of

views for the purposes of policy or decision-making. For the latter, the decision to exempt information from release must be made by the Vice-Chancellor in his role as monitoring officer.

## **7. Feedback and review of the publication scheme**

The University will review the Scheme on a regular basis. Following each review it is expected that new information will be added to the list of current classes. Anybody who is unable to find any information listed or who would like to feed back on the scheme should contact the University. All views will be considered during the review process as a means of improving access to the information within the scheme.

## **8. Contacts**

The Records Manager is responsible for maintenance of the Publication Scheme on a day-to-day basis. Please send any comments about the maintenance of the Scheme to Abigail Tomlinson, Records Manager by:

Post:  
Room B203  
Main Building  
College Lane Campus  
Hatfield  
Herts AL10 9AB

E-mail:  
Foi-request@herts.ac.uk

The Office of the Information Commissioner (ICO) is responsible for promoting best practice and ensuring the University complies with the Act. Any matters that have not been dealt with satisfactorily should be taken up with the ICO at the following address:

Post:  
The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

E-mail:  
mail@ico.gsi.gov.uk

## **9. Further information**

More information about the Freedom of Information Act 2000 and publication schemes can be found on the Information commissioner's website at:

[www.ico.gov.uk](http://www.ico.gov.uk)

## PART TWO: PUBLICATION SCHEME & CLASSES OF INFORMATION

### 1. Who we are and what we do

This section includes information on how the University is structured, our vision, mission and values, our location and the key people involved in the running of the University.

Links to the information are provided throughout the scheme where information is available via a web link; all other information can be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm>). Information is available free of charge unless otherwise stated

Information	Fee
<b>Legal Framework</b>	
<a href="#">Articles of Government</a> Set out the rules for the conduct of the University, procedures for the Board of Governors and Academic Council, the appointment of senior officers of the University, and other matters.	
<a href="#">Instrument of Government</a> Sets out the constitution and role of the Board of Governors	
<b>How the University is organised</b>	
<a href="#">About Us</a>	
<a href="#">Vision, Mission and Values</a>	
<a href="#">Structure and Organisation</a> – information on our overall structure and operation and for all of our schools	
<a href="#">Board of Governors</a> – Terms of Reference and membership	
<a href="#">Academic Board</a> – Terms of Reference and membership	
<a href="#">Office of the Vice-Chancellor</a>	
<a href="#">University Court</a>	
<a href="#">Key people</a>	
<a href="#">Top Level Organisation Chart</a>	
<b>Location and Contacts</b>	
<a href="#">Main contact</a>	
<a href="#">Where to find us - details and maps</a>	
<b>Partners, Subsidiaries and Sponsors</b>	
<a href="#">Subsidiary Companies</a> A list of all our subsidiary companies, their nature of business and Board of Directors.	
<a href="#">Working with the Community</a>	
<a href="#">Partner Colleges</a> Our international partner colleges	
<a href="#">Consortium Colleges</a> Information on how we support higher education through vocational study	
<a href="#">Research Institutes</a> and sponsorship	

## 2. What we spend and how we spend it

This class includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Some information relating to the University's commercial and financial interest may be exempt from publication and is not published in this section

Links to the information are provided throughout the scheme where information is available via a web link; all other information can be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm>). Information is available free of charge unless otherwise stated

Information	Fee
<a href="#">Annual Report and Accounts</a> Our Annual Report and Accounts provide information on sources of funding and income and budgetary and account information. The current and previous two Reports are available	
<a href="#">Summary Budget Statement</a>	
<a href="#">Independent Auditor's Report to the Board of Governors: Annual Report and Accounts</a>	
<a href="#">Capital Budget Statement</a> Summary of plans for capital expenditure and allocation of budget	
<a href="#">Financial Regulations (UPR FR02)</a>	
<a href="#">Salary Scales</a> Including professional, academic, research and casual staff pay scales	
<a href="#">Expenses and Allowances (UPR FR01)</a> Staff expenses and allowances and structure	
<a href="#">Tuition Fees</a>	
<b>Procurement and Tender procedures and Reports</b>	
Preferred suppliers list Available on request from <a href="mailto:foi-request@herts.ac.uk">foi-request@herts.ac.uk</a>	
<a href="#">Procurement manual and strategy</a>	
<a href="#">Current Contracts available for Tender</a>	
Contracts Register List of our current contracts, their value and expiry details	
<a href="#">Procurement Policy (UPR PU01)</a>	
<a href="#">Terms and Conditions</a> Our standard terms and conditions of business	
<b>Research Funding</b>	
<a href="#">UH Research Strategy</a>	
<a href="#">Research Office</a> Information on University's Research activity, funding information and contacts. Information on how we spend on Research can be found in our Annual Report and Accounts	

### 3. Our Priorities and Targets

Information can be obtained here on our key strategies and plans, performance indicators and relevant audits, inspections and Reviews.

Links to the information are provided throughout the scheme where information is available via a web link; all other information can be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm> ). Information is available free of charge unless otherwise stated.

Information	Fee
<b>Corporate and Business Plans</b>	
<a href="#">UH Strategic Plan</a> Our current strategic plan	
<a href="#">Annual Review</a>	
<a href="#">Estates Strategy</a>	
<a href="#">Information Management Strategy</a>	
<a href="#">Student Experience Strategy</a>	
<a href="#">Community Engagement Strategy</a>	
<a href="#">Teaching and Learning</a> General information about our provision of flexible learning opportunities and services	
<a href="#">Teaching and Learning Strategy</a>	
<a href="#">Teaching and Learning Policy and General Educational Aims (TL01)</a>	
<b>Academic Quality and Standards</b> Information on the University's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching	
<a href="#">Academic Quality Responsibilities</a> Information on the Academic Quality function and review	
<a href="#">Academic Quality Policy (UPR AS17)</a>	
Student Voice Strategy 2008-2010	
Short Course Guidance	
Accreditation of Prior Experiential Learning (APEL) guidance	
<a href="#">Quality Assurance Agency (QAA) Institutional Audit Report</a>	
<a href="#">Academic Quality Assurance and Enhancement Strategy</a>	
<b>Corporate Relations</b> Information relating to the University's links with employers and the development of learning programmes	
<a href="#">Students employability</a> Information on how we develop programmes with input from employers	
<b>Government and regulatory reports</b> Information and reports provided to our funding and monitoring bodies	
HESA Reports Some information may be available directly from HESA, we will inform you of this where this is the case	

#### 4. How we make decisions

Information included in this section contains details and documents on our decision making processes and records of those decisions, to include Board and Committee agendas and minutes.

In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that which may cause a risk to the health and safety of specific individuals.

Links to the information are provided throughout the scheme where information is available via a web link; all other information can be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm> ). Information is available free of charge unless otherwise stated.

Information	Fee
<a href="#">Board of Governors and Committees Minutes and Agendas</a> Most recent versions of these can be found by following the link, previous versions of all minutes and agendas can be obtained from <a href="mailto:foi-request@herts.ac.uk">foi-request@herts.ac.uk</a>	
<a href="#">Academic Board and Committees Minutes and Agendas</a> Most recent versions of these can be found by following the link, previous versions of all minutes and agendas can be obtained from <a href="mailto:foi-request@herts.ac.uk">foi-request@herts.ac.uk</a>	
<a href="#">Executive Structure</a> Terms of Reference and structure of all Executive Committees and Groups	



## 5. Our Policies and Procedures

The University's Policies and Regulations (UPRs) are our written protocols, policies and procedures for delivering our services and responsibilities, including providing our academic and student services and our Human Resources function.

These are listed below and can be found and downloaded on the main UPR web page (<http://www.herts.ac.uk/about-us/corporate-governance/uprs.cfm>). A printed version can also be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm>). Links to other relevant documents are provided and information is available free of charge unless otherwise stated.

Information	Fee
<b>Governance</b>	
Articles of Government (UPR GV01)	
Instrument of Government (UPR GV04)	
Freedom of Information (UPR IM09)	
Declaration and Registration of interests, benefits and gifts (UPR GV02)	
Membership of the University (UPR GV06)	
<b>Academic services</b>	
Academic Dress (UPR AS01)	
Academic Quality (UPR AS17)	
Assessments and Examinations (UPR AS13)	
Admissions-Undergraduate and Postgraduate (UPR SA03)	
Honorary Awards (UPR AS04)	
Requests for Review of Examination Decisions (UPR AS16)	
Structure and Assessment Regulations (UPR AS14)	
<b>Student Services</b>	
Careers Education, Information and Guidance (UPR SA09)	
Drug and Alcohol Misuse by Students (UPR SA11)	
Student Code of Conduct (UPR SA01)	
Student Complaints (UPR SA03)	
Student Discipline (UPR SA04)	
Student Mental Health (UPR EQ07)	
Student Residential Accommodation (UPR SA08)	
University of Hertfordshire Students Union - Articles of Governance (UPR GV09)	
<b>Human Resources</b>	
Code of Practice and Procedures with respect to staff misconduct, poor performance, competence and capability (UPR HR02)	
Grievance Procedures (UPR HR03)	
Joint Agreement on Employment Policy (UPR HR09)	
Public Interest Disclosure (UPR GV10)	
<a href="#">Appraisal Procedures</a>	
<a href="#">Probation procedures</a>	
<b>Recruitment</b>	
<a href="#">Jobs and Vacancies</a>	
<a href="#">Recruitment and selection guides</a>	
<b>Equality and Diversity</b>	

<b>Information</b>	<b>Fee</b>
Disability Equality Scheme (UPR EQ02)	
Gender Equality Scheme (UPR EQ05)	
Policy to Promote Dignity and Respect: Preventing and Dealing with Harassment and Bullying (UPR EQ01)	
Race Equality (UPR EQ06)	
<b>Health and Safety</b>	
Closed Circuit Television (CCTV) (UPR HS04)	
Health and Safety Policy (UPR HS01)	
<a href="#">Environmental Policy</a>	
<b>Estates Management</b>	
<a href="#">Estates Strategy</a>	
Summary of our current Estates strategy can be obtained from foirequest@herts.ac.uk, information which is considered to be commercially sensitive may be exempted from disclosure	
<b>Records Management and Information Compliance</b>	
Records Management and Retention Policy (UPR IM11)	
Data Protection (UPR IM08)	
Freedom of Information (UPR IM09)	
Information security Policy (UPR IM03)	
<b>Research</b>	
Research Policy (UPR RE03)	
Studies Involving the use of Human Participants (UPR RE01)	
Intellectual Property (UPR CA04)	
Commercial Activities (UPR CA01)	

## 6. Lists and Registers

This section contains information contained in currently maintained lists and Registers to include disclosure logs and any Register of Interests available.

Links to the information are provided throughout the scheme where information is available via a web link; all other information can be requested from [foi-request@herts.ac.uk](mailto:foi-request@herts.ac.uk) or by post from the contact address provided on our Freedom of Information web page (<http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/freedom-of-information.cfm> ). Information is available free of charge unless otherwise stated

Information	Fee
<a href="#">Freedom of Information Disclosure Log</a> Log of all requests for information made under the Freedom of Information Act 2000 and information provided in response	
<a href="#">Registers of Interests</a> Registers of Interest of all members of the Board and Senior Management personnel where available	

## 7. The services we offer

Information relating to the services we offer to our stakeholders including students, staff and businesses can be found here.

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Information	Fee
<a href="#">Prospectus</a> A hard copy of our prospectus can be requested here	
<a href="#">Course Information</a> (including programme specifications)	
<a href="#">Services to Business</a> The University of Hertfordshire is the UK's leading business-facing University providing a variety of services to meet businesses education, research and training needs. Information on the many services we provide to businesses can be found here, including conference facilities and office space hire	
<a href="#">Research and Innovation</a> Information on all our Research and Innovation activity. Research is at the core of the University's corporate strategy to facilitate far reaching engagement with business, community and international partners. can be found here	
<a href="#">Learning Facilities</a> Information on our Learning and study facilities including our Learning Resource Centres and specialist facilities	
<a href="#">Student Support</a> Information on all our student support services including career guidance, financial support and counselling services	
<a href="#">Sports Facilities</a> Information on the sport and leisure facilities provided by the University to its staff, students, the local community and professional sportspeople and teams	
<a href="#">Arts and Galleries</a> Information about our Arts and Galleries facilities, services and volunteer opportunities	
<a href="#">Information Resources</a> Voyager catalogue of all information resources, books, journals, etc. Also contains copies of past exam questions for the last 5 years	
<a href="#">Conference and Business facilities</a> Information on the professional conferencing service provided by the University	
<a href="#">Press and Publicity</a> Access our current and past press releases, news archive and footage of the most recent awards ceremonies	
<a href="#">Alumni</a> Information on the service we provide to all graduates of the University, including membership, sports and leisure facilities, reunions and funding opportunities	