

University of London

Freedom of Information Act 2000: Publication Scheme

The University of London is committed to the Model Publication Scheme for *Universities* as defined by the Information Commissioner's Office:

www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/definition_document_universities.aspx

Who we are and what we do

This includes organisation information, structures, locations and contacts.

Legal framework

University of London Act 1994

www.london.ac.uk/972.html

How the institution is organised

Board of Trustees

www.london.ac.uk/972.html

Collegiate Council

www.london.ac.uk/972.html

Statutes

www.london.ac.uk/972.html

Ordinances

www.london.ac.uk/972.html

Management structure

www.london.ac.uk/structure.html

Organisational structure

www.london.ac.uk/structure.html

Location and contact details

Central Offices

www.london.ac.uk/contact

www.london.ac.uk/university_admin.html

School of Advanced Study

www.sas.ac.uk/

Colleges and Institutes

www.london.ac.uk/colleges_institutes

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

Business services offered by the University

www.london.ac.uk/business.html

University of London Students' Union

www.london.ac.uk/190.html

University of London Research Library Services
www.london.ac.uk/582.html

The London Universities Purchasing Consortium
www.london.ac.uk/191.html

University of London Computer Centre
www.london.ac.uk/ulcc.html

The Careers Group, University of London
www.london.ac.uk/careersgroup.html

University of London External System
www.londonexternal.ac.uk

The School of Advanced Study
www.sas.ac.uk

The London Deanery
www.londondeanery.ac.uk

Universities UK
www.universitiesuk.ac.uk/Pages/Default.aspx

The University of London Housing Services
www.housing.london.ac.uk

Adding Value Through Collaboration is a report on collaborative projects within and involving the Colleges of the University of London.
www.london.ac.uk/vcpublications.html

Colleges and Institutes
www.london.ac.uk/colleges_institutes.html

Student activities

Structure of the University
www.london.ac.uk/structure.html

Information for students
www.london.ac.uk/students.html

Student service units
www.london.ac.uk/54.html

University of London Students' Union
www.ulstu.co.uk/
www.london.ac.uk/377.html

University of London accommodation
www.london.ac.uk/accom

University of London External System
www.londonexternal.ac.uk/

Facilities for students at the School of Advanced Study
www.sas.ac.uk/facstud.html

What we spend and how we spend it

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

Funding / income

Functions of the Board of Trustees
www.london.ac.uk/977.html

Financial statements
www.london.ac.uk/financial_reports00.html

Reports from the activity centres
www.london.ac.uk/988.html

Higher Education Funding Council for England reviews
www.sas.ac.uk/hefce.html

Budgetary and account information

Financial statements
www.london.ac.uk/financial_reports00.html

Financial audit reports

Financial statements, including the independent auditors' reports
www.london.ac.uk/financial_reports00.html

Capital programme

The Estates Strategy, which will include the relevant information concerning *capital expenditure* as defined by the model scheme, is currently under review and will be published online shortly.

www.london.ac.uk/116.html
www.london.ac.uk/estates.html

Financial regulations and procedures

Financial statements
www.london.ac.uk/financial_reports00.html

Staff pay and grading structures

Salary scales
www.london.ac.uk/413

Institutes and central activities terms and conditions of employment
www.london.ac.uk/242.html

Employment opportunities
www.london.ac.uk/jobs

Register of suppliers

London Universities Purchasing Consortium is involved in arranging contracts between suppliers and its member institutions, the Universities and Colleges in and around London who are members.
www.london.ac.uk/191.html

www.lupc.procureweb.ac.uk

Procurement and tender procedures and reports

Official Journal of the European Union which records all contracts from the public sector which are valued above a certain financial threshold according to EU legislation, must be published.

www.ojec.com

www.ojeu.com

www.tendersdirect.co.uk

www.mytenders.org

London Universities Purchasing Consortium

www.lupc.procureweb.ac.uk

Contracts

Official Journal of the European Union which records all contracts from the public sector which are valued above a certain financial threshold according to EU legislation, must be published.

www.ojec.com

www.ojeu.com

www.tendersdirect.co.uk

www.mytenders.org

London Universities Purchasing Consortium

www.lupc.procureweb.ac.uk

Research funding

Higher Education Funding Council for England

www.hefce.ac.uk

Research Councils UK

www.rcuk.ac.uk

Department for Innovation, Universities and Skills: Research and Analysis

www.dius.gov.uk/research/index.html

Department for Innovation, Universities and Skills: Higher Education

www.dius.gov.uk/policy/highereducation.html

What our priorities are and how we are doing

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

Annual report

www.london.ac.uk/988.html

School of Advanced Study annual report

www.sas.ac.uk/annualreport.html

Corporate and business plans

Corporate planning and annual monitoring statements

www.london.ac.uk/972.html

Teaching and learning strategy

Self-governing Colleges

www.london.ac.uk/colleges_institutes.html

Strategic plans for the School of Advanced Study and its member Institutes

www.sas.ac.uk/strategic_plans.html

Academic quality and standards

Ordinances

www.london.ac.uk/977.html

Regulations

www.london.ac.uk/976.html

University of London External System quality assurance

www.londonexternal.ac.uk/quality/acad_inf/index.shtml

School of Advanced Study quality assurance

www.sas.ac.uk/postgraduate.html

External review information

Higher Education Funding Council Review of the School of Advanced Study

www.sas.ac.uk/hefce.html

University of London External System programme monitoring

www.londonexternal.ac.uk/quality/prog_monitoring/index.html

Corporate relations

The Careers Group, University of London

www.london.ac.uk/careersgroup.html

Member Colleges and Institutes

www.london.ac.uk/colleges_institutes

Government and regulatory reports

Higher Education Statistics Agency

www.hesa.ac.uk

Higher Education Funding Council for England

www.hefce.ac.uk

Department for Innovation, Universities and Skills

www.dius.gov.uk

Quality Assurance Agency for Higher Education

www.qaa.ac.uk

Universities UK

www.universitiesuk.ac.uk

How we make decisions

Decision making processes and records of decisions.

Minutes from governing body, Council / Senate, academic boards and steering groups

Board of Trustees

www.london.ac.uk/973.html

Collegiate Council

www.london.ac.uk/974.html

Teaching and learning committee minutes

Self-governing Colleges

www.london.ac.uk/colleges_institutes.html

School of Advanced Study committees

www.sas.ac.uk/committees.html

Minutes of staff / student consultation meetings

School of Advanced Study Student Representatives Committee

www.sas.ac.uk/committees.html#c879

Appointment committees and procedures

Ordinances

www.london.ac.uk/977.html

Our policies and procedures

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

Policies and procedures for conducting university business

The Ordinances are procedural rules which set out, in detail, how the University should conduct its business.

www.london.ac.uk/977.html

Data Protection

www.london.ac.uk/238.html

Freedom of Information

www.london.ac.uk/foi.html

Records management

www.london.ac.uk/955.html

Risk management

www.london.ac.uk/67.html

Diversity

www.london.ac.uk/90.html

Procedures and policies relating to academic services

Ordinances

www.london.ac.uk/975.html

Regulations

www.london.ac.uk/975.html

University of London External System, policies and practices
www.londonexternal.ac.uk/quality/index.shtml

School of Advanced Study policies
www.sas.ac.uk/postgraduate.html
www.sas.ac.uk/about.html

Procedures and policies relating to student services

Ordinances
www.london.ac.uk/975.html

Regulations
www.london.ac.uk/975.html

Student services
www.london.ac.uk/student_services.html
www.london.ac.uk/students.html

Transcripts & student records
www.london.ac.uk/113

University of London External System
www.londonexternal.ac.uk/

School of Advanced Study
www.sas.ac.uk/postgraduate.html

Procedures and policies relating to human resources

Policies and documents
www.london.ac.uk/90.html
www.london.ac.uk/jobs.html
www.london.ac.uk/242.html

Staff development
www.london.ac.uk/staffdevelopment.html

Employment
www.london.ac.uk/jobs.html

Procedures and policies relating to recruitment

Employment
www.london.ac.uk/jobs.html

Ordinances
www.london.ac.uk/975.html

Code of Conduct for members of governing bodies

Board of Trustees
www.london.ac.uk/975.html
www.london.ac.uk/977.html

Collegiate Council
www.london.ac.uk/975.html
www.london.ac.uk/977.html

Equality and Diversity

Diversity

www.london.ac.uk/90.html

Health and Safety

Health and Safety Policy

www.london.ac.uk/90.html

Estate management

Estates and Facilities

www.london.ac.uk/estates.html

The Estates Strategy, containing the applicable *Estates management* information, is currently under review and will be published online shortly.

Current Initiatives

www.london.ac.uk/116.html

Complaints policy

Ordinances

www.london.ac.uk/977.html

School of Advanced Study quality assurance

www.sas.ac.uk/postgraduate.html

University of London External System

www.londonexternal.ac.uk/current_students/general_resources/complaints.shtml

Freedom of Information

www.london.ac.uk/foi.html

Records management and personal data policies

Data Protection

www.london.ac.uk/238.html

Freedom of Information

www.london.ac.uk/foi.html

Records Management

www.london.ac.uk/955.html

Research policy and strategy

Self-governing Colleges

www.london.ac.uk/colleges_institutes.html

School of Advanced Study quality assurance

www.sas.ac.uk/postgraduate.html

School of Advanced Study research ethics

www.sas.ac.uk/researchethics.html

Charging regimes and policies

Data Protection

www.london.ac.uk/238.html

Freedom of Information

www.london.ac.uk/foi.html

Lists and registers

A register of the interests of members of the Board of Trustees, of the Collegiate Council and of members of their committees shall be retained by the Secretary to the Board of Trustees. The register shall be publicly available for inspection by appointment during normal office hours according to Ordinance 8.

www.london.ac.uk/977.html

Register of data controllers

www.ico.gov.uk/Home/tools_and_resources/register_of_datacontrollers.aspx

The services we offer

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

Prospectus

University of London course search

www.london.ac.uk/coursesearch

Information for students

www.london.ac.uk/students.html

University of London External System

www.londonexternal.ac.uk

School of Advanced Study

www.sas.ac.uk

Services for outside bodies

Business

www.london.ac.uk/business.html

Media

www.london.ac.uk/media.html

London Deanery

www.londondeanery.ac.uk

University of London Housing Services

<http://housing.london.ac.uk/cms>

Halls of residence

www.london.ac.uk/112.html

Course content

University of London course search

www.london.ac.uk/coursesearch

Information for students
www.london.ac.uk/students.html

University of London External System
www.londonexternal.ac.uk/study_ep/index.shtml

School of Advanced Study
www.sas.ac.uk

Welfare and counselling

Chaplaincy
www.london.ac.uk/chaplaincy.html

University of London Students' Union
www.ulu.co.uk

Accommodation
www.london.ac.uk/accom

Health including medical services

Gower Street Practice
www.gowerstreetpractice.org.uk

School of Advanced Study facilities for students
www.sas.ac.uk/facstud.html

London Deanery
www.londondeanery.ac.uk

Careers

The Careers Group, University of London
www.careers.lon.ac.uk

Chaplaincy services

Chaplaincy
www.london.ac.uk/chaplaincy.html

Services for which the university is entitled to recover a fee together with those fees

Self-governing Colleges
www.london.ac.uk/colleges_institutes.html

University of London External System
www.londonexternal.ac.uk
www.londonexternal.ac.uk/current_students/general_resources/transcripts/index.shtml
www.londonexternal.ac.uk/study_ep/costs/index.shtml

School of Advanced Study
www.sas.ac.uk/postgraduate.html

Accommodation
www.london.ac.uk/accom

Conference facilities
www.london.ac.uk/conference.html

Data Protection

www.london.ac.uk/238.html

Freedom of Information

www.london.ac.uk/foi.html

Transcripts and Student records

www.london.ac.uk/113.html

University of London Housing Services

<http://housing.london.ac.uk/cms>

Sports and recreational facilities

University of London Students' Union

www.uln.co.uk

School of Advanced Study facilities for students

www.sas.ac.uk/facstud.html

Accommodation

www.london.ac.uk/accom

Alumni

www.london.ac.uk/alumni.html

Museums, libraries, special collections and archives

Libraries, special collections and archives

www.london.ac.uk/582.html

www.london.ac.uk/business.html

www.shl.lon.ac.uk/specialcollections/archives/studentrecords.shtml

Conference facilities

Accommodation

www.london.ac.uk/accom

Conference facilities

www.london.ac.uk/conference.html

Halls of residence

www.london.ac.uk/112.html

Advice and guidance

Accommodation

www.london.ac.uk/accom

Careers

www.london.ac.uk/careersgroup.html

Chaplaincy

www.london.ac.uk/chaplaincy.html

Data Protection

www.london.ac.uk/238.html

Freedom of Information

www.london.ac.uk/foi.html

Media

www.london.ac.uk/media.html

University of London External System

www.londonexternal.ac.uk/study_ep/courses/index.shtml

University of London Students' Union

www.ulou.co.uk

Local campaigns

Building projects

www.london.ac.uk/116.html#c177

Green transport plan

www.london.ac.uk/116.html#c174

Precinct landscaping improvements

www.london.ac.uk/116.html#c176

Media releases

News

www.london.ac.uk/news.html

Media

www.london.ac.uk/media.html

Freedom of Information Act Exemptions

1. Summary of possible exemptions

Section	Exemption	Notes	Duration of exemption	Class or prejudice test	Absolute or public interest test
12	Cost limit exceeded	Cost limits and the manner of estimating costs will be prescribed. Where the cost of communicating requested information exceeds the cost limit, an authority will still be expected to confirm or deny whether the information exists - unless the cost of ascertaining whether it exists would by itself exceed the limit.	Perpetual	N/A	N/A
14	Vexatious or repeated requests	Authorities need not comply with vexatious requests. Where it has responded to a request, an authority need not respond to a subsequent identical or substantially similar request from the same person unless a reasonable interval has elapsed.	Reasonable interval	N/A	N/A
21	Information	Information is exempt which is	Perpetual	Class	Absolute

	already accessible	reasonably accessible whether or not payment is required. In particular, information to which there is some other statutory right of access, or which is included in the University's publication scheme, is exempt.	(except records over 30 years old in NRA)		
22	Information intended for future publication (whether the date is determined or not)	Information is exempt which is intended to be published where it is reasonable that the information should not be disclosed until the intended date of publication. This might include: Information relating to research projects which it would be appropriate to publish before completion of the project. Statistical information which is usually published to a specific timetable, as stated in the University's publication scheme.	Perpetual (except records over 30 years old in NRA)	Reasonableness	Public interest
31	Law enforcement	Information is exempt if disclosure would prejudice: The prevention or detection of a crime; apprehension or prosecution of offenders; administration of justice etc. An investigation by the authority into illegality, improper conduct, anyone's professional/managerial fitness or competence. Protection of charities against misconduct or mismanagement; the protection or recovery of the property of charities. An investigation of an accident; ensuring the health, safety and welfare of employees; protecting the health and safety of other persons.	100 years	Class	Public interest
36	Prejudice to effective conduct of public affairs	Information is exempt if in the reasonable opinion of a qualified person disclosure would inhibit the free and frank provision of advice, inhibit free and frank exchange of view for the purpose of deliberation or otherwise prejudice effective conduct of public affairs. The qualified person would most likely be a Minister, unless an officer of the University were specifically authorised by the Minister.	30 years	Prejudice	Public interest
37(1) (a)	Communications with the Royal Family and Household		30 years	Class	Public interest

38	Health and Safety	Information is exempt if disclosure would, or would be likely to endanger an individual's physical or mental health or safety.	Perpetual	Prejudice	Public interest
40(1)	Personal information where the applicant is the data subject	Such applications are not dealt with under FOI, but Data Protection subject right of access.	Lifetime of data subject	Class	Absolute
40(2)	Personal information where the applicant is a 3 rd party	Information is exempt where either: disclosure would contravene the Data Protection principles, or would be likely to cause damage or distress, or the data subject would not have a right of access or right to know under the Data Protection Act.	Lifetime of a data subject	Effectively prejudice, using Data Protection principles	Absolute for categories (a)-(d)
41	Information provided in confidence	Information is exempt where disclosure would lead to an actionable breach of confidence. Actionable breaches of confidence are limited in scope but also difficult to define.	Perpetual	Sort of prejudice	Absolute
43(1)	Trade secret		30 years	Class	Public interest
43(2)	Commercial interests	Information is exempt where disclosure would, or would be likely to, prejudice the University's or anyone else's commercial interests.	30 years	Prejudice	Public interest
44	Disclosure prohibited by Act or Community obligation, or would constitute contempt of court		Perpetual	Class	Absolute