Freedom of Information

Publication Scheme 2013

Guide to Information

This document describes the information which the University publishes, or intends to publish, in accordance with the Model Publication Scheme prepared for the Higher Education Sector by the Information Commissioner's Office.

The Guide sets out the information held by the University according to the categories, or 'classes of information' listed in the Model Publication Scheme and explains how the information described can be accessed.

Last updated: November 2013

Class 1: Who we are and what we do

Organisational information, structures, locations and contacts.

	Information	Availability
Legal Framework Information relating to the legal and corporate status of the institution	General Information	http://www.hope.ac.uk/aboutus/
	University Constitution Memorandum & Articles of Association Articles of Government	http://www.hope.ac.uk/aboutus/governance/howtheuniversityisgoverned/
	Charitable status	http://www.hope.ac.uk/aboutus/governance/charitablestatus/
	Company Registration details	http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/stafffinance/media,5921,en.pdf
How the institution is organised Information about the management structure of the University, including Statutory Bodies; organisational structure; names and responsibilities of key personnel; description of boards and committees	General Information	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/
	Management Structure	http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/governance/organisationalstructure/media,1727,en.pdf
	Committee Structure	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/
	University Council	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/universitycouncil/
	Rectorate Team	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/rectorateteam/
	Departments and Faculties	http://www.hope.ac.uk/departmentsandfaculties/

Location and contact details	Location	http://www.hope.ac.uk/aboutus/howtofindus/
	Contacts	http://www.hope.ac.uk/contactus/
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	Network of Hope	http://www.hope.ac.uk/study/networkofhope/
	Royal Liverpool Philharmonic Orchestra	http://www.hope.ac.uk/departmentsandfaculties/musicdepartment/
	Hope Academy	http://www.hope.ac.uk/aboutus/hopeacademy/ http://www.hopeacademy.org.uk/academyinfo/sponsors.html
	De La Salle Academy	http://www.de-la-salle.co.uk/index.phtml?d=220438
	International Partnerships	http://www.hope.ac.uk/international/twinningandpartnerships/
Student activities Operation and activities of the Students' Union	Liverpool Hope Students' Union	http://www.hopesu.com/
Other clubs, associations and non-academic activities	Service & Leadership Award	http://www.hope.ac.uk/pgce/studentsupport/serviceandleadership/
	Our Place student social space)	http://www.hope.ac.uk/lifeathope/campuses/hopepark/ourplace/
	Plas Caerdeon outdoor education centre	http://www.hope.ac.uk/caerdeon/

Class 2: What we spend and how we spend it

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

	Information	**Availability**
Funding/Income	Sources of funding and income	Included in Notes to financial statements section 1-4 http://www.hope.ac.uk/aboutus/finance/financialstatements/
Financial statements	Financial Statements	http://www.hope.ac.uk/aboutus/finance/financialstatements/
Budgets and variance reports	Details of expenditure over £25,000; revenue budgets; budgets for capital expenditure	Details available on request from the Director of Finance beecros@hope.ac.uk
Financial audit reports	Report from External Auditors	Included in Financial Statements http://www.hope.ac.uk/aboutus/finance/financialstatements/
Capital programme	Major plans for capital expenditure	http://www.hope.ac.uk/estates/ Details available on request from the office of the Pro Vice-Chancellor (Resource Management & Planning) vandewi@hope.ac.uk
Financial regulations and procedures	Financial Regulations	http://www.hope.ac.uk/aboutus/finance/regulations/
	Financial Policies and Procedures - Customers & suppliers - Students	 http://www.hope.ac.uk/aboutus/finance/suppliersandcustomers/ http://www.hope.ac.uk/gateway/students/studentfinance/

	- Staff	http://www.hope.ac.uk/gateway/staff/stafffinance/formspoliciesprocedures/
Staff allowances and expenses	Details of allowances and expenses that can be claimed or incurred	http://www.hope.ac.uk/gateway/staff/stafffinance/staffexpenses/
	Total allowances and expenses paid to individual senior staff members	Details available on request from the Director of Finance beecros@hope.ac.uk
Staff pay and grading structures	Salaries for senior staff (over £100k p.a.) and for Senior Management (in bands of £10k)	Included in Notes to the Financial Statements (section 5) http://www.hope.ac.uk/aboutus/finance/financialstatements/
	Salaries for all other posts - as determined by the National Framework Agreement	http://www.hope.ac.uk/gateway/staff/personnel/paybenefitsandrewards/jobevaluation/#d.en.4194
Register of suppliers		Available on request from Procurement Manager: smiths1@hope.ac.uk
Procurement and tender procedures and reports	Procedures used for the acquisition of goods and services	http://www.hope.ac.uk/aboutus/finance/procurement/
Contracts	Details of contracts that exceed £25,000; contracts available for public tender and reports of successful tenders	Available on request from the office of the Pro Vice-Chancellor (Resource Management & Planning) vandewi@hope.ac.uk
Research funding	Research funding from public sector and commercial ources	Available on request from the Research Facilitator cooperc1@hope.ac.uk

Class 3: What our priorities are and how we are doing

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

	Information	**Availability**
Corporate and business plans	Corporate Plan 2012-16	http://www.hope.ac.uk/aboutus/governance/corporateplan/
Teaching and learning strategy	Learning, Teaching & Enhancement Strategy 2013-16	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
Academic quality and standards	Internal procedures for assuring academic quality and standards	http://www.hope.ac.uk/aboutus/governance/academicqualityassurance/
External review information	Annual monitoring and review process	http://www.hope.ac.uk/aboutus/governance/academicqualityassurance/
	Programme approval and review process	http://www.hope.ac.uk/aboutus/governance/academicqualityassurance/programmedesignandapproval/
Corporate relations	Corporate Communications Press Office	http://www.hope.ac.uk/gateway/news/mediapolicy/ http://www.hope.ac.uk/news/pressofficecontacts/
Information relating to links with employers and sponsors	Services for employers	http://www.hope.ac.uk/careers/servicesforemployers/
	Business Gateway	http://www.hope.ac.uk/businessgateway/

Government and regulatory reports	QAA Institutional Audit report 2009	Link provided at http://www.hope.ac.uk/aboutus/governance/academicqualityassurance/
Equality duties	Compliance with duties under the Equality Act 2010	http://www.hope.ac.uk/aboutus/governance/equalityanddiversity/

Class 4: How we make decisions

Decision making processes and records of decisions.

	Information	**Availability**
Minutes from governing body, Senate, academic boards and steering groups	University Council	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/universitycouncil/
	Senate	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/senate/
	Other University Committees	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/
Teaching and learning committee minutes	Academic Committee	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/academicqualitycommittee/
	Learning & Teaching Committee	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/learningandteachingcommittee/
Minutes of staff/ student consultation meetings	Staff/Student Liaison Committees	Available on request from Faculty Offices: artsandhumanities@hope.ac.uk sss@hope.ac.uk ask-education@hope.ac.uk
Appointment committees and procedures	Remuneration Committee	Available on request from the University Secretary donelag@hope.ac.uk

Class 5: Our policies and procedures

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

	Information	**Availability**
Policies and procedures for conducting University business	Equality & Diversity policy	http://www.hope.ac.uk/aboutus/governance/equalityanddiversity/
	Memorandum & Articles of Association and Articles of Government	http://www.hope.ac.uk/aboutus/governance/howtheuniversityisgoverned/
	Corporate strategies and policies	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Freedom of Information Requests	http://www.hope.ac.uk/aboutus/governance/foirequests/
Procedures and policies relating to academic services	Student Administration	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/
	Honorary Degrees	Available on request from the University Secretary donelag@hope.ac.uk
	Student Assessment and policy on breach of assessment regulations	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/undergraduate/academicregulations/guidestotheregulations/ http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/postgraduatetaughtcourses/academicregulations/guidestotheregulations/
	Academic Appeal Procedures	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/

Procedures and policies relating to student services	Admissions policy	http://www.hope.ac.uk/undergraduate/howtoapply/admissionspolicy/ http://www.hope.ac.uk/postgraduate/howtoapply/
	Registration procedures	http://www.hope.ac.uk/induction/ http://www.hope.ac.uk/pgceinduction/ http://www.hope.ac.uk/induction/internationalinductioninformation/
	Accommodation	http://www.hope.ac.uk/lifeathope/residentiallife/
	Assessment of external qualifications	http://www.hope.ac.uk/aboutus/governance/academicqualityassurance/accreditationofpriorlearning/
	Management of Student Records - Student Records Management System - Records Management Policy - Data Collection notice	https://www.hope.ac.uk/induction/ http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/policiesandprocedures/ http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/personaldata/
	Student Complaints Procedure	https://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/
	Academic Appeals Procedure	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/
	Code of Student Discipline	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/disciplinarymatters/

Procedures and policies relating to human resources	Personnel Policies	The Personnel department provides guidance across the full range of employment-related matters - for current staff: http://www.hope.ac.uk/gateway/staff/personnel/informationandguidance/ - for prospective staff: http://www.hope.ac.uk/aboutus/jobs/
	Terms & Conditions of employment	National Framework Agreement: http://www.hope.ac.uk/gateway/staff/personnel/paybenefitsandrewards/jobevaluation/
	Collective bargaining and consultation with trade unions	http://www.hope.ac.uk/gateway/staff/personnel/informationandguidance/employeerelations/
	Conflict Resolution & Grievance Procedure	http://www.hope.ac.uk/gateway/staff/personnel/informationandguidance/employeerelations/
	Disciplinary Rules and Procedures for Capability and Conduct	http://www.hope.ac.uk/gateway/staff/personnel/informationandguidance/employeerelations/
	Harassment and Bullying	http://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/policies/
	Whistleblowing Code of Practice	http://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/policies/
	Declaration of Interests Policy	http://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/policies/
	Staff Development	http://www.hope.ac.uk/gateway/staff/staffdevelopment/
	Performance Management	http://www.hope.ac.uk/gateway/staff/personnel/performancemanagement/

	Staff Induction	http://www.hope.ac.uk/gateway/staff/staffdevelopment/newstaff/induction/
	Promotion	http://www.hope.ac.uk/gateway/staff/personnel/recruitmentandcareers/promotion/
Pay Policy statement	Pay, Benefits and Rewards	http://www.hope.ac.uk/gateway/staff/personnel/paybenefitsandrewards/
	Equal Pay Policy statement	http://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/policies/
Procedures and policies relating to recruitment	Recruitment & Selection Policy	http://www.hope.ac.uk/gateway/staff/personnel/recruitmentandcareers/recruitingamemberofstaff/
	Job Vacancies	http://www.hope.ac.uk/gateway/staff/personnel/currentvacancies/
Code of conduct for members of governing bodies	Code of Conduct	Available on request from the University Secretary donelag@hope.ac.uk
Equality and diversity	Equality & Diversity Policy	http://www.hope.ac.uk/aboutus/governance/equalityanddiversity/
Health and Safety	Health & Safety Policy	http://www.hope.ac.uk/aboutus/governance/healthandsafety/
Estate management	Estates Department	http://www.hope.ac.uk/estates/
Estates Strategy and Plan	Estates Strategy 2012-17	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Environment & Sustainability	http://www.hope.ac.uk/sustainability/
Grounds and building maintenance	Construction and refurbishment plans	http://www.hope.ac.uk/sustainability/constructionandrefurbishment/

Complaints policy	Complaints Procedure (general)	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Complaints Procedure (students)	http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/
	Complaints Procedure covering requests for information and the operation of the publication scheme	http://www.hope.ac.uk/news/foirequests/appealsandcomplaints/
Records management and personal data policies	Data Protection Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/ (due for renewal 2013)
	Information Security Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Records Management Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Archiving Policy for Student and Curriculum Data	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
Research policy and strategy	University Research	http://www.hope.ac.uk/research/
	Research Students	http://www.hope.ac.uk/research/postgraduateresearch/
	Research & Scholarship Plan	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Research Ethics Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Research Committee	http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/researchcommittee/
	Intellectual Property / copyright	http://www.hope.ac.uk/gateway/library/helpandsupport/staffhowtoguides/understandingcopyright/

	Knowledge Transfer and Enterprise	http://www.hope.ac.uk/businessgateway/businessopportunities/knowledgetransferpartnerships/
Charging regimes and policies	Freedom of Information requests - Charging Policy	http://www.hope.ac.uk/news/foirequests/charges/
	Car Parking Permit Scheme	http://www.hope.ac.uk/howtofindus/parkingpermits/

Class 6: Lists and Registers

	Information	**Availability**
Currently maintained lists and registers	Publicly available registers	Available on request from the University Secretary donelag@hope.ac.uk
	Capital Asset registers	Available on request from the office of the Pro Vice-Chancellor (Resource Management & Planning) vandewi@hope.ac.uk
	CCTV locations	Available on request from the office of the Pro Vice-Chancellor (Resource Management & Planning) vandewi@hope.ac.uk
	Any register of interests kept in the university	Available on request from the University Secretary donelag@hope.ac.uk
	Register of gifts and hospitality provided to senior personnel	Available on request from the University Secretary donelag@hope.ac.uk
	Senior staff declaration of interests	Available on request from the University Secretary donelag@hope.ac.uk

Class 7: The Services we offer

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

	Information	Availability
Prospectus	Undergraduate	http://www.hope.ac.uk/prospectus/
	Postgraduate Taught	http://www.hope.ac.uk/prospectus/
Services for outside bodies	Hope Business Gateway	http://www.hope.ac.uk/businessgateway/
	Enterprise support	http://www.hope.ac.uk/businessgateway/businessopportunities/
	Regeneration initiatives	http://www.hope.ac.uk/businessgateway/regenerationinitiatives/
	Conferences & events	http://www.hope.ac.uk/conferences/
	Continuing professional development and consultancy	http://www.hope.ac.uk/businessgateway/professionaldevelopment/
	Services for employers	http://www.hope.ac.uk/careers/servicesforemployers/
	Services for voluntary sector	http://www.hope.ac.uk/careers/servicesforvoluntarysector/
Course content	Undergraduate	http://www.hope.ac.uk/undergraduate/ http://www.hope.ac.uk/undergraduate/coursefinder/
	Postgraduate Taught programmes	http://www.hope.ac.uk/postgraduate/ http://www.hope.ac.uk/postgraduate/coursefinder/
	Postgraduate Research	http://www.hope.ac.uk/study/postgraduateresearch/
	PGCE	http://www.hope.ac.uk/pgce/ http://www.hope.ac.uk/pgce/coursefinder/

Course Fees	Undergraduate	http://www.hope.ac.uk/undergraduate/feesandfunding/
	Postgraduate Taught	http://www.hope.ac.uk/postgraduate/feesandfunding/
	Postgraduate Research	http://www.hope.ac.uk/study/postgraduateresearch/fees-homeeu/ http://www.hope.ac.uk/study/postgraduateresearch/fees-international/
	PGCE	http://www.hope.ac.uk/pgce/feesandfunding/
Student funding - Grants and bursaries	Undergraduate	http://www.hope.ac.uk/undergraduate/feesandfunding/
	Postgraduate Taught	http://www.hope.ac.uk/postgraduate/feesandfunding/scholarships/
	Postgraduate Research	http://www.hope.ac.uk/research/postgraduateresearch/doctoralscholarships/
	PGCE	http://www.hope.ac.uk/pgce/feesandfunding/
Welfare, Counselling, Health including medical services	Counselling	http://www.hope.ac.uk/lifeathope/studentsupport/counselling/
	Student Support	http://www.hope.ac.uk/lifeathope/studentsupport/
	Student Welfare and Benefits	http://www.hope.ac.uk/lifeathope/studentsupport/welfareandbenefits/
	International student welfare	http://www.hope.ac.uk/internationalwelfare/
	Staff well-being	http://www.hope.ac.uk/gateway/staff/well-beingathope/
Careers	Careers and Employability	http://www.hope.ac.uk/careers/

Chaplaincy services	Chaplaincy Team	http://www.hope.ac.uk/lifeathope/studentsupport/chaplaincy/
Sports and recreational facilities	Hope Park Sports	http://www.hope.ac.uk/hopeparksports/
	Liverpool Hope University International Tennis Tournament	http://www.hope.ac.uk/tennis/
	Plas Caerdeon Outdoor Education Centre	http://www.hope.ac.uk/caerdeon/
	Our Place student social space	http://www.hope.ac.uk/lifeathope/campuses/hopepark/ourplace/
Cultural activities	The Capstone Theatre	http://www.hope.ac.uk/lifeathope/campuses/creativecampus/thecapstone/thecapstonetheatre/
	The Cornerstone Gallery	http://www.hope.ac.uk/cornerstonegallery/
	The Cornerstone Festival	http://www.hope.ac.uk/cornerstonefestival/
	Staff and student social groups	http://www.hope.ac.uk/gateway/students/well-beingathope/socialandcommunity/staffstudentsocialgroups/
Museums, libraries, special collections and archives	Library and Learning Spaces - The Sheppard-Worlock Library - The Creative Campus Library	http://www.hope.ac.uk/study/lifeathope/libraryandlearningspaces/
	Special Collections	http://www.hope.ac.uk/lifeathope/libraryandlearningspaces/hopecollections/specialcollections/
Conference facilities	Conferences & Events	http://www.hope.ac.uk/conferences/
Advice and guidance	Student Support & Well-being	http://www.hope.ac.uk/lifeathope/studentsupport/
	Student Welfare and Benefits	http://www.hope.ac.uk/lifeathope/studentsupport/welfareandbenefits/

Media releases	Press Office	http://www.hope.ac.uk/gateway/news/pressofficecontacts/
	News archive & expert comment	http://www.hope.ac.uk/news/
	Hope Life magazine	http://www.hope.ac.uk/news/hopelife/