

Edge Hill  
University

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Freedom of Information Act 2000

**PUBLICATION SCHEME**  
September 2020

## 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 Section 3 of the Act, the 'Public authorities' include Universities, Further and Higher Education Colleges and Sixth Form Colleges.

### **WHAT IS A PUBLICATION SCHEME**

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. 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, Information Governance Unit, SPPU, SAC Building, 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, we will inform you of the specific exemption that we are claiming and why it applies, we will aim to do so, promptly, 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 in accordance with the principles of the Data Protection Act 2018 and the GDPR, will continue to be dealt with under the Data Protection Act.

## **CHARGES**

The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to members of the public. Any charges made by the University will be justified and transparent and kept to a minimum. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers available to the University. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **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 Information Governance 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, Social Care & Medicine
- Research Department
- Centre for Teaching & Learning
- Library & learning Services
- Student Services
- Careers
- The Arts Centre
- Edge Hill Sport
- Student Union
- Academic Partnerships
- 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)**

- Annual Review
- Capital Investment & Divestment Procedures
- External Auditor Report
- Financial Statement
- Financial Regulations & Procedures
- Office for Students
- Income and Expenditure
- Scholarships
- Staff Salary Structure
- Student Fees & Funding

## 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)**

- Academic Quality & Standards
- Annual Report and Strategy Plan
- Quality Code
- Equality Policy, Diversity and Analysis
- Monitoring and Review
- Office for Students
- Performance Indicators
- Strategy Plan
- Unistats
- University Magazine

## 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 Governance – Structure & Information
- 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 <https://www.edgehill.ac.uk/corporate-information/strategies-policies/>.

### **OVERVIEW OF INFORMATION (Section 5)**

#### **Strategic Plan**

- Strategic Plan

#### **Student Charter**

- Student Charter

#### **University**

- Access & Participation Plan
- Adverse Weather Conditions Policy
- Bribery & Anti-Corruption Policy
- Collaborative Provision
- Data Protection Policy
- Environmental Management Strategy
- Freedom of Information Policy
- Freedom of Speech Policy and Code of Practice
- Health , Safety and Environment Policy



- Information Strategy
- International Strategy
- People Strategy
- Policy on Consultancy and Other Work for External Bodies
- Public Information Policy
- Serious Incident Reporting Policy
- Sexual Violence Policy
- Whistle Blowing Policy

### **Academic**

- Academic Regulations – Current and Previous Academic Years
- Admissions Policy
- Curriculum Strategy
- Enterprise Strategy
- Quality Management Handbook
- Research Degree Regulations
- Research Strategy
- Teaching, Learning and Assessment – Policy and Strategy
- Tuition Fees Policy Statement

### **Students**

- Employability Strategy
- Safeguarding Policy
- Student Bullying and Harassment Policy
- Student Disciplinary Regulations
- Students' Union 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.

### **OVERVIEW OF INFORMATION (Section 6)**

- Asset Register
- CCTV Details
- Degree Ceremonies
- Senior Staff Declaration of Interest

- List of University Publications

## 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
- Conference facilities
- Confucius Institute
- Course Fees, Grants and Bursaries
- Health & Well Being Centre
- Sustainability
- Childcare Support
- Counselling
- Edge Hill Sport
- The Arts Centre
- Learning Resources
- Inclusive Services
- Course and Prospectus Information
- Career Services
- Staff Benefits

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