

HARPER ADAMS UNIVERSITY COLLEGE

How to access information held or produced by the University College

This document is intended to act as a guide to the identification of information the University College is expected to provide to meet its commitments under the model publication scheme (as at October 2008) for the Freedom of Information Act. Where possible, links to the University College's website have been provided to enable ready access to the information held on the University College website. If members of the public using this document encounter any difficulties in accessing information about the University College they are encouraged to contact Dr David Llewellyn at the University College for further assistance.

The following table is based on the format of the model publication scheme (the Definition Document for Universities which can be found at:

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

Who we are and what we do

Organisational information, structures, locations and contacts

Legal framework

Information about the University College's legal framework can be found in paragraphs 1-5 of the Corporate Governance Handbook held at:

http://www.harper-adams.ac.uk/about/governance/files/Governance_Handbook.pdf

How the institution is organised

Information about the organisation of the University College can be found in paragraphs 52-64 of the Corporate Governance Handbook held at:

http://www.harper-adams.ac.uk/about/governance/files/Governance_Handbook.pdf

Terms of reference of the University College's major committees can be found at:

<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

A list of the Board of Governors can be found at:

<http://www.harper-adams.ac.uk/about/governance/board.cfm>

A list of staff and staff profiles, organised by department, can be found at:

<http://www.harper-adams.ac.uk/staff/staff%5Fprofiles/>

Location and contact details

Key institutional contacts are listed at:

<http://www.harper-adams.ac.uk/staff/staff%5Fprofiles/>

Location details for the University College are available at:

<http://www.harper-adams.ac.uk/about/>

Lists of and information relating to organisations for which the University College has responsibility, those with which it works in partnership, those it sponsors and companies it wholly owns

The University College does not currently have any wholly owned companies in operation, though it has a dormant company (Harper Adams Enterprises Ltd). The University College works closely with the Harper Adams University College Development Trust, further details of which may be found at:

<http://www.harper-adams.ac.uk/about/developmenttrust/>

The University College works in partnership with a range of other academic institutions in the delivery of courses and in the conduct of research and knowledge transfer activities. Information about our major partners can be found at:
<http://www.harper-adams.ac.uk/undergraduate/partners.cfm>

Student activities

Information about the Students' Union is located at:
<http://www.harper-adams.ac.uk/su/>

The Students' Union has its own website where further information about its activities can be found. The website is at:
<http://www.haucsu.co.uk/>

What we spend and how we spend it

Financial information relating to project and actual income and expenditure, procurement, contracts and audit

Funding/income

The University College's Annual Report and Accounts for the last few years are located at:
<http://www.harper-adams.ac.uk/about/facts.htm>

Budgetary and account information

The University College's Annual Report and Accounts for the last few years are located at:
<http://www.harper-adams.ac.uk/about/facts.htm>

Financial audit reports and capital programme

Information about the financial audit of the University College may be found in the Annual Report and Accounts at:
<http://www.harper-adams.ac.uk/about/facts.htm>

Major projects in the University College's capital development programme are also noted in the Operating and Financial Review contained within the Annual Report and Accounts at:
<http://www.harper-adams.ac.uk/about/facts.htm>

The University College does not have any public private partnership contracts.

Financial regulations and procedures

The Financial Regulations may be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Staff pay and grading structure

The University College has a single pay spine, which may be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Register of suppliers

The University College does not have a consolidated register of suppliers in the format suggested in the model publication scheme. Further information on particular supplier types can be obtained by contacting the University College.

Procurement and tender procedures and reports

Information on tendering procedures, and project management guidelines for major building projects, which include details of the commissioning of design teams and the tendering process, can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Contracts

Information on tendered contracts, unless exempt because of commercial confidentiality, can be obtained by contacting the University College.

Research funding

Information about individual research contracts and their funding, unless exempt because of commercial confidentiality, can be obtained from the University College. The overall research funding profile of the University College can be found in the Annual Report and Accounts at:
<http://www.harper-adams.ac.uk/about/facts.htm>

What our priorities are and how we are doing

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

Annual report

The University College's Annual Reports can be obtained by contacting the University College. An Annual Report for 2007/08 is currently in production.

Corporate and business plans

The University College's Strategic Plan 2008-2013 can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

The Corporate Planning Statement for 2008-09 can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

The University College produces a number of sub-strategies in support of the Strategic Plan. The Teaching and Learning Strategy is one such sub-strategy that is currently being updated. The current version of the Strategy can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Academic quality and standards and external review information

Information about the University College's procedures for ensuring academic quality and standards is located at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

This document contains information about annual monitoring and review processes.

Corporate relations

The University College has a wide range of associations with employers in the development and operation of its academic programmes. Information about these links can be found at:
<http://www.harper-adams.ac.uk/undergraduate/placements/>

More detailed information can be obtained from the course information held on the University College's website at:
<http://www.harper-adams.ac.uk/prospective/>

Government and regulatory reports

The University College's academic programmes are subject to periodic review by the HE sector's Quality Assurance Agency. Information about the outcome of these reviews can be found at:
<http://www.qaa.ac.uk/>

How we make decisions

Decision making processes and records of decisions

Minutes from governing body, academic board and related steering group meetings

The decision making structure of the University College is outlined in paragraphs 34-51 of the Corporate Governance Handbook held at:
http://www.harper-adams.ac.uk/about/governance/files/Governance_Handbook.pdf

Information on the records of the above board/committee meetings, unless exempt because of commercial or personal confidentiality, can be obtained by contacting the University College.

Teaching and learning committees and minutes of staff/student consultation meetings

The constitution and terms of reference of the University College's Staff Consultative Group can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Information on the records of the above board/committee meetings, unless exempt because of commercial or personal confidentiality, can be obtained by contacting the University College.

Appointment committees and procedures

Information on the constitution of and procedures relating to appointment committees, unless exempt because of personal confidentiality, can be obtained by contacting the University College.

Our policies and procedures

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

The University College handles a wide range of business, and has a similarly wide range of policies and procedures. Some of the most relevant of these are listed below. If a particular policy or procedure is not listed, or information is not currently available on our website, further information may be obtained by contacting the University College.

Policies and procedures for conducting university business

The University College's Instrument and Articles of Government, Charity Commission scheme and other related documents can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Procedures and policies relating to academic services

Guidelines for Honorary Awards may be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

A range of policies and procedures for students with disabilities may be found at:

<http://www.harper-adams.ac.uk/learning/>

Procedures and policies relating to student services

Information on student admission, accommodation, and student services may be found on the University College website and can be located by using the site map at:
http://www.harper-adams.ac.uk/site_map/

Particular information for prospective students is available at:
<http://www.harper-adams.ac.uk/prospective/>

Information for current students can be found at:
<http://www.harper-adams.ac.uk/current/>

Procedures and policies relating to human resources and staff recruitment

The University College has comprehensive staff handbooks for academic and support staff which are currently being updated and are not available in electronic format. Further information on the range of policies and procedures contained within them can be obtained by contacting the University College.

Details of current vacancies may be obtained from:
<http://www.harper-adams.ac.uk/staff/vacancies/>

Code of conduct for members of governing bodies

Information about the code of conduct can be found in paragraphs 23-27 of the Corporate Governance handbook at:
http://www.harper-adams.ac.uk/about/governance/files/Governance_Handbook.pdf

Equality and diversity

The University College's code of practice can be accessed on the website at:
<http://www.harper-adams.ac.uk/about/>

Estates management and health & safety

The Governors Health and Safety Policy statement is located at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

The University College's Estate Strategy can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

More general information about the University College's estate and health and safety management can be obtained by contacting the University College.

Complaints Policies/Procedures

Students wishing to obtain information about the complaints procedure are asked to contact the University College Registry.

Staff complaints procedures are available from the University College's Personnel Office.

Enquiries or complaints from members of the general public should be submitted to the office of the Director of Corporate Affairs, Harper Adams University College, Newport, Shropshire, TF10 8NB (telephone 01952 820280)

Information about the University College's policy for handling information requests under the Freedom of Information Act may be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Records management and personal data policies

The University College's Information Security Policy is at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Research policy and strategy

Information about the University College's research and knowledge transfer activities may be found at:
<http://www.cfri.co.uk/>

Further details of research areas may be found in the Academic Department sections of the University College website.

The University College's policy statement on Research Ethics, and a report on research activities in 2007 are located at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Charging regimes and policies

Details of the University College's tuition fees are located at:
<http://www.harper-adams.ac.uk/finance/>

Information about charges for access to information under the freedom of Information Act can be found at:
<http://www.harper-adams.ac.uk/about/governance/documents.cfm>

Lists and registers

Publicly available registers and asset registers

Information on the University College's asset register, can be obtained by contacting the University College. The University College's landholdings are registered with the Land Registry.

Disclosure logs

The University College does not currently maintain a disclosure log, but information about disclosures can be obtained by contacting the University College.

Register of gifts and hospitality and register of interests

The registers are maintained in a single document, access to which can be provided by contacting the University College.

The services we offer

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

Information under this class is available on the University College website at:
<http://www.harper-adams.ac.uk/>

The site map for the website (and the A-Z list) will enable ready access to this information.

Accessing Published Information

Anyone wishing to obtain published information not currently available on the University College's website should contact:

Dr D Llewellyn
Director of Corporate Affairs
Harper Adams University College
Newport
Shropshire
TF10 8NB

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