

De Montfort Expertise Limited Publication Scheme

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, further education colleges and sixth form colleges plus any wholly owned subsidiary companies.

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. Who we are

4. Accessing information covered by the publication scheme

- 4.1 The classes of information we publish are described in the second part of the scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.
- 4.2 Next to each class we have indicated the manner in which the information described will be available and any applicable fees for the provision of the information. As with the University's model publication scheme, our preferred means of publication is in electronic format via the organisation's website: <http://www.dmu.ac.uk>
- 4.3 To request information available through our publication scheme, other than via the University website, please contact: The Company Secretary, Trinity House, The Gateway, LEICESTER LE1 9BH.
- 4.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

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

- 5.1 From 1 January 2005 you will 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.
- 5.2 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.

6. Feedback

- 6.1.1 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

Freedom of Information Controller
De Montfort University
The Gateway
Leicester
LE9 1BH

e-mail to foi@dmu.ac.uk

- 6.2 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

7. Further information

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

www.informationcommissioner.gov.uk

Classes of Information included in the Publication Scheme

Class 1. Legal Framework

This class contains information relating to how the company was established, its standing from the point of view of the law and a description of its activities.

Most of the information in this class can be found in the Memorandum and Articles of Association, which is available from The Company Secretary, Trinity House, The Gateway, Leicester, LE1 9BH.

Fee

Information in this class is made available after payment of the fee based on the amount of copying required.

Exemptions

Information that may damage the commercial interests of the company will be exempt from publication.

Class 2. Finance

This section covers information on the company's management of financial resources.

Most information in this class can be found in the Annual Accounts and Directors' Report prepared in accordance with the Companies Act requirements, together with the Auditors' report, which are available from The Company Secretary, Trinity House, The Gateway, Leicester, LE1 9BH.

Fee

Information in this class is made available after payment of the fee based on the amount of copying required.

Exemptions

Information that may damage the commercial interests of the company will be exempt from publication.

Class 3. Minutes of Board Meetings

This class contains minutes from Board meetings including information about how decisions are taken.

Information in this class is available from The Company Secretary, Trinity House, The Gateway, Leicester, LE1 9BH.

Fee

Information in this class is made available after payment of the fee based on the amount of copying required.

Exemptions

Information that may damage the commercial interests of the company will be exempt from publication.

Information relating to identifiable individuals may be exempt from publication.

Class 4. Directors

This class is a list of Directors, which is available from The Company Secretary, Trinity House, The Gateway, Leicester, LE1 9BH.

Fee

Information in this class is made available after payment of the fee based on the amount of copying required.