



LJMU Guide to the Publication Scheme

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LJMU GUIDE TO THE PUBLICATION SCHEME – DEFINITION DOCUMENT

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect universities to provide in order to meet the University's commitment under the model publication scheme.

This guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The University's publication scheme is its webpages. To request information listed within the Publication Scheme, other than via the University website, please contact the relevant University department as indicated in the Publication Scheme.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in Section 11(5) of the Freedom of Information Act 2000 (FOIA). The terms 'relevant copyright work' and 'specified licence' are defined in Section 19(8) of the FOIA. The Information Commissioner's Office (ICO) has published [guidance on the dataset provision in FOIA](#). This explains what is meant by "not appropriate" and "capable of re-use".

How to access information held within LJMU's Publication Scheme

The University recommends that the best route of access is via the URLs (links) provided below:

- **University Departments/Faculties/Schools (Organisational Structure):**
<https://www.ljmu.ac.uk/about-us/faculties>
- **University Key Contacts:**
<https://www.ljmu.ac.uk/Contact%20us/Key%20contacts>

- **About Us and Our City:**
<https://www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university>

Detailed Guide:

Who we are and what we do

Organisational information, structures, locations and contacts: See links above.

Class of information	Main Location
Legal framework: information relating to the legal and corporate status of the institution.	Secretariat (Governance), Corporate Services Division, Office of the Finance Director (University Secretary) and Deputy Chief Executive Governance and Charitable Status
How the institution is organised: information about the management structure of the University	Office of the Vice-Chancellor & Chief Executive for organisational charts and Senior Management Teams organisational structure
Governance: Board of Governors, Committees and Terms of Reference	Secretariat (Governance) Governance and Charitable Status
Location and contact details	Home Page of Website https://www.ljmu.ac.uk/
Lists of and information relating to organisations which the University has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it.	Financial & Resource Services [within the Financial Statements] for wholly owned subsidiary companies: Financial Statements Academic/Collaborative Partnerships Business Engagement World of Work Careers Centre Cultural Partnerships

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Class of Information	Main Location
Funding/income; Financial Statements, budgets and variance reports:	Financial Statements for income/expenditure sources; Research Funding Business Engagement Finance Committee Minutes
Financial audit reports	Financial Statements contain external auditors' reports: Financial Statements Audit Committee Minutes
Capital Programme	Estates developments
Financial regulations and procedures	Financial Regulations
Staff allowances and expenses	Financial Statements for allowances and expenses paid to senior staff members.
Staff pay and grading structure	Financial Statements for the salaries for senior staff earning over £100,000 per annum. HR Information related to Staff Pay
Register of Suppliers	A register of suppliers is under construction and will be available shortly. We publish a document of IT Provision and Use annually.
Procurement and tender procedures and reports	Finance & Resource Services
Contracts: The ICO would normally only expect the University to publish details of contracts that exceed	Financial Statements

£25,000.	
Research funding	Financial Statements

What our priorities are and how we are doing

Strategies and plans; performance indicators; audits; inspections and reviews.

Class of Information	Main Location
Annual Report: The University's Annual Corporate Governance Statement to HEFCE is provided within the Financial Statements.	Financial Statements
Corporate and business plans	Mission Statement Business Plans are not currently produced.
Teaching and Learning Strategy	Teaching and Learning Strategy 2017-2022
Academic quality and standards	Academic Quality - Strategy, Policies & Processes Minutes, Academic Board
Corporate Relations: Information relating to the University's links with employers and sponsors, and the development of learning programmes.	Academic Partnerships Cultural Partners Business Engagement Alumni Relations World of Work Careers Centre
Government and regulatory reports: Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies. Where information provided to regulatory bodies is publicly available via those bodies, the University may provide a direct link to	Quality Assurance Agency (QAA) The Research Excellence Framework (REF) gives information about the evaluation of the quality of research in UK higher education institutions, including detailed information about the submissions and exercise process and individual institutional results.

that information.	<p>LJMU REF results 2014.</p> <p>The Office for Fair Access (OFFA) is an independent public body that helps safeguard and promote fair access to higher education by approving and monitoring 'access agreements'. The outcomes of OFFA and the Higher Education Funding Council for England's annual monitoring of access agreements and widening participation strategic assessments and National Scholarship Programme monitoring for 2012-13 can be found in this document.</p> <p>Ofsted reports – LJMU Ofsted reports – Marsh Sports</p>
Compliance with the Equality Act 2010: This includes any information produced as part of these duties.	<p>Human Recourses</p> <p>Equality and Diversity</p>

How we make decisions

Minutes of formal meetings where key decisions are made about the operation of the University. The University may decide not to publish particular minutes on a case by case basis. Information in this class should be available at least for the current and previous 3 years.

Class of Information	Main Location
Minutes of the Governing Body and its committees, academic boards and steering groups: Calendar of institutional committees and Secretaries.	<p>Board and Committee Minutes</p> <p>LJMU Committees</p> <p>For Minutes of University Committees other than Board Committees please contact: The Secretariat</p> <p>T: 0151 231 3550/3533 Email: Secretariat@ljmu.ac.uk</p>

Teaching and Learning committee minutes	See above (Committee Minutes)
Minutes of staff/student consultation meetings	See above (Committee Minutes)
Appointment committees and procedures	Please contact the Director of Human Resources

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Class of Information	Main location
Policies and procedures for conducting university business: Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information; Procedures for handling requests for information.	<p>The University's main policies for governance are held on the Governance webpages including Instrument and Articles of Government.</p> <p>Liverpool Students' Union Code of Practice</p> <p>Details of how LJMU deal with requests for information can be found on the FOI pages of our website</p>
Procedures and policies relating to academic services: Some of these policies may already be included in 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to honorary degrees, procedures for changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment	<p>Teaching and Learning Strategy 2017-2022</p> <p>Research Code of Practice for the Second Research Excellence Framework (REF 2021)</p> <p>Academic Appeals</p> <p>Course withdrawals</p> <p>Honorary Fellows</p> <p>Certificate & Award Verification</p>

regulations.	
Procedures and policies relating to student services: This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student record system, the assessment of external qualifications, internal student complaints and appeals, student support services and code of student discipline.	The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk Student complaints and appeals Student Charter Student discipline
Procedures and policies relating to human resources: This will include the full range of human resource policies and procedures.	The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk
Pay Policy Statement	The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk
Procedures and policies relating to recruitment	The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk Job vacancies
Code of Conduct for Members of the Governing Body	Board of Governors' Terms of Reference and Primary Responsibilities.
Equality and Diversity Policies: Equality Scheme	Equality and Diversity Policies
Health & Safety	The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk

<p>Estate Management: This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance</p>	<p>The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p>
	<p>Details of Estates Development</p> <p>Sustainability and Environmental Policy</p>
	<p>Student Complaints</p> <p>FOI Appeals and Complaints Procedure</p> <p>Staff Grievance Procedure - The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p>

<p>Records Management and personal data policies: This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>	<p>Special Collections and Archives</p> <p>Data Protection Policy</p> <p>Data Subject Rights Information</p> <p>Freedom of Information Policy and Guidance</p> <p>Privacy Notice for Students</p> <p>Details of the following are available from the Data Protection Officer on Request (email: dpo@ljamu.ac.uk)</p> <p>Records Retention Schedule</p> <p>Information Security Policy</p> <p>The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljamu.ac.uk</p> <p>Requests for personal information can be made by email: dpo@ljamu.ac.uk</p>
<p>Research policy and strategy: Including quality assurance procedures, policy and procedures relating to intellectual property, ethics committee terms of</p>	<p>Quality Assurance Procedures</p>

<p>reference, applications and their approval, and any other relevant codes of practice. It will also include policy, strategy and procedures relating to knowledge transfer and enterprise.</p>	<p>Knowledge transfer</p> <p>Intellectual Property</p> <p>Code of Practice for Research</p> <p>Applications and their approval</p> <p>Research Ethics Committee</p> <p>- The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p>
<p>Publicly funded research outputs and data: In line with the overall direction of travel towards greater transparency, the University is expected to publish information on publicly funded research, or to provide a direct link to it.</p>	<p>Financial Statements High level information about research funding sources is held in the University's financial statements.</p>
<p>Charging regimes and policies: Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.</p>	<p>LJMU does not currently charge for anything in the Publication Scheme. If a request is made for information not in the Scheme, the University will provide the amount of information which must by law be provided free (i.e. up to the Appropriate Limit in the Freedom of Information Act Fees Regulations), provided that the particular information requested is not exempt from disclosure.</p> <p>Guidance on FOI Fees Regulations</p> <p>Awards and Replacement Certificates</p> <p>Library Charges</p> <p>Photocopying - Service Charges</p> <p>- The University prefers to receive requests for information under the Freedom of Information Act by email to</p>

	foi@ljmu.ac.uk
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Lists and Registers:

Class of Information	Main Location
Any information we are currently legally required to hold in publicly available registers	FOI Disclosure Log The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk
Asset registers	An Asset Register is under development and will be published on the Finance & Resource Services webpages in due course. Campus Data
CCTV	CCTV Code of Practice - The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk
Disclosure Logs: Where a University produces a disclosure log indicating the information that has been provided in response to requests, it should be readily available. Disclosure logs are themselves recommended as good practice.	LJMU Disclosure Log for FOI Requests
Any register of interests kept in the University.	Registers of Interest (for Board of Governors and for Senior Staff).
Register of gifts and hospitality provided	Gifts and Hospitality Policy - The

to senior staff	<p>University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p> <p>Registers are kept locally. For a paper copy please contact:</p> <p>The Secretariat Egerton Court 2 Rodney Street Liverpool L1 2UA T: 0151 231 3550/3533 Email: secretariat@ljmu.ac.uk</p>
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The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Class of Information	Main Location
Prospectus	Order a Prospectus
Services for outside bodies	Business Engagement Volunteering World of Work Employer Enquiries
Course content	<p>Available in the Prospectus or from the Webpages of individual Faculties and Schools</p> <p>Faculties and Schools</p> <p>Search for a course</p>
Course fees Funding, such as grants and bursaries, available to students at LJMU	Student Fees and Finances explained
Welfare and counselling services	Student support: Student Advice and Wellbeing Service

	<p>Staff Welfare: Human Resources - The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p>
Health including medical services	<p>Occupational Health Unit</p> <p>Health & Safety - The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljmu.ac.uk</p>
Careers	<p>World of Work Careers Centre</p> <p>Working at LJMU</p>
Chaplaincy Services	<p>Chaplaincy Services</p>
Sports & Recreational Facilities	<p>Sport at LJMU</p> <p>John Moores Students Union: Sports Clubs</p>
Facilities relating to music, art and other cultural activities	<p>Culture in Liverpool</p> <p>Liverpool City Council: Leisure, Parks, Events</p> <p>Tourist Attractions</p>
Museums, libraries, special collections and archives	<p>Library Services at LJMU including archives and special collections</p> <p>Liverpool Museums</p> <p>Liverpool City Council: Local Libraries</p>
Advice & Guidance	<p>Careers Advice, Guidance & Support</p> <p>Quality & Standards: Guides</p>

	<p>Student Regulation</p> <p>Student Advice & Wellbeing</p> <p>Course Information</p> <p>Student Support: Including support for students with additional needs</p> <p>Student Handbook</p> <p>Student Charter</p> <p>Human Resources: Staff Guides</p> <p>Staff Handbook</p> <p>- The University prefers to receive requests for information under the Freedom of Information Act by email to foi@ljamu.ac.uk</p>
Media Releases	<p>News & Media</p>