

**UNIVERSITY COLLEGE BIRMINGHAM**



**PUBLICATION SCHEME – UNDER THE FREEDOM OF  
INFORMATION ACT 2000**

## University College Birmingham

### PUBLICATION SCHEME

#### INTRODUCTION

##### 1. Legal requirement

1.1 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 available proactively, through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

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

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

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

3.1 University College Birmingham has adopted the model publication scheme developed for the Higher Education sector and is therefore committed to publishing the information it describes.

3.2 This model is designed for higher education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at [www.jisc.ac.uk/index.cfm?name=mps\\_overview](http://www.jisc.ac.uk/index.cfm?name=mps_overview)

#### **4. Who we are**

We are a specialist provider of Higher and Further education and training, specifically related to a range of service industries, including hospitality; catering; tourism; sports and leisure; hair, beauty and holistic therapies; and education.

#### **5. Accessing information covered by the publication scheme**

5.1 The classes of information we publish are describes in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through our publication scheme, please contact: Mr J Young (University Secretary).

5.4 Please note that a publication scheme relates to 'published' information. Therefore material covered has already been prepared in a format ready for distribution.

#### **6. What about information not covered by the publication scheme?**

6.1 From 1 January 2005 you have had the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

#### **7. Feedback**

7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below:

Mr J Young  
University Secretary  
University College Birmingham  
Summer Row  
Birmingham  
B3 1JB

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **8. Further Information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at

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

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

# 1. Governance

## Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. 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 may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal Framework	<ul style="list-style-type: none"><li>• Instrument and articles of government</li></ul>	Paper	£5
1.2	Governance structure	<ul style="list-style-type: none"><li>• Structure of Corporation and Committees</li><li>• Terms of reference of Committees</li><li>• Academic Board Standing Orders</li><li>• Minutes of Corporation meetings</li><li>• Minutes of Academic Board meetings</li></ul>	Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5
1.3	How the institution is organised	<ul style="list-style-type: none"><li>• Organisation chart</li></ul>	Paper	£5
1.4	Information on the institutional context	<ul style="list-style-type: none"><li>• Mission statement</li><li>• Strategic Plan</li><li>• Quality Assurance policies</li><li>• Teaching and Learning Strategy</li><li>• Student Charter</li></ul>	Paper Paper Paper Paper Paper	£5 £5 £5 £5 FOC
1.5	Management structure	<ul style="list-style-type: none"><li>• Organisation chart (see also 1.3 above)</li></ul>	Paper	£5

## 2. Financial Resources

### Introduction

This section covers information on the institution's strategy and management of financial resources. The and Finance and Information Services Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	<ul style="list-style-type: none"><li>• Financial regulations</li><li>• Annual accounts</li><li>• Financial forecast</li><li>• Corporate plan</li></ul>	Paper Paper Paper Paper	£5 £5 £5 £5

### 3. Human Resources

#### Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class.

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Disciplinary procedure</li> <li>• Dismissal procedure</li> <li>• Grievance procedure</li> <li>• Maternity Leave procedure</li> <li>• Paternity Leave Procedure</li> <li>• Pension information</li> <li>• Probation scheme</li> <li>• Recruitment and Selection Policy and procedures</li> <li>• Recognised trade unions and representatives</li> <li>• Intellectual property rights</li> <li>• Redundancy Policy and procedure</li> <li>• Salary Scales</li> <li>• Code of practice on freedom of speech</li> <li>• Whistleblowing procedure</li> <li>• Grievance Procedure</li> </ul>	Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5 £5
3.2	Equal opportunities	<ul style="list-style-type: none"> <li>• Equality of opportunity Policy incorporating race equality Policy and disability equality Policy</li> <li>• Disability statement</li> <li>• Code of practice for personal harassment and bullying</li> </ul>	Paper Paper Paper Paper	£5 £5 £5 £5

		<ul style="list-style-type: none"> <li>• Complaints procedure for discriminatory behaviour and incidents</li> <li>• Code of practice and guidelines on equal opportunities in employment</li> <li>• Equality programme of action</li> </ul>	Paper	£5
			Paper	£5
3.3	Staff Development	<ul style="list-style-type: none"> <li>• PDR Scheme</li> <li>• Investors in People</li> <li>• Staff Development Directory</li> </ul>	Paper	£5
			Paper	£5
			Paper	£5



## 4. Physical Resources

### Introduction

HEI's are often substantial land and property owners in their own right. The Class in this section covers information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<ul style="list-style-type: none"><li>• Estates Strategy</li><li>• Location Maps</li><li>• Address of main site</li><li>• Tendering procedures (see Financial Regulations)</li><li>• Procurement Policy (see Financial Regulations)</li><li>• Disposals Policy (see Financial Regulations)</li></ul>	Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5

## 5. Student Administration and Support

### Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• Range of entrants by age, gender, ethnicity, socio-economic background, disability as returned to HESA</li> <li>• Progression and retention data</li> <li>• Data on student completions</li> <li>• Data on qualifications awarded</li> <li>• Data on employment/training outcomes</li> <li>• Performance Indicators and Targets</li> <li>• Student Charter</li> </ul>	Paper Paper Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5 £5 £5
5.2	Student accommodation	<ul style="list-style-type: none"> <li>• Accommodation Booklet</li> <li>• Student Handbook</li> <li>• Residents Handbook for Halls of Residence</li> </ul>	Paper Paper Paper	£5 £5 £5
5.3	Student administration	<ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Student Privacy Notice</li> <li>• Intellectual Property Rights</li> <li>• Student Charter</li> <li>• Code of Practice on Freedom of Speech</li> </ul>	Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5
5.4	Student admission and registration	<ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Student Handbook</li> <li>• Prospectuses</li> </ul>	Paper Paper Paper	£5 £5 FOC

5.5	Student discipline	<ul style="list-style-type: none"> <li>• General Student Regulations</li> <li>• Student Handbook</li> </ul>	Paper Paper	£5 £5
5.6	Student learning and support services	<ul style="list-style-type: none"> <li>• Disability Statement</li> <li>• Centre for Academic Skills and English toolkit</li> <li>• Hired Information</li> <li>• Student Guide to Health and Wellbeing Service</li> <li>• Equality of Opportunity Statement</li> <li>• Safeguarding Information</li> <li>• PREVENT Information</li> </ul>	Paper Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5 £5
5.7	Student liaison	<ul style="list-style-type: none"> <li>• Academic Board standing orders</li> <li>• Corporation composition</li> </ul>	Paper Paper	£5 £5
5.8	Student Policies	<ul style="list-style-type: none"> <li>• Constitution of Guild of Students</li> <li>• Student Charter</li> <li>• Student Handbook</li> <li>• Industrial Placement Information</li> </ul>	Paper Paper Paper Paper	£5 £5 £5 £5
5.9	Student Welfare	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student Guide to Health and Wellbeing Service</li> <li>• Financial Support Information</li> </ul>	Paper Paper Paper	£5 £5 £5
5.10	Student associations and activities	<ul style="list-style-type: none"> <li>• Constitution of Guild of Students</li> </ul>	Paper	£5

## 6. Information Services

### Introduction

This section covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. (These include libraries, computing services and information support services).

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"><li>• Student Handbook</li><li>• JANET Connection Policy</li><li>• JANET Security Policy</li><li>• JANET Acceptable Use Policy</li><li>• Library Policy and Operating Statement</li></ul>	Paper Paper Paper Paper Paper	£5 £5 £5 £5 £5
6.2	Mission statements and related documents	<ul style="list-style-type: none"><li>• IT Strategy Document</li></ul>	Paper	£5
6.3	Policies with regard to data and information	<ul style="list-style-type: none"><li>• Data Protection Policy</li></ul>	Paper	£5
6.4	Procurement and disposal policies	<ul style="list-style-type: none"><li>• Procurement Policy</li><li>• Financial Regulations</li></ul>	Paper Paper	£5 £5
6.5	Scope of collections held	<ul style="list-style-type: none"><li>• Collection Development Policy Statement</li></ul>	Paper	£5

## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the institution, including mechanisms for reviewing and ensuring the quality of teaching provided.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic Year Dates	<ul style="list-style-type: none"> <li>Academic Year Dates</li> </ul>	Paper	FOC
7.2	External review information	<ul style="list-style-type: none"> <li>Summaries of external examiners' reports on programmes</li> <li>University inspection reports</li> <li>Commentary by the University on the finding of external examiners' reports</li> </ul>	Paper Paper Paper	£5 £5 £5
7.3	Graduation Information	<ul style="list-style-type: none"> <li>Attendance and ticketing information</li> <li>Academic Dress information</li> <li>Information on Honorary Fellowships</li> </ul>	Paper Paper Paper	£5 £5 £5
7.4	Information on the institution's internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>Programme specifications and course descriptions</li> <li>Validation and Approvals Procedure</li> <li>Teaching and Learning Strategy</li> <li>Widening Participation Strategy</li> </ul>	Paper Paper Paper Paper	£5 £5 £5 £5
7.5	Qualitative data on the quality and standards of learning and teaching	<ul style="list-style-type: none"> <li>Feedback from recent graduates</li> <li>Teaching and Learning Strategy</li> <li>Summary of statement of results and action taken in response to periodic programme and departmental reviews</li> </ul>	Paper Paper Paper	£5 £5 £5
7.6	Staffing structure of schools/departments	<ul style="list-style-type: none"> <li>Academic Organisational Chart</li> </ul>	Paper	£5

7.7	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examination periods</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• Appointment of external examiners</li> <li>• Policy on breach of assessment regulations</li> </ul>	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>£5</p> <p>£5</p> <p>£5</p> <p>£5</p> <p>£5</p>
7.8	Tuition Fees	<ul style="list-style-type: none"> <li>• Financial Support for Home/EU Students</li>   <li>• Guide to Student Finance and Tuition Fees</li> <li>• EU Student Tuition Fees information sheet</li> </ul>	<p>Paper</p> <p>Paper</p> <p>Paper</p>	<p>£5</p> <p>£5</p> <p>£5</p>

## 8. External Relations

### Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
9.1	Alumni	<ul style="list-style-type: none"> <li>Alumni Newsletter</li> </ul>	Paper	FOC
9.2	Community Liaison	<ul style="list-style-type: none"> <li>Widening Participation Strategy</li> <li>Enterprise Hive Information</li> </ul>	Paper Paper	£5 £5
9.3	Government and Regulator relations	<ul style="list-style-type: none"> <li>FE Inspection Reports</li> <li>QAA Review Reports</li> </ul>	Paper Paper	£5 £5
9.4	Marketing and Recruitment	<ul style="list-style-type: none"> <li>FE Prospectus</li> <li>HE Prospectus</li> <li>Postgraduate Prospectus</li> <li>Part-time/Short Courses Prospectus</li> <li>Open Day and Taster Day Leaflets</li> <li>Widening Participation Strategy</li> </ul>	Paper Paper Paper Paper Paper Paper	FOC FOC FOC FOC FOC FOC
9.5	Public Relations	<ul style="list-style-type: none"> <li>Prospectuses</li> <li>Alumni Newsletter</li> </ul>	Paper Paper	FOC FOC