

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **Introduction**

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available pro-actively, through a publication scheme. This publication scheme is in line with the Information Commissioner's revised Model Publication Scheme for Universities.

### **Who we are and what we do**

Organisational information, structures, locations and contacts

#### **Legal and governance framework**

Instrument and Articles of Government  
Information about the Board of Governors,  
Academic Board and Committee structures

<http://info.uwe.ac.uk/secretariat>  
<http://info.uwe.ac.uk/secretariat> and  
<http://acreg.uwe.ac.uk>

#### **How the institution is organized**

Organisational structure  
Information about Faculties  
Information about Service departments

<http://www.uwe.ac.uk/aboutUWE>

#### **What we do:**

##### **Academic Programmes**

Programme and module specifications

##### **Research**

##### **Knowledge Exchange**

<http://www.uwe.ac.uk/aboutUWE/uwe.shtml>  
<http://courses.uwe.ac.uk>  
<http://acreg.uwe.ac.uk>  
<http://rbi.uwe.ac.uk/Research>  
<http://rbi.uwe.ac.uk/knowledgeexchange>

#### **Term dates and calendars**

<http://www.uwe.ac.uk/aboutUWE/termDates>  
<http://acreg.uwe.ac.uk>

#### **Location and contact details**

<http://www.uwe.ac.uk/aboutUWE/campus>  
<http://www.uwe.ac.uk/aboutUWE/contactUs>

#### **The University's partnerships**

<http://www.uwe.ac.uk/aboutUWE/bettertogether>

#### **The UWE Federation**

<http://www.uwe.ac.uk/aboutUWE/federation>

#### **Information on related companies**

Contact [foi@uwe.ac.uk](mailto:foi@uwe.ac.uk)

#### **Student activities**

UWE Students' Union

<http://www.uwesu.org/>

## What we spend and how we spend it

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

### **Annual Report and Financial Statements**

for information relating to sources of funding and income, research funding, budgetary and accounting information, and financial audit reports

<http://www.uwe.ac.uk/finance>

### **Financial Regulations and Procedures**

<http://www.uwe.ac.uk/finance>

### **Staff pay and grading structures**

<http://info.uwe.ac.uk/hr/>

### **List of suppliers**

Contact the Head of Procurement

### **Procurement procedures**

<http://www.uwe.ac.uk/finance>

### **Contracts**

For information on major contracts contact the Head of Procurement. May be subject to FoI exemptions regarding commercial interests, confidentiality

## What our priorities are and how we are doing

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

### **Vision, Mission and Strategy**

<http://www.uwe.ac.uk/aboutUWE/strategy>

#### **Strategies:**

Human Resources and Organisational Development

<http://www.uwe.ac.uk/aboutUWE/strategy>

<http://info.uwe.ac.uk/hr/>

Knowledge Exchange

<http://rbi.uwe.ac.uk/knowledgeexchange>

Learning, teaching and assessment

<http://acreg.uwe.ac.uk/Itaas>

Research

<http://rbi.uwe.ac.uk/Research>

Sustainability

<http://www.uwe.ac.uk/aboutUWE/strategy>

Widening Participation

<http://www.uwe.ac.uk/aboutUWE/strategy>

### **Academic Quality and Standards**

<http://acreg.uwe.ac.uk>

### **External review information**

Monitoring and other reports from professional, statutory and regulatory bodies

Contact the Academic Registrar

### **Corporate relations**

Knowledge exchange and links with business  
The UWE Federation

<http://rbi.uwe.ac.uk/knowledgeexchange>

<http://www.uwe.ac.uk/aboutUWE/federation>

### **Government and regulatory reports**

Information we are legally obliged to make available to funding or monitoring bodies

Contact [foi@uwe.ac.uk](mailto:foi@uwe.ac.uk)

## How we make decisions

Decision making processes and records of decisions

### Information about Boards and Committees

Board of Governors and its committees

<http://info.uwe.ac.uk/secretariat>  
or contact the Clerk to the Governors

Academic Board and its committees

<http://acreg.uwe.ac.uk> or contact the  
Academic Registrar

### Minutes of Boards and Committees

Board of Governors and its committees:

- Audit
- Estates
- Finance and IT
- Human Resources
- Emergency
- Nominations
- Remuneration
- Student/Governors Forum

Contact the Clerk to the Governors  
Minutes for most committees are published  
on the intranet once confirmed (less  
confidential and reserved business and any  
personal data)  
<http://info.uwe.ac.uk/secretariat>

Academic Board and its committees

- Learning, Teaching and Assessment  
Committee
- Quality and Standards Committee
- Research Committee
- Honorary Degrees Committee

Contact the Academic Registrar  
Minutes for most committees are available in  
hard copy (less confidential and reserved  
business and any personal data)

### Information about management groups

<http://www.uwe.ac.uk/aboutUWE/people>  
Contact [foi@uwe.ac.uk](mailto:foi@uwe.ac.uk)

## Our policies and procedures

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

**Academic Ordinances, Regulations and procedures**

<http://acreg.uwe.ac.uk>

**Other policies and procedures relating to academic matters**

<http://acreg.uwe.ac.uk>

**Policies and procedures relating to student services**

<http://www.uwe.ac.uk/student-services>

**Policies and procedures relating to student accommodation**

<http://www.uwe.ac.uk/accommodation>

**Policies and procedures relating to human resources**

<http://info.uwe.ac.uk/hr>

**Policies and procedures relating to recruitment**

<http://info.uwe.ac.uk/hr>

**Equality and diversity: policy, procedures and guidance**

Disability Equality Scheme and Action Plan  
Gender Equality Scheme and Action Plan  
Race Equality Scheme and Action Plan

<http://www.uwe.ac.uk/groups/equalityanddiversity>

<b>Health and Safety: policy, procedures and guidance</b>	<a href="http://www.uwe.ac.uk/healthandsafety/">http://www.uwe.ac.uk/healthandsafety/</a>
<b>Intellectual Property Policy</b>	<a href="http://rbi.uwe.ac.uk/Internet/contracts">http://rbi.uwe.ac.uk/Internet/contracts</a>
<b>Complaints policy</b>	<a href="http://www.uwe.ac.uk/complaints">http://www.uwe.ac.uk/complaints</a>
<b>Student Disciplinary Rules and Procedures</b>	<a href="http://info.uwe.ac.uk/secretariat">http://info.uwe.ac.uk/secretariat</a>
<b>IT Services: Acceptable Use Policy</b>	<a href="http://www.uwe.ac.uk/its/corporate">http://www.uwe.ac.uk/its/corporate</a>
<b>Rules on the Use of the Library</b>	<a href="http://www.uwe.ac.uk/library/info/general/rules">http://www.uwe.ac.uk/library/info/general/rules</a>
<b>Records management and personal data policies</b>	<a href="http://info.uwe.ac.uk/secretariat">http://info.uwe.ac.uk/secretariat</a>
Records Management	<a href="http://info.uwe.ac.uk/secretariat">http://info.uwe.ac.uk/secretariat</a>
Freedom of Information	<a href="http://www.uwe.ac.uk/finance">http://www.uwe.ac.uk/finance</a>
Data Protection	
<b>Research policy and procedures</b>	<a href="http://rbi.uwe.ac.uk/Research">http://rbi.uwe.ac.uk/Research</a>

## **Lists and registers**

<b>Register of interests</b>	Contact the Clerk to the Governors for arrangements to view
<b>Honorary Graduates</b>	<a href="http://acreg.uwe.ac.uk">http://acreg.uwe.ac.uk</a>

## **The services we offer**

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

<b>Prospectus and course details</b>	<a href="http://courses.uwe.ac.uk/">http://courses.uwe.ac.uk/</a>
<b>Welfare and counselling</b>	<a href="http://www.uwe.ac.uk/student-services">http://www.uwe.ac.uk/student-services</a>
<b>Health and wellbeing</b>	<a href="http://www.uwe.ac.uk/student-services">http://www.uwe.ac.uk/student-services</a>
<b>Careers</b>	<a href="http://www.uwe.ac.uk/student-services">http://www.uwe.ac.uk/student-services</a>
<b>Sports and recreational facilities</b>	<a href="http://www.uwe.ac.uk/sport/">http://www.uwe.ac.uk/sport/</a>
<b>IT Services</b>	<a href="http://www.uwe.ac.uk/its/">http://www.uwe.ac.uk/its/</a>
<b>Library</b>	<a href="http://www.uwe.ac.uk/library/">http://www.uwe.ac.uk/library/</a>
<b>Student Accommodation</b>	<a href="http://www.uwe.ac.uk/accommodation">http://www.uwe.ac.uk/accommodation</a>
<b>Performing Arts</b>	<a href="http://www.uwe.ac.uk/cpa/">http://www.uwe.ac.uk/cpa/</a>
<b>Alumni</b>	<a href="http://www.uwe.ac.uk/alumni">http://www.uwe.ac.uk/alumni</a>
<b>Community volunteering</b>	<a href="http://www.uwe.ac.uk/student-services">http://www.uwe.ac.uk/student-services</a>
<b>Conference facilities</b>	<a href="http://www.uwe.ac.uk/hsv/hospitality/">http://www.uwe.ac.uk/hsv/hospitality/</a>
<b>Monthly Bulletin</b>	<a href="http://info.uwe.ac.uk/news/UWENews/bulletin">http://info.uwe.ac.uk/news/UWENews/bulletin</a>
<b>Events diary</b>	<a href="http://info.uwe.ac.uk/events/">http://info.uwe.ac.uk/events/</a>

The information identified in the Scheme as available through the University's website is also available in hard copy on request. Although there is usually no charge for the information listed, the University reserves the right to charge for instance for reproduction costs or packaging and postage. Any charges will be kept to a minimum.

Any enquiries or requests relating to the Publication Scheme should be sent, unless otherwise directed in the Scheme, to [foi@uwe.ac.uk](mailto:foi@uwe.ac.uk), or by post addressed to

Secretariat  
University of the West of England  
Coldharbour Lane  
Frenchay  
Bristol  
BS16 1QY

Any requests for information not published under the Publication Scheme should be made in writing to the email or postal address above. Requests will be considered under the provisions of the Freedom of Information Act 2000.