



# LJMU Guide to the Publication Scheme

Policy Owner: Finance Director (University Secretary) and  
Deputy Chief Executive  
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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 (New from 1.9.13)**

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):**  
<http://www.ljmu.ac.uk/framework/124062.htm>
- **University Key Contacts:**  
<http://www.ljmu.ac.uk/contacts/index.htm>

- **About Us and Our City:**  
<https://www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university>
- **Site Map:**  
<http://www.ljmu.ac.uk/location/>
- **Liverpool Student's Union (LiverpoolSU):**  
<http://www.liverpoolsu.com/>

## Detailed Guide:

### Who we are and what we do

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

| <b>Class of information</b>   | <b>Main Location</b>   |
|---|--|
| 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<br><a href="#">Governance and Charitable Status</a>  |
| 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<br><a href="#">organisational structure</a>  |
| Governance: Board of Governors, Committees and Terms of Reference   | Secretariat (Governance)<br><a href="#">Governance and Charitable Status</a>   |
| Location and contact details  | Home Page of Website<br><a href="https://www.ljmu.ac.uk/">https://www.ljmu.ac.uk/</a>  |
| 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: <a href="#">Financial Statements</a><br><br><a href="#">Academic Partnerships</a><br><br><a href="#">Business Engagement</a><br><br><a href="#">World of Work Careers Centre</a><br><br><a href="#">Cultural Partnerships</a> |
| Student activities: Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised by students. | LiverpoolSU (Students' Union):<br><a href="http://www.liverpoolsu.com/">http://www.liverpoolsu.com/</a>  |

## 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:                                      | <a href="#">Financial Statements</a> for income/expenditure sources;<br><a href="#">Research Funding</a><br><a href="#">Business Engagement</a><br><a href="#">Finance Committee Minutes</a> |
| Financial audit reports  | Financial Statements contain external auditors' reports: <a href="#">Financial Statements</a><br><a href="#">Audit Committee Minutes</a>   |
| Capital Programme  | <a href="#">Copperas Hill</a><br><a href="#">Sensor City</a>   |
| Financial regulations and procedures   | <a href="#">Financial Regulations</a>  |
| Staff allowances and expenses  | <a href="#">Financial Statements</a> for allowances and expenses paid to senior staff members.   |
| Staff pay and grading structure  | <a href="#">Financial Statements</a> for the salaries for senior staff earning over £100,000 per annum.<br><a href="#">People and Organisational Development</a> for Salary Grades.          |
| Register of Suppliers  | A register of suppliers is under construction and will be available shortly.   |
| Procurement and tender procedures and reports  | <a href="#">Finance &amp; Resource Services</a>  |
| Contracts: The ICO would normally only expect the University to publish details of contracts that exceed | <a href="#">Financial Statements</a>   |

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| £25,000.         |                                      |
| Research funding | <a href="#">Financial Statements</a> |

## 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.   | <a href="#">Financial Statements</a>   |
| Corporate and business plans  | <a href="#">Strategic Map 2012-2017</a><br><br><a href="#">Mission Statement</a><br><br>Business Plans are not currently produced.   |
| Teaching and Learning Strategy  | <a href="#">Learning &amp; Teaching Strategies and Policies</a>  |
| Academic quality and standards  | <a href="#">Quality - Strategy, Policies &amp; Processes</a><br><br><a href="#">Minutes, Academic Board</a>  |
| External review information   | <a href="#">Higher Education Review</a>  |
| Corporate Relations: Information relating to the University's links with employers and sponsors, and the development of learning programmes.  | <a href="#">Academic Partnerships</a><br><br><a href="#">Cultural Partners</a><br><br><a href="#">Business Engagement</a><br><br><a href="#">Alumni Relations</a><br><br><a href="#">World of Work Careers Centre</a>  |
| 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 | <a href="#">Quality Assurance Agency (QAA)</a><br><br>The <a href="#">Research Excellence Framework (REF)</a> 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. |

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| that information.  | <p><a href="#">LJMU REF results 2014.</a></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 <a href="#">this document</a>.</p> <p><a href="#">Ofsted Report</a><br/><a href="#">Ofsted Report</a></p> |
| Compliance with the Equality Act 2010: This includes any information produced as part of these duties. | <p><a href="#">People and Organisational Development</a></p> <p><a href="#">Equality and Diversity</a></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><a href="#">Board and Committee Minutes</a></p> <p><a href="#">LJMU Committees</a></p> <p><a href="#">Board Committees</a></p> <p>For Minutes of University Committees other than Board Committees please contact:<br/>The Secretariat<br/>Corporate Services Division<br/>Egerton Court<br/>2 Rodney Street<br/>Liverpool L1 2UA<br/>T: 0151 231 3550/3533<br/>Email: <a href="mailto:Secretariat@ljmu.ac.uk">Secretariat@ljmu.ac.uk</a></p> |

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| 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 <a href="#">People &amp; Organisational Development</a> |

## 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 Secretariat's governance webpages <a href="#">Governance Instrument and Articles of Government</a></p> <p><a href="#">Standing Orders</a></p> <p><a href="#">Liverpool Students' Union Code of Practice</a></p> <p><a href="#">Board of Governors, Terms of Reference &amp; Primary Responsibilities</a></p> <p>The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></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><a href="#">Teaching and Learning Strategy and Policies</a></p> <p><a href="#">Research Codes of Practice</a></p> <p><a href="#">Academic Appeals</a></p> <p><a href="#">Course withdrawals</a></p> <p><a href="#">Honorary Fellows</a></p> <p><a href="#">Certificate &amp; Award Verification</a></p>  |

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| 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 <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a><br><br><a href="#">Student complaints and appeals</a><br><br><a href="#">Student Charter</a><br><br><a href="#">Student discipline</a> |
| 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 <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a>  |
| Pay Policy Statement   | The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a>  |
| Procedures and policies relating to recruitment  | The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a><br><br><a href="#">Job vacancies</a>   |
| Code of Conduct for Members of the Governing Body  | <a href="#">Governors' Statement of Primary Responsibilities</a>  |
| Equality and Diversity Policies: Equality Scheme   | <a href="#">Equality and Diversity Policies</a>   |
| Health & Safety  | The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a>  |
| Estate Management: This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance   | The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a><br><br><a href="#">Copperas Hill</a>   |



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|   | <p><a href="#">Sensor City</a></p> <p><a href="#">Estate Management</a></p> <p><a href="#">Sustainability and Environmental Policy</a></p>   |
| Complaints policy   | <p><a href="#">Student Complaints</a></p> <p><a href="#">FOI Appeals and Complaints Procedure</a></p> <p>Staff Grievance Procedure - The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></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><a href="#">Special Collections and Archives</a></p> <p><a href="#">Data Protection</a></p> <p><a href="#">Freedom of Information Policy and Guidance</a></p> <p><a href="#">Fair Processing Notice for Students</a></p> <p><a href="#">Records Retention Schedules</a></p> <p><a href="#">Student Collection Notice</a></p> <p>Staff Collection Notice</p> <p>Information Security Policy</p> <p>Confidential Destruction of Documents</p> <p>Departmental Data Protection Advisers</p> <p>Data Sharing Agreements</p> <p>- The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></p> |
| Research policy and strategy: Including quality assurance procedures, policy and procedures relating to intellectual property, ethics committee terms of  | <p><a href="#">Research Strategy</a></p> <p><a href="#">Quality Assurance Procedures</a></p>   |

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| <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><a href="#">Knowledge transfer</a></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 <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></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><a href="#">Financial Statements</a> High level information about research funding sources is held in the University's financial statements.</p> <p><a href="#">Research Councils UK's Policy on Open Access</a></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><a href="#">Guidance on FOI Fees Regulations</a></p> <p><a href="#">Awards and Replacement Certificates</a></p> <p><a href="#">Subject Access Request Administrative Fee £10</a></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> |

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|  | <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a> |
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**Lists and Registers:**

| <b>Class of Information</b>   | <b>Main Location</b>   |
|---|--|
| Any information we are currently legally required to hold in publicly available registers   | <a href="#">FOI Disclosure Log</a><br>Seal Register - The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a> |
| Asset registers   | An Asset Register is under development and will be published on the Finance & Resource Services webpages in due course.<br><br><a href="#">Campus Data</a>   |
| Information Asset Register  | An Information Asset Register is under development and will be published on the Academic Registry webpages in due course.<br><br>A Personal Information Asset Register is currently under development.               |
| CCTV  | CCTV Code of Practice - The University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a>                               |
| 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. | <a href="#">LJMU Disclosure Log for FOI Requests</a>   |
| Any register of interests kept in the University.   | <a href="#">Registers of Interest</a> (for Board of Governors and for Senior Staff).   |
| Register of gifts and hospitality provided  | Gifts and Hospitality Policy - The   |

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| to senior staff | <p>University prefers to receive requests for information under the Freedom of Information Act by email to <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></p> <p>Registers are kept locally. For a paper copy please contact:</p> <p>The Secretariat<br/> Egerton Court<br/> 2 Rodney Street<br/> Liverpool L1 2UA<br/> T: 0151 231 3550/3533<br/> Email: <a href="mailto:secretariat@ljmu.ac.uk">secretariat@ljmu.ac.uk</a></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  | <a href="#">Order a Prospectus</a>  |
| Services for outside bodies   | <a href="#">Business Engagement</a><br><a href="#">Outreach Services</a><br><a href="#">Volunteering</a><br><a href="#">World of Work</a> Employer Enquiries<br><a href="#">Cultural Partnerships</a> |
| Course content  | <p>Available in the Prospectus or from the Webpages of individual Faculties and Schools</p> <a href="#">Faculties and Schools</a><br><a href="#">Search for a course</a>                              |
| Course fees<br>Funding, such as grants and bursaries, available to students at LJMU | <a href="#">Student Fees and Finances explained</a>   |
| Welfare and counselling services  | <a href="#">Student support: Student Advice and Wellbeing Service</a>   |

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

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|                | <p><a href="#">Academic Appeals Guidance</a></p> <p><a href="#">Student Advice &amp; Wellbeing</a></p> <p><a href="#">Course Information</a></p> <p><a href="#">Student Support: Including support for students with additional needs</a></p> <p><a href="#">Student Handbook</a></p> <p><a href="#">Student Charter</a></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 <a href="mailto:foi@ljmu.ac.uk">foi@ljmu.ac.uk</a></p> |
| Media Releases | <p><a href="#">News &amp; Media</a></p> <p><a href="#">Press Release Archive</a></p>  |