



Edge Hill University

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**PUBLICATION SCHEME**  
Freedom of Information Act 2000  
April 2010



## Edge Hill University Publication Scheme

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Welcome to Edge Hill University's Publication Scheme. This scheme has been organised in line with the Information Commissioner's Model Publication Scheme for Universities. The purpose of the scheme is to proactively ensure a significant amount of information is publicly available, without the need for a specific FOI request. Edge Hill University has revised its publication scheme in line with the guidance provided by the Information Commissioner's Office (ICO) in May 2008.

### INTRODUCTION

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. 'Public authorities' are defined in the Act and include Universities, Further and Higher Education Colleges and Sixth Form Colleges.

### WHAT IS A PUBLICATION SCHEME

A publication scheme is a document that describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. A publication scheme must set out the classes, or categories, of information published.

### FORMAT

The new scheme contains information grouped into the following seven categories, as recommended by the Information Commissioner:

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, procurement, contracts and financial audit
3. What our priorities are and how we are doing
  - Strategies and plans, performance indicators, audits, inspections and reviews
4. How we make decisions
  - Decision making processes and records of decisions
5. Our policies and procedures
  - Current written protocols, policies and procedures for delivering our services and responsibilities
6. Lists and registers
  - Information contained in currently maintained lists and registers

## 7. The services we offer

- Information about the services we offer including guidance and newsletters

## **REQUESTS FOR INFORMATION**

You have the right, under the Freedom of Information Act, to request any information held which has not already been made available through this publication scheme. Whilst the University will endeavour to be as helpful as possible in providing access to information, the University reserves the right to make a charge to cover any costs incurred in providing information in alternative formats. Requests have to be made in writing although it is to be noted that the University is not required to release information to which an exemption legitimately applies.

Request should be made to: Freedom of Information Officer, Strategic Planning & Policy Unit, Edge Hill University, St. Helens Road, Ormskirk, Lancashire, L39 4QP or by e-mail from [foi@edgehill.ac.uk](mailto:foi@edgehill.ac.uk).

## **EXEMPTIONS**

Under the Freedom of Information Act 2000, there are two categories of exempt information:

- Absolute Exemptions - do not require the University to consider disclosure in the public interest, nor is it required to state whether or not the information in question is held.
- Non-absolute Exemptions - do require the University to consider the public interest in confirming or denying that the information exists and in disclosing information.

Where the University is claiming an exemption under the Act, it will inform you of the specific exemption which is being claimed and why it applies, and will aim to do so within 20 working days of the request being received.

Edge Hill University will not publish the following information unless there is a legal obligation to do so:

- Any information on individual students, without their permission
- Any information on staff without their permission, other than that set down in our Publication Scheme
- Information that might threaten the health or safety of staff, students or the public
- Information that may threaten the commercial interests of the University
- Information that is intended for eventual publication
- Information on current legal proceedings
- Information whose publication is forbidden by law or by a court order
- Information of a genuinely confidential nature or covered by a claim of professional legal privilege
- Information that would prejudice the prevention or detection of crime or the prosecution of offenders
- Information relating to investigations being carried out by the University that may lead to criminal or civil proceedings

Right of access to personal information under the Data Protection Act 1998 will continue to be dealt with under the Data Protection Act.

## **CHARGES**

Much of the information can be downloaded from the website free of charge. The University reserves the right to make a small charge for printed copies of some documents available on the website, to cover administrative costs.

## **COMPLAINTS PROCEDURE**

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our disclosure of information, you should write to:

Dr Craig Hutchinson-Howorth  
Director of Strategic Planning  
Edge Hill University  
St Helens Road  
Ormskirk  
Lancashire L39 4QP

Email: [foi@edgehill.ac.uk](mailto:foi@edgehill.ac.uk)

The University will acknowledge your complaint within 7 working days and endeavour to respond to your complaint within 20 working days of the acknowledgement. If you are not content with the outcome of your complaint, you may apply direct to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF.

Should the Commissioner decide your complaint is valid, he will serve a decision notice to the University.

## **RESPONSIBILITY FOR THE SCHEME**

It is important that this publication scheme meets your needs. Should you find the scheme difficult to understand or you are unhappy with the service that you have received please let us know. The publication scheme is regularly updated and the University welcomes feedback about both the information provided and the access to it. Comments should be directed to the Freedom of Information Office, Strategic Planning & Policy Unit, Edge Hill University, St Helens Road, Ormskirk, Lancashire L39 4QP.

## **COPYRIGHT**

The copyright in this publication scheme and its contents is reserved to Edge Hill University.

## 1. Who we are and what we do

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The University aspires to maintain current data regarding organisational information, location and contact details along with details on constitutional and legal governance. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request.

This section covers information relating to the way the institution is governed. It includes information relating to the Executive and Senior staffing, with lists of academic/non-academic departments.

### **OVERVIEW OF INFORMATION (Section 1)**

- How to find us
- Governance & Management
- Vision & Values
- Organisational Structure
- Information about Departments
- Faculty of Arts & Sciences
- Faculty of Education
- Faculty of Health
- Research Department
- SOLSTICE
- Student Union
- Collaborative Provision
- Conference Facilities
- Current Job Vacancies
- University Open Events
- University news
- History of the University
- Virtual Tour
- Senior Staff Contact Details

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

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This section contains information on the University's strategy and management of financial resources. Information which is deemed prejudicial to the University's commercial interests will be excluded from publication, in accordance with Section 43 (2) of the Freedom of Information Act. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request.

## OVERVIEW OF INFORMATION (Section 2)

- University Financial Statements
- Financial Regulations
- 2008/09 Annual Review
- Staff Salary Structure
- Student Fees and Funding
- Scholarships
- Higher Education Funding Council
- External Auditor Report (page 20, Financial Statement 2009)

### 3. What our priorities are and how we are doing

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This section includes strategy and performance information, audit, inspection and review information. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request

## OVERVIEW OF INFORMATION (Section 3)

- Performance Indicators
- Annual Report
- Reviews
- Directory of Good Practice
- Academic Quality & Standards
- Quality Assurance Agency
- Higher Education Funding Council for England
- University Magazine
- Strategy Plan
- Unistats

### 4. How we make decisions

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This section contains information relating to the University's decision making processes. Additional minutes of meetings will normally be provided on request, subject to consideration of issues such as commercial sensitivity or the protection of personal information. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request.

## OVERVIEW OF INFORMATION (Section 4)

- Directorate
- Responsibilities of the Board of Governors
- Minutes of the Board of Governors
- Academic Board Committee
- Minutes & Agendas of the Academic Board
- Organisation Structure

## 5. Our Polices and Procedures

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This section contains information/links relating to current written protocols for delivering the University's services and responsibilities. Most of our policies and procedures are accessible from <http://www.edgehill.ac.uk/about/policies>.

## OVERVIEW OF INFORMATION (Section 5)

### University

- Risk Management
- Privacy Statement
- Data Protection
- Collaborative Provision Strategy
- Equality Policy
- Environmental Management Strategy
- Estates Strategy
- Estates Masterplan 2020
- Health & Safety Policy Statement
- Information Strategy
- Human Resources Strategy
- International Strategy
- Retention Strategy

### Academic

- Academic Regulations
- Admissions Policy
- Quality Strategy
- Research & Knowledge Transfer Policy
- Research Degree Regulations
- Teaching Learning & Assessment Policy
- Widening Participation Strategy

## Students

- Charter
- Student Regulations
- Code of Practice

## 6. Lists and Registers

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Information contained in currently maintained lists and registers. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request.

Please note the University does not hold a FOI Disclosure Log.

### OVERVIEW OF INFORMATION (Section 6)

- Register of Gifts/Hospitality
- Directory of Expertise
- Asset Register
- Register of Interests
- Degree Ceremonies
- List of University Publications
- Use of University Seal

## 7. The services we offer

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This section contains information about services which are offered by the University. Much of the information in this category can be found and downloaded through the University website: hard copies are available upon request. You may find the search or Sitemap facility to be helpful: <http://www.edgehill.ac.uk/sitemap>.

### OVERVIEW OF INFORMATION (Section 7)

- Student Services
- Accommodation Services
- Services for Businesses
- The Health Centre
- Green Travel Plan
- Information for Staff

- Childcare Support
- Counselling
- Sporting Edge
- Rose Theatre
- Learning Resources
- Disability Services
- Course and Prospectus Information
- Career Services
- Staff Benefits