

UNIVERSITY OF SUSSEX

FREEDOM OF INFORMATION PUBLICATION SCHEME

GUIDE TO INFORMATION

INTRODUCTION

1. This Guide is produced in accordance with the Model Publication Scheme produced by the Information Commissioner and adopted by the University from **1 January 2009**. The Guide is intended as a summary of where the classes and sub-classes of information covered by the Publication Scheme (as outlined in the Information Commissioner's Definition Document for Universities) may be accessed.
2. The Guide does not list individual publications covered by the Publication Scheme, because these will change as new material is published or existing material is revised. The Guide will be reviewed and monitored regularly to ensure that it is up-to-date.
3. Information in the Scheme will only be published when it has been approved by the highest relevant University authority. Information about the University is also

Freedom of Information requests for information *not* covered by the Publication Scheme.

6. The University (along with any third parties, where appropriate) retains the copyright in material that it publishes on the website or which it provides (in whatever form) in response to an individual request. Use of copyright works must be only as permitted under the Copyright, Designs and Patents Act 1988 and, save where permitted under that Act, such material must not be copied, distributed, modified, reproduced, transmitted, published (including published on the Internet or an intranet), or otherwise made available in whole or in part without the prior written consent of the copyright holder.

CLASSES OF INFORMATION

University homepage. <http://www.sussex.ac.uk/>
A-Z website index. <http://www.sussex.ac.uk/az/>

A. WHO WE ARE AND WHAT WE DO

- A1. Legal framework.
<http://www.sussex.ac.uk/governance/1-3-3.html>
- A2. How the institution is organised.
<http://www.sussex.ac.uk/governance/1-3-3.html>
- A3. Location and contact details.
<http://www.sussex.ac.uk/aboutus/findus/>
<http://www.sussex.ac.uk/profiles/>
- A4. Lists of and information relating to organisations which the university has responsibility for, those it works in partnership with, those it sponsors and companies

- B5. Financial regulations and procedures.
<http://www.sussex.ac.uk/finance/1-3.html>
- B6. Staff pay and grading structures.
<http://www.sussex.ac.uk/humanresources/1-2.html>
- B7. Register of suppliers.
<http://www.sussex.ac.uk/procurement/1-2-15.html>
- B8. Procurement and tender procedures and reports.
<http://www.sussex.ac.uk/procurement/>
- B9. Contracts.
Information available on request from the Governance Office.
- B10. Research funding.
<http://www.sussex.ac.uk/res/1-6-2.html>

C. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

- C1. Annual report.
<http://www.sussex.ac.uk/aboutus/annualreview/>
- C2. Corporate and business plans.
<http://www.sussex.ac.uk/strategicplan/>
- C3. Teaching and learning strategy.
<http://www.sussex.ac.uk/strategicplan/>
<http://www.sussex.ac.uk/academicoffice/>
- C4. Academic quality and standards.
<http://www.sussex.ac.uk/academicoffice/>
- C5. External review information.
<http://www.sussex.ac.uk/academicoffice/>
- C6. Corporate relations.
<http://www.sussex.ac.uk/business/>
<http://www.sussex.ac.uk/careers/>
<http://www.sussex.ac.uk/res/1-6-10.html>
- C7. Government and regulatory reports.
<http://www.sussex.ac.uk/academicoffice/1-3-10.html>
<http://www.sussex.ac.uk/communications/1-4-2.html>

D. HOW WE MAKE DECISIONS

- D1. Minutes from governing body, Council / Senate, academic boards and steering groups.
<http://www.sussex.ac.uk/governance/1-4.html>
<http://www.sussex.ac.uk/governance/minutes/>
- D2. Teaching and learning committee minutes.
Information available on request from the Governance Office.

D3. Minutes of staff / student consultation meetings.
Information available on request from the Governance Office.

D4. Appointment committees and procedures.
<http://www.sussex.ac.uk/humanresources/1-2-14.html>

E. OUR POLICIES AND PROCEDURES

E1. Policies and procedures for conducting university business.
<http://www.sussex.ac.uk/governance/1-3-3.html>
<http://www.sussex.ac.uk/governance/1-3-4.html>

E2. Procedures and policies relating to academic services.
<http://www.sussex.ac.uk/governance/1-3-4.html>
<http://www.sussex.ac.uk/academicoffice/>
<http://www.sussex.ac.uk/students/essentials/studenthandbook/>

E3. Procedures and policies relating to student services.
<http://www.sussex.ac.uk/sas/>
<http://www.sussex.ac.uk/residentialservices/>

E4. Procedures and policies relating to human resources.
<http://www.sussex.ac.uk/humanresources/1-6.html>

E5. Procedures and policies relating to recruitment.
<http://www.sussex.ac.uk/humanresources/1-2-14.html>

E6. Code of Conduct for members of governing bodies.
<http://www.sussex.ac.uk/governance/1-4-4-10.html>

E7. Equality and diversity.
<http://www.sussex.ac.uk/equalities/>

E8. Health and Safety.
<http://www.sussex.ac.uk/hso/>

E9. Estate management.
<http://www.sussex.ac.uk/efm/>

E10. Complaints policy.
<http://www.sussex.ac.uk/governance/1-2.html>
<http://www.sussex.ac.uk/records/1-2-10-3-2.html>

E11. Records management and personal data policies.
<http://www.sussex.ac.uk/records/>
<http://www.sussex.ac.uk/infosec/>

E12. Research policy and strategy.
<http://www.sussex.ac.uk/strategicplan/>
<http://www.sussex.ac.uk/research/>
<http://www.sussex.ac.uk/res/>

- E13. Charging regimes and policies.
<http://www.sussex.ac.uk/finance/>
<http://www.sussex.ac.uk/records/1-2-10-7.html>

F. LISTS AND REGISTERS

- F1. Any information we are currently legally required to hold in publicly available registers.
Information available on request from the Governance Office.
- F2. Asset registers.
<http://www.sussex.ac.uk/finance/1-3.html>
Further information available on request from the Governance Office.
- F3. Disclosure logs.
Information available on request from the Governance Office.
- F4. Register of gifts and hospitality provided to senior personnel.
<http://www.sussex.ac.uk/governance/1-2-13.html>
Further information available on request from the Governance Office.
- F5. Any register of interests kept in the university.
<http://www.sussex.ac.uk/governance/1-4-4-10.html>
Further information available on request from the Governance Office.

G. THE SERVICES WE OFFER

- G1. Prospectus.
<http://www.sussex.ac.uk/study/>
- G2. Services for outside bodies.
See elsewhere in this Guide to Information, or contact the Governance Office if required.
- G3. Course content.
<http://www.sussex.ac.uk/study/>
- G4. Welfare and counselling.
<http://www.sussex.ac.uk/sas/1-4.html>
<http://www.sussex.ac.uk/humanresources/1-4.html>
- G5. Health including medical services.
<http://www.sussex.ac.uk/aboutus/campus/health/>
<http://www.sussex.ac.uk/hso/1-4.html>
- G6. Careers.
<http://www.sussex.ac.uk/careers/>
- G7. Chaplaincy services.
<http://www.sussex.ac.uk/chaplaincy/>
- G8. Services for which the university is entitled to recover a fee together with those fees.
See elsewhere in this Guide to Information, or contact the Governance Office if required.

- G9. Sports and recreational facilities.
<http://www.sussex.ac.uk/aboutus/campus/>
<http://www.sussex.ac.uk/sport/>
- G10. Museums, libraries, special collections and archives.
<http://www.sussex.ac.uk/library/>
<http://www.sussex.ac.uk/its/>
- G11. Conference facilities.
<http://www.sussex.ac.uk/conferenceservices/>
- G12. Advice and guidance.
See elsewhere in this Guide to Information, or contact the Governance Office if required.
- G13. Local campaigns.
<http://www.sussex.ac.uk/newsandevents/>
- G14. Media releases.
<http://www.sussex.ac.uk/newsandevents/>