

# Department for Innovation Universities and Skills (DIUS)

## Publication Scheme Guide to Information

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**Investing in our future**

## **Publication Scheme - Guide to Information**

### **Introduction**

The Freedom of Information Act 2000 (FOI) gives the public a general right of access to all types of recorded information held by public authorities. The Act also sets out exemptions from that right and places a number of obligations on public authorities. Under the FOI Act the Department, along with every other public authority, has a legal duty to explain how the common types of information are being made available (known as the Publication Scheme).

The purpose of the Scheme is to set out:

- The types of information we commit to make available as a matter of course
- How this information is being made available (whether on-line, on request, or exceptionally, the reasons where the information is not being made available)
- Whether the information is available free of charge or on payment.

### **How to Access Information**

The table below indicates how the different types of information are being made available. Information will be provided in the following ways:

#### ***Website***

Much of the information is already published on the Department's website and you can use the following methods to search for this information:

- Navigate to the main topic heading included on the homepage
- Use the main search field

### ***On request***

Information available on the *website* and *on request only* can be made available on request by email, telephone or letter. Please send your request for material in this scheme to

Email	info@dius.gsi.gov.uk	Letter	Public Communications Unit, Castle View House, East Lane, Runcorn, WA7 2GJ
Telephone	020 7215 5555		

In order to use public money wisely we will, wherever feasible, request the use of the website or the electronic transmission of information.

### ***Not readily available***

This information is either not held by the Department, or details are held but it would require significant effort to provide a collated response.

### ***Types of Information***

Type of information	Website	On Request only	Not readily Available
<b><u>Who we are and what we do</u></b>			
• Roles and responsibilities	✓		
• Organisational structure	✓		
• Information about legislation relevant to the department's functions		✓	
• Lists of and information about organisations the department is responsible for, those it works in partnership with and those it sponsors	✓		
• Department Ministers, Permanent Secretaries, Chief Executives, management board members and senior executives	✓		
• Locations of, and contact details for, the authority	✓		
<b><u>What we spend and how we spend it</u></b>			
• Financial statements, budgets and variance reports	✓		
• Capital programme	✓ <sup>(1)</sup>		
• Spending reviews	✓ <sup>(1)</sup>		

• Financial audit reports	✓ <sup>(1)</sup>		
• Staff and board members' allowances and expenses	✓ <sup>(2)</sup>		
• Ministerial expenditure	✓		
• Pay and grading structures		✓	
• Procurement procedures		✓	
• Lists of contracts awarded and their value			✓
• Financial statements for projects and events			✓
• Internal financial regulations		✓	
<b><u>What are our priorities and how are we doing</u></b>			
• Strategic plans	✓		
• Annual business plan	✓		
• Annual report	✓		
• Internal and external organisation performance reviews	✓		
• Performance reports to Parliament	✓		
• Inspection reports	✓		
• Impact assessments	✓		
• Service standards	✓		
• Statistics produced in accordance with departmental requirements		✓	
• Public service agreements	✓		
<b><u>How we make decisions</u></b>			
• Major policy proposals and decisions	✓		
• Background information for major policy proposals and decisions	✓		
• Public consultations	✓		
• Minutes of senior-level meetings	✓		
• Reports and papers provided for consideration at senior-level meetings		✓	
• Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines		✓	
<b><u>Our policies and procedures</u></b>			
• Policies and procedures for conducting departmental business	✓		
• Policies and procedures for delivering our services		✓	
• Policies and procedures for recruiting and employing staff		✓	
• Customer service	✓		
• Records management and personal data policies		✓	
• Charging regimes and policies	✓		

<b>Lists and registers</b>			
• Public registers and registers held as public records	✓		
• Asset registers and information asset register		✓	
• Disclosure logs	✓		
• Register of gifts and hospitality provided to Ministers and senior personnel	✓ <sup>(2)</sup>		
• Any register of interests kept in the department		✓	
• Other lists required by law		✓	
<b>The services we offer</b>			
• Regulatory responsibilities	✓		
• Services for public authorities	✓		
• Services for industry	✓		
• Services for other organisations	✓		
• Services for members of the public	✓		
• Services for which the department is entitled to recover a fee, together with those fees	✓		
• Government department circulars		✓	
• Leaflets, booklets and newsletters		✓	
• Advice and guidance		✓	
• Media releases	✓		

Notes:

- (1) Elements of this information are available on the website. Other parts will be on request.
- (2) This information is available on the Cabinet Office website.
- (3) Work is ongoing to define what can be made available.

## Fees and Charges

Information of the types described above would normally be provided free of charge. Where we incur significant expense there may be a charge for the cost of retrieval, photocopy, postage, etc. We would let you know this at the time of your request. Any charges applied would be payable in advance.

If a standing charge is applied for a publication, the charge will be permitted by '*Charges for Information: When and How - Guidance for Government Departments and other Crown Bodies*', which can be found on the HM Treasury website or available in hard copy from HM Treasury, 1 Horseguards Road, London SW1A 2HQ.

## **Executive Agencies of the Department**

The DIUS group also contains two Executive Agencies – The National Weights and Measures Laboratory (NWML) and The UK Intellectual Property Office (UK-IPO). For details of their publication schemes please visit the following web pages:

The National Weights and Measures Laboratory - <http://www.nwml.gov.uk/>

UK Intellectual Property Office - <http://www.ipo.gov.uk/about/contact.htm>

## **Background to the publication scheme**

This section provides a little more background to this guide.

In May 2008 the Information Commissioner's Office (ICO) issued guidance on a new approach to providing information (publication schemes), which public authorities are being encouraged to adopt from 1<sup>st</sup> of January 2009.

Public authorities have the option to use a new model structure, as provided by the Information Commissioner's Office, or to create their own and have it approved by that office. The Department has adopted the new model structure, which defines the minimum types of information to be published.

The guidance also requires authorities to provide a guide to this information. That is the primary purpose of this document.

More information on about these classes and the on the Publication Scheme generally can be found on the ICO site at:  
[http://www.ico.gov.uk/what\\_we\\_cover/freedom\\_of\\_information/publication\\_schemes.aspx](http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes.aspx)

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Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned. If in doubt, users should contact the Office of Public Sector Information in the first instance.

### Monitoring Our Publication Scheme

We want our publication scheme to meet the needs of all our stakeholders. Suggestions for particular classes of information to which we might in future commit to publishing under the scheme will be welcomed. Any comments on or complaints about the Scheme should be sent to the Public Communications Unit

Email	Complaints.DIUS@dius.gsi.gov.uk	Letter	Public Communications Unit, Castle View House, East Lane, Runcorn, WA7 2GJ
Telephone	020 7215 5555		

### Making a Complaint

We intend to be as open as possible and provide you with the information you have requested, but as set out above the Department may not always provide the requested information. Where we apply exemption provisions and withhold the information we will write to you giving our reasons for refusal. If you are dissatisfied with our response in the first place you may wish to see an internal review of our decision. A member of staff who was not involved in the original request will undertake the review and will inform you in writing of the outcome.

If you are still unhappy, you can then ask the Information Manager to refer your complaint to the Permanent Secretary of the Department. You will also be able to complain directly to the Information Commissioner if you feel we have not complied with our obligations.

You may contact the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Information Line: 01625 545745  
Switchboard: 01625 545700  
Fax: 01625 524510  
Email: [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk)

Further details are available at [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk).