

**STRATEGY & POLICY COVER SHEET**

1. **Name of Document:** Freedom Of Information: Guide To Information
2. **Originator:** Director of Information & Resources
3. **Date of Origination: Version 1** November 2008
4. **Academic Board Ratification:** November 2008
5. **Assigned Ref Number:  
(by PA to Principal)**
6. **Revision History**
  - Revision A** 19 October 2009
  - Academic Board Ratification** Chair's Action
  - Assigned Ref Number:** SD/G/040a
  - Revision B** University Updates
  - Academic Board Ratification** Chair's Action Dec 2012
  - Assigned Ref Number:** SDG040a-U
7. **Destruction Date Confirmation:** (Date)

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## **FREEDOM OF INFORMATION: GUIDE TO INFORMATION**

**Director of Information and Resources**

**Approved**

**Version 1 – Academic Board, November 2008**

**Version 2 – Chairs Action, October 2009**

Section 19 of the Freedom of Information Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. In common with other public authorities, from 1 January 2009 the University has been required to adopt the Information Commissioner’s Office ‘Model Publication Scheme’ (MPS).

The University also uses the Definition Documentation for the Model Publication Scheme for Universities’ published by the ICO in 2008, and this Guide to Information is designed to clarify which information is specifically published by the University under the seven ‘classes’ of information.

The University has decided to make information accessible through its website ([www.nua.ac.uk](http://www.nua.ac.uk)) wherever possible, and an online guide to information (based on the 2005 publication scheme) continues to be readily accessible through the Freedom of Information section of the website ([www.nua.ac.uk/about-us/foia/overview](http://www.nua.ac.uk/about-us/foia/overview)).

Where information is not currently available through the website, alternative means of access are indicated below. Where applicable, a charge will be made for providing information in this way, as well as for requests for hard copy versions of information accessible through the website. Charges\* will include reprographic (2p per page), and postage and packaging costs. Some information may be inspected by visiting the University premises, and no charge is made for this.

The Guide will be updated periodically to reflect any changes in mode of information access.

<b>Who we are and what we do.</b>		
Organisational information, locations and contacts, constitutional and legal governance.		
<i>Information</i>	<i>Format</i>	<i>Charge*</i>
About us	Online	Free
Legal framework	Online	Free
Governance structure	Online	Free
How the University is organised	Online	Free
Management structure	Online	Free
Location	Online	Free
Contacts	Online	Free
Student activities	Online	Free
Student gallery	Online	Free
AURORA	Online	Free
East International	Online	Free

<b>What we spend and how we spend it.</b>
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Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Financial Strategy	Online	Free
Financial Regulations	Online	Free
Financial statements	Online	Free
External auditors annual report	Hard copy	Yes
Capital programme	Hard copy	Yes
Staff pay and grading structure	Hard copy	Yes

<b>What our priorities are and how we are doing.</b>		
Strategy and performance information, plans, assessments, inspections and reviews.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Corporate Plan	Online	Free
Learning and Teaching Strategy	Online	Free
Staff Handbook on Quality Management and Enhancement	Online	Free
Annual Monitoring Report	Hard copy	Yes
Employers links	Hard copy	Yes
QAA audit reports	Online	Free
Minutes of Corporation meetings	Hard copy	Yes
Minutes of Academic Board, Quality and Standards Committee and Resources and Estates Committee meetings	Hard copy	Yes
Recruitment Strategy	Online	Free
Information Strategy	Online	Free
Library Strategy	Online	Free
Marketing Strategy	Online	Free
International Strategy	Online	Free
Knowledge and Innovation Strategy	Online	Free
Student Support Strategy	Online	Free

<b>How we make decisions.</b>
Policy proposals and decisions. Decision making processes, internal criteria and

procedures, consultations.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Staff Handbook on Quality Management and Enhancement	Online	Free
Corporation Instrument and Articles of Government	Hard copy	Yes
Committee minutes (as above)	Hard copy	Yes
Appointment committees and procedures	Hard copy	Yes

<b>Our policies and procedures.</b>		
Current written protocols for delivering our functions and responsibilities.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Student Regulations and Procedures	Online	Free
Human Resources Strategy	Online	Free
Race Equality Policy	Online	Free
Gender Equality Policy	Online	Free
Disability Equality Policy	Online	Free
Student Mental Health Policy	Online	Free
Student Charter	Online	Free
Under 18 Policy	Online	Free
IT Acceptable Use Policy	Online	Free
Child Protection Policy	Hard copy	Yes
Communication Policy	Online	Free
Data Protection Policy	Online	Free
Student fees	Online	Free
FOI publication scheme 2005-08	Online	Free
Records Management Policy	Online	Free
Risk Management Policy	Hard copy	Yes
Health, Safety and Environment Management Policy	Hard copy	Yes
Quality Enhancement Policy	Hard copy	Yes
Safety in Field/institutional Trips Policy	Hard copy	Yes
Value for Money Policy statement	Hard copy	Yes

<b>Lists and registers.</b>
Information held in registers required by law and other lists and registers relating to

the functions of the authority.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Register of interests	Inspection at the University	Free
Register of gifts and hospitality provided to senior personnel	Inspection at the University	Free

<b>The services we offer.</b>		
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Course details	Online	Free
Newsletter	Online	Free
Student welfare and counselling	Online	Free
Disability support	Online	Free
Careers service	Online	Free
Student accommodation	Online	Free
Library	Online	Free
International students	Online	Free
Student fees	Online	Free
Application forms and advice	Online	Free
City of Norwich	Online	Free
Prospectus	Hard copy	No