

PUBLICATION SCHEME GUIDELINES

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities and higher education colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for higher education

- 3.1 **Harper Adams University College** has adopted the model publication scheme developed for the Higher Education sector and is therefore committed to publishing the information it describes. The model publication scheme was updated in October 2008 and this document should be read in conjunction with the University College's guidelines for accessing information under the scheme.
- 3.2 This model is designed for universities/higher education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

4. Who we are

- 4.1 Harper Adams University College is a specialist institution with a mission to provide:

'Higher Education for the delivery of a sustainable food chain and rural economy'

- 4.2 The University College receives a large proportion of its funding from the Higher Education Funding Council for England. The University College delivers undergraduate and postgraduate programmes related to the rural sector, conducts research on agricultural, rural and food chain themes and has a wide range of contacts and programmes with rural businesses and communities.
- 4.3 The University College has some 2,000 students and employs around 400 staff on its Shropshire campus.

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in **Freedom of Information Act – Definition Document for Universities (October 2008)** which may be found on our website (www.harper-adams.ac.uk).
- 5.2 In each class of information within the model scheme we have indicated the manner in which the information described will be available. Where published information is not currently available on our website, the University College reserves the right to make a nominal charge to cover the cost of supplying the information. The charge is currently £10 per information request.
- 5.3 To request information available through our publication scheme, please contact:

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

- 5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered is available on our website (www.harper-adams.ac.uk) or has already been prepared in a format ready for distribution.
- 5.5 Almost all publications listed in this publication scheme are copyright of Harper Adams University College and reproduction of material supplied through the publication scheme or in response to a request for information, without the express permission of Harper Adams University College (or the copyright holder), may be an infringement of copyright. Requests to reproduce such material should be addressed to:

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

6. What about information not covered by the publication scheme?

- 6.1 From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release

information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator named in paragraph 5.3.

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi