



## Freedom of Information Act 2000 Publication Scheme: Guide to Accessing Information

### 1 Introduction

#### 1.1 Duty to Adopt a Scheme

1.1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 (FOIA). Section 19 of FOIA promotes greater openness and accountability across the public sector by obliging all public authorities to make information available proactively, under a publication scheme.

#### 1.2 Model Publication Scheme

1.2.1 Bournemouth University (the University) has adopted the Information Commissioner's (IC) [model publication scheme](#) (the Scheme). The Scheme describes the types of information which the IC expects all public authorities to publish routinely to comply with section 19 of FOIA.

#### 1.3 Guide to Information

1.3.1 This Guide outlines the types of information which the University is committed to making routinely available under the Scheme. It also sets out how the information can be accessed and whether or not the University will charge for it.

1.3.2 This Guide is not intended to be a definitive list of all publications available. Information available will change as new material is published or existing material revised. It is, however, an indication of the University's ongoing commitment to make those types of information routinely available under the Scheme.

#### 1.4 The Environmental Information Regulations 2004 (EIR)

1.4.1 In accordance with its duty under section 4 of EIR, the University has included certain environmental information within its Scheme. Where environmental information is available, it will be listed under the relevant classes in section 3 of this Guide.

## **1.5 Accessibility and Costs**

1.5.1 The University will make the majority of the Scheme information available via its website at <https://www1.bournemouth.ac.uk/> Information published on the University's website will be available to download free of charge.

1.5.2 So far as possible, this Guide provides hyperlinks to the information available on the University's website. Any inactive links should be reported to the University's Information Officer using the contact details set out at paragraph 1.6.1 below.

1.5.3 Some publications will only be available in hard copy and will be sold at cost price. Where a statutory charging regime applies to the provision of information, the University will charge a fee for information in accordance with the relevant statute.

1.5.4 In exceptional circumstances, information may only be available to view in person. Where applicable, the University will make this clear and will provide information about how to arrange an appointment.

1.5.5 All other information requested may be subject to administrative charges, payable in advance, to cover the cost of providing the information, such as:

- retrieval costs for items in storage;
- reproducing any document containing the information, for example printing, scanning and photocopying;
- postage, packaging, and other forms of transmitting the information; and
- any other costs the University incurs as a result of communicating the information upon request. For example, recording the information onto a CD or DVD, costs of arranging a viewing or complying with a stated means of communication.

1.5.6 When calculating the level of administrative charges applicable under the Scheme, the University will follow its prevailing [Schedule of charges](#) unless otherwise specified.

## **1.6 General Enquiries**

1.6.1 General enquiries relating to the Scheme should be sent to the University's Information Officer at the following postal or email address:

### **Information Officer**

Legal Services  
Bournemouth University  
M209, Melbury House  
1-3 Oxford Road  
Bournemouth  
Dorset BH8 8ES

**Email:** [FOIA@bournemouth.ac.uk](mailto:FOIA@bournemouth.ac.uk)

## **1.7 Exemptions from Scheme**

1.7.1 The University is not required to publish information under the Scheme where:

- Its disclosure is prevented by law, or exempt under FOIA or the EIR, or it is otherwise properly considered to be protected from disclosure. This includes personal data in circumstances where the University is not entitled to release it under the Data Protection Act 1998.
- It is in draft form.
- It is no longer readily available, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.

1.7.2 Requests for personal information by an individual using our Subject Access procedure should be submitted in accordance with the University's [Data Protection Act 1998](#) process.

## **1.8 Complaints**

1.8.1 Anyone who is dissatisfied with the operation of this Scheme should in the first instance contact the Information Officer by post or e-mail as set out at paragraph 1.6.1 above.

1.8.2 If dissatisfied with the response received from the Information Officer, complainants may request a review. Any such request should be sent to the University's Information Officer. The University's Deputy Vice-Chancellor or nominated alternate will review the complaint and may amend the University's initial response or current practice.

1.8.3 Thereafter, a referral may be made to the IC at:

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

Telephone: 0303 123 1113 or 01625 545745

## 1.9 Statement on Copyright

- 1.9.1 The copyright in the material listed in this Publication Scheme is owned by the University unless otherwise stated. The supply of documents under FOIA does not give the person or organisation who receives them an automatic right to reuse this material in a way that would infringe copyright, for example, by making multiple copies, publishing or issuing copies to the public.
- 1.9.2 Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of non-commercial research, private study, criticism, review and news reporting where accompanied by a sufficient acknowledgement.
- 1.9.3 Authorisation to reuse copyright material not owned by the University should be sought from the copyright holders concerned. If in doubt, users should contact the University's Information Officer using the address or e-mail set out at paragraph 1.6.1 above.

## 1.10 Datasets

- 1.10.1 The University will routinely publish any relevant dataset (as defined by section 11(5) of FOIA as amended) which we hold, together with any updated versions. This shall only apply to datasets that have already been requested and released by us under FOIA from 1 September 2013.
- 1.10.2 We will make these datasets available via our [Access to Information](#) webpage and, where we are the owner of such works, any re-use of the datasets shall be subject to the [Open Government Licence](#) or such other licence as we specify.
- 1.10.3 We will not be required to publish any relevant dataset:
- where we are satisfied that it is not appropriate to do so; or
  - in electronic form, where it is not reasonably practicable to do so.

## 2. Information not available under the Scheme

### 2.1 Requests for Information

- 2.1.1 Unless otherwise reasonably accessible from a third party, the Scheme or those Schemes belonging to the University's **wholly owned subsidiaries**; information coming within the scope of section 1 of FOIA or section 5 of EIR may be requested.
- 2.1.2 Requests should be made in writing and sent to the University's Information Officer at the postal or email address set out at paragraph 1.6.1 above.
- 2.1.3 The University will usually have 20 working days to respond to a request. This

timescale may be extended if the University requires further information from the enquirer or additional time to carry out the public interest test in relation to one of the qualified exemptions.

2.1.4 Fees may be charged for disbursements inline with those set out in the University's prevailing [Schedule of charges](#) and in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations).

2.1.5 Further information about requests for information under FOIA is available via the following links:

- The University's [FOI Webpage](#)
- The ICO's [FOI Homepage](#)

## 2.2 Fees Limit and Repetitive Requests

2.2.1 The University is not obliged to provide information under FOIA if the cost of locating and retrieving it is more than £450, calculated in accordance with the Fees Regulations. If the University chooses to provide the information, it will issue a fees notice and will not be obliged to continue with the request until all fees have been paid.

2.2.2 The University can refuse to answer requests from people who repeatedly ask for the same or similar information.

## 3. Scheme Information

### 3.1 Class 1 - Who we are and what we do

#### 3.1.1 Overview

This class comprises information about the management of the University, the committees and the organisational structure together with the names and responsibilities of key personnel.

Information falling within this class will be made available by the University from time to time via its [About BU](#) web pages and includes those categories set out below.

#### 3.1.2 [Legal Framework](#)

This category includes current information relating to the University's legal and corporate status, its main constitutional documents and the names of its trustees.

#### 3.1.3 How the Institution is Organised

Information about how the University is organised is available via the

following links:

- [About the University](#)
- [Governance University Board and Senate](#)
- [Key People](#)
- [Schools](#)

#### 3.1.4 Location and Contact Details

- [Contact Us](#)
- [Locations](#)
- [People at BU](#)

#### 3.1.5 Partners, Sponsors and Wholly Owned Companies

Lists of and information relating to organisations which the University has responsibility for, those it works in partnership with, sponsors and companies wholly owned by it can be accessed via the following links:

- [Partnerships & Agreements](#)  
[Register of Collaborative Partnerships](#)
- [Wholly Owned Companies](#)

#### 3.1.6 Student Activities

- [Community Engagement](#)
- [Facilities & Resources](#)

The Students' Union at Bournemouth University (SUBU) is independent of the University. Information relating to its activities may be found at: [www.subu.org.uk](http://www.subu.org.uk).

Information about SUBU's student representation system is available at: [www.subu.org.uk/studentreps](http://www.subu.org.uk/studentreps).

#### 3.1.7 Information Published Elsewhere

The following organisations also publish information about the University:

- [QAA](#)
- [HESA](#)

- [HEFCE](#)

## 3.2 Class 2 - What we spend and how we spend it

### 3.2.1 Overview

This section covers financial information. Information that may damage the University's commercial interests will be excluded from publication.

### 3.2.2 Funding and Income

The University's sources of funding and income are available via the following links:

- [Financial Statements](#)
- The HEFCE Financial Memorandum ([HEFCE 2010/19](#)) sets out the terms and conditions for payments of HEFCE grants to the University.
- The HEFCE Audit Code of Practice (Annex A of HEFCE 2010/19) provides guidelines for the governing body of higher education institutions.
- An overview of the University's knowledge transfer partnership statistics (including all past and current income) is available via the [Technology Strategy Board's website](#).
- [Tuition Fees and Funding](#)

### 3.2.3 Financial Regulations and Procedures

- [Student Related Policies and Procedures](#)
- [Procurement and Supplier Information](#)

Available contracts for tender which are valued above a certain financial threshold according to EU legislation are published on the [Official Journal of the European Community](#).

### 3.2.4 Staff Pay and Grading Structure

The University's Pay and Grading Structure for its staff is available to view via the following link:

- [Pay Scale](#)
- [Current Vacancies](#) including job descriptions and pay scales are available to view on the University's website.

From early 2014, extracts of senior University staff expenses and their

salary bands (in bands of £10,000) will be published annually. These will be available via the University's [Governance](#) webpage. Senior staff means staff earning over £100,000 per annum and on the Senior Management Team or equivalent level. Summaries of University Executive Team expenses are published quarterly commencing from November 2017 [UET expenses](#)

### **3.3 Class 3 - What our priorities are and how we are doing**

#### **3.3.1 Overview**

This class covers strategy and performance information, plans, assessments, inspections and reviews.

#### **3.3.2 Internal Information**

- [Financial Annual Reports](#)
- [BU2025](#) sets out our vision for the future and includes strategic targets for Students and Learning, Research and Enterprise as well as the University's Missions Statement.

#### **3.3.3 External Review Information**

- [QAA](#)

#### **3.3.4 Accreditation and Monitoring Reports**

Accreditation and monitoring reports by professional, statutory or regulatory bodies are available from the following organisations:

- [Nursing and Midwifery Council \(NMC\)](#)
- [Health & Care Professions Council](#)
- [Law Society](#)
- [Chartered Institute of Management Accountants \(CIMA\)](#)
- [Association of Chartered Certified Accountants \(ACCA\)](#)

### **3.4 Class 4 - How we make decisions**

#### **3.4.1 Overview**

Non confidential minutes from the University Board and Senate (and some Senate sub-committees) can be found at:

- [Board and Senate Minutes](#)

## 3.5 Class 5 - Our policies and procedures

### 3.5.1 Overview

This section covers written protocols for delivering our functions and responsibilities.

### 3.5.2 Academic Policies and Regulations

Our current [Academic Policies, Regulations and Procedures](#) are available to view online and cover the following:

- [Admissions Regulations](#)
- [Complaints and Appeals](#)
- [Student Policies, Procedures, Rules and Regulations](#)

### 3.5.3 Other Policies and Procedures

- [Access to Information](#)
- [Accommodation](#)
- [Anti-bribery Policy and Procedures](#)
- [Conflicts of Interest Policy and Procedures](#)
- [Data Protection](#)
- [Diversity, Dignity and Equality](#)
- [Privacy Policy](#)
- [Research News and Information](#)

### 3.5.4 Staff Policies, Procedures and Regulations

The following are available upon request from the Information Officer:

- Collective bargaining procedures and consultation with recognised trade unions and professional organisations and agreements reached.
- Generic terms and conditions of employment.

- Staff policies and procedures including those relating to the following are available upon request:
  - Appraisals
  - Disciplinary Issues
  - Equal Opportunities
  - Grievances
  - Harassment
  - Health & Safety
  - Intellectual Property
  - Leave
  - Pension Schemes
  - Public Interest Disclosure
  - Race Equality
  - Recruitment and Selection

### 3.5.5 General Student Enquiries

Student qualifications required for entry are published widely. Primary sources are the [prospectus](#) and our course specific information available online.

General enquiries from students should be directed to one of the following:

- [askBU Enquiry Service](#) - for all future student and business enquiries.
- [askBU Students' Support](#) - for all current student related queries.

### 3.5.6 UCAS

- [UCAS website](#)

### 3.5.7 Environmental Information

Where held and subject to the exemptions under Part 3 of the EIR, the University will make the following environmental information routinely available on its [Save Earth](#) webpage:

- Facts and analyses of facts which we consider relevant and important in framing major environmental policy proposals.
- Policies, plans and programmes relating to the environment, such as its:
  - Carbon Management Plan;
  - Environmental Policy;

- Travel Plan; and
  - Biodiversity Policy.
- Data derived from monitoring activities which affect or are likely to affect the environment.

Progress reports on the implementation of environmental legislation or policies are available upon request in accordance with section 2 above.

The [Environment Agency's](#) website provides details of the environmental legislation applicable to organisations such as the University within the UK.

## 3.6 Class 6 - Lists and registers

### 3.6.1 Overview

This section covers information held in registers required by law and other lists and registers relating to the functions of the University.

### 3.6.2 Hospitality and Interests Registers

From early 2012, extracts from the [Hospitality Register](#) and the [Register of Interests](#) relating to members of the University Board and members of University Leadership Team will be published annually.

## 3.7 Class 7 - The services we offer

### 3.7.1 Overview

This class comprises information about the services provided by the University.

### 3.7.2 Our Courses

- [Courses](#)
- [Prospectus](#) - Undergraduate and Postgraduate

### 3.7.3 Health and Wellbeing

- Our [Health and Wellbeing](#) and [Childcare](#) web pages offer information relating to the Medical and Dental Practices, Student Counselling Service, Multi Faith Chaplaincy Services and the Nursery.

### 3.7.4 Other Services

Other services can be found via the following links:

- [Art Collection](#)
- [Award Ceremonies](#)
- [Business Services](#)
- [Careers Advice](#)
- [Corporate Relations](#)
- [Facilities & Resources](#)
- [Library](#)
- [News and Events](#)
- [Sports](#)
- [Visual Arts](#)

#### **3.7.5 Advice and Guidance**

- [Alumni](#)
- [Current Students](#)
- [Future Students](#)