



BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891

## Buckinghamshire New University Publication Scheme

Last updated: April 2023

### Introduction

Section 19 of the Freedom of Information Act places a duty on every public authority:

- a) to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Commissioner;
- b) to publish information in accordance with its publication scheme; and
- c) from time to time to review its publication scheme..

Buckinghamshire New University has adopted the [model publication scheme](#) approved by the Information Commissioners Office.

Any enquiries or requests relating to the Publication Scheme should be sent to [FOIOfficer@bucks.ac.uk](mailto:FOIOfficer@bucks.ac.uk)

### Information Covered by the Publication Scheme

The Publication Scheme sets out the types of information the University publishes in accordance with the guidelines set out by the ICO, and these are:

1. Who we are and what we do;
2. What we spend and how we spend it;
3. What are our priorities and how we are doing;
4. How we make decisions;
5. Our policies and procedures;
6. Lists and registers; and
7. The services we offer.

#### I. Who we are and what we do

This relates to organisational information, structures, locations and contacts.

Description	Published Location
Legal Framework	<a href="#">About the University</a> <a href="#">University Governance</a> <a href="#">Charitable Status</a>

How the institution is organised	<a href="#">University Council</a> <a href="#">Senate</a> <a href="#">University Executive Team</a>
Location and contact details	<a href="#">Location maps / directions</a> <a href="#">Contact details</a> <a href="#">Academic Schools</a> <a href="#">Student-facing Directorates</a> <a href="#">Academic staff profiles</a> <a href="#">Job Vacancies</a>
Lists of and information relating to organisations which the HEI has responsibility for, those it works in partnership with, those it sponsors and companies wholly or partially owned by it	<a href="#">Strategic Partnerships</a> <a href="#">Missenden Abbey Conference Centre</a>
Student Activity	<a href="#">Student Protection Plan</a> <a href="#">Students' Union</a> <a href="#">Student Services</a>

## 2. What we spend and how we spend it

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

Description	Published Location
Funding / Income	Funding Council grants, rents and investment income (including investment strategy) is available in the <a href="#">Annual Report and Financial Statements</a> <a href="#">Tuition Fees</a>
Financial statements, budgets and variance reports	<a href="#">Annual Report and Financial Statements</a>
Financial audit reports	Independent Auditor reports is available in the <a href="#">Annual Report and Financial Statements</a>
Capital programme	Information on capital projects is available in the <a href="#">Annual Report and Financial Statements</a>
Financial regulations and procedures	<a href="#">Financial regulations</a>
Staff allowances and expenses	For information on staff allowances please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a> For information on staff expenses please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>
Staff pay and grading structures	Information on Senior staff salaries is available in the <a href="#">Remuneration reports</a> For information on staff salary ranges please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>

Register of suppliers	The university is a member of the <a href="#">Southern Universities Purchasing Consortium</a> (SUPC)
Procurement and tender procedures and reports	<a href="#">Procurement procedure</a>
Contracts	Information on contracts that is not covered by FOI exemptions is available from <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>

### 3. What are our priorities and how we are doing

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

Description	Published Location
Annual report	<a href="#">Annual Report and Financial Statements</a>
Corporate and business plans	<a href="#">University Strategy</a>
Teaching and learning strategy	<a href="#">Thrive 28</a>
Academic quality and standards	<a href="#">Quality Assurance</a>
Data Protection impact assessments	Please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>
Health & Safety Impact assessment	Please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>
Equality Impact Assessment	Please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>
Corporate relations	<a href="#">Business Partnerships</a> <a href="#">Strategic Partnerships</a>
Government and regulatory reports	<a href="#">Higher Education statistics Agency (HESA)</a> <a href="#">Office for Students (OfS)</a> <a href="#">OFSTED</a> <a href="#">Quality Assurance Agency (QAA)</a> <a href="#">Teaching Excellence Framework (TEF)</a>
The University's compliance with its duties under the Equality Act 2010	<a href="#">Equality, diversity and inclusion</a>

### 4. How we make decisions

Decision making processes and records of decisions

Description	Published Location
Agendas and minutes from Committees and Boards	University Committees Please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>
University Council	<a href="#">Council</a>
Academic Governance	<a href="#">Governance and Management</a>

## 5. Our policies and procedures

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

Description	Published Location
Policies and procedures for conducting University Business	<a href="#">Environment and Estates</a> <a href="#">Finance</a> <a href="#">Governance</a> <a href="#">Information and Communications</a> <a href="#">Research</a>
Procedures and policies relating to academic services	<a href="#">Quality and Teaching</a>
Procedures and policies relating to student services	<a href="#">Student Welfare</a>
Procedures and policies relating to human resources	Employee handbook please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a> <a href="#">Human Resources</a> <a href="#">Equality &amp; Diversity</a>
Procedures and policies relating to recruitment	<a href="#">A great place to work</a> <a href="#">Vacancies</a>
Procedures and policies relating to personal data	<a href="#">Data Protection</a> Freedom of Information Records Management

## 6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the University.

Description	Published Location
Lists and Registers	The University's notification of its uses of personal data is hosted externally by the Information Commissioner's Office (ICO) in the <a href="#">Public Register of Data Controllers</a> . For information about Asset Registers please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a> <a href="#">Strategic Partnerships</a> For more details on the Information Asset Register please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a> For more information on the Register of interests please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a> For information on Register of Gifts / Hospitality please contact <a href="mailto:FOIOfficer@bucks.ac.uk">FOIOfficer@bucks.ac.uk</a>

[Honorary Awards](#)

## 7. The services we offer

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

Description	Published Location
University course content, prospectus and fees	<a href="#">Apprenticeships</a> <a href="#">Fees</a> <a href="#">Postgraduate courses</a> <a href="#">Professional and short courses</a> <a href="#">Research degrees</a> <a href="#">Undergraduate courses</a>
Careers	<a href="#">Careers service</a>
Chaplaincy services	<a href="#">Multi-faith chaplaincy</a>
Facilities and venues for hire	<a href="#">Conference and venues</a> <a href="#">Hire our Facilities</a> <a href="#">Summer accommodation</a>
Library services	<a href="#">Our libraries</a> <a href="#">Library and learning resources</a>
Media releases	<a href="#">News</a>
Research archive	<a href="#">Research Archive</a>
Sports and recreational facilities	<a href="#">Gateway Gym</a> <a href="#">Performance Sport</a>
Welfare & counselling services	<a href="#">Counselling for students</a> <a href="#">Multi-faith chaplaincy</a> <a href="#">Students' Union</a>