

Freedom of Information Act

Publication Scheme ■ Guide to Information

Introduction

The Freedom of Information Act 2000 commits public bodies, including universities, to publishing certain information in accordance with the Model Publication Scheme developed by the Information Commissioner's Office. This document provides detailed directions for accessing that information. If you cannot find the information, you are seeking, or if you wish for information to be provided in alternative formats, please contact us as below.

Please note that the information listed in this document aims to address the requirements of the Publication Scheme and is not an exhaustive list of all information published by the University.

Manner of Publication

The information listed in Publication Scheme is normally accessible via the relevant sections of the University's website (www.tees.ac.uk). Where this document identifies information as being "available on request", please contact us as below. Paper documents held by the University may be inspected by arrangement.

Charges

Information published under the Publication Scheme is free of charge, but it may occasionally be necessary to make a charge towards the administrative costs incurred in producing and distributing information in hard copy (based on £0.05 per printed or copied black & white A4 side, and/or postage and packing at cost). If this applies to your request, you will be contacted before the information is gathered. Information published on the University's website is freely available.

Written Requests or Additional Information

If you require information, which is not already published by the University, please submit a written request to us as below. This should include your name, a contact address for our response, and as much detail as possible about the information you require. If you need advice or assistance in formulating a written request, please let us know.

email: foi@tees.ac.uk

tel: 01642 342060

Academic Registry (Legal Services)
Teesside University
Borough Road
Middlesbrough. TS1 3BA

Classes

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

Class 1 - Who we are and what we do

For general information about the University, please click on “About Us” from the University’s homepage.

Location	http://www.tees.ac.uk/sections/about/travel.cfm	
Contact details	http://www.tees.ac.uk/sections/about/contacts_general.cfm	
Interactive campus tour	http://www.tees.ac.uk/sections/about/campustour.cfm	
History of the University	http://www.tees.ac.uk/sections/about/history.cfm	
Facts, Figures and Statistics	http://www.tees.ac.uk/sections/about/factsandfigures.cfm http://www.tees.ac.uk/depts/hr/systems_management.cfm	
Mission and Vision of the University	http://www.tees.ac.uk/sections/about/mission.cfm	
Schools and Departments	http://www.tees.ac.uk/sections/schools/	
Management Structure	http://www.tees.ac.uk/sections/about/organisational_struct.cfm http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Organisation%20Chart.pdf	
Board of Governors	http://www.tees.ac.uk/sections/about/governors.cfm	
Committee Structure	Responsibilities of the Board of Governors	http://www.tees.ac.uk/docs/docrepo/about/governors.pdf
	University Corporate Executive Team: Terms of Reference	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/University%20Corporate%20Executive%20Team%20-%20Terms%20of%20Reference.pdf

	Academic Board University Committee Structure & Committee Terms of Reference	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Committee%20Structure.pdf
	Learning & Student Experience Policy Committee	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Committee%20Structure.pdf
Legal Framework	Charitable Status	http://www.tees.ac.uk/sections/common/copyright.cfm?display=charitable
	Instrument of Government	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Instrument%20of%20Government.pdf
	Amendment to Instrument of Government (change of name)	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Instrument%20of%20Government%20Change%20Name.pdf
	Articles of Government	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Articles%20of%20Government.pdf
	Education Reform Act 1988	http://www.legislation.gov.uk/ukpga/1988/40/contents
	Further and Higher Education Act 1992	http://www.legislation.gov.uk/ukpga/1992/13/contents
Subsidiary Companies	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Subsidiary%20Companies%20Guide%20to%20Information.pdf	
Educational Partnerships (including Academies and Trusts)	http://www.tees.ac.uk/depts/educationalpartnerships/	
Students' Union website	http://www.utsu.org.uk/	
Student Handbook	http://www.tees.ac.uk/sections/stud/handbook/	

Class 2 - What we spend and how we spend it

Copies of the University's Financial Statements dating back to 2002/3 are available from the link below. These include detail about the University's income, expenditure and the Independent Auditor's Report. Information, which is likely to be prejudicial to the University's commercial interests, will not be published, in accordance with section 43(2) of the Freedom of Information Act.

Financial Statements, including Audit Reports	http://www.tees.ac.uk/sections/about/financial.cfm
Staff Salary Structure	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Salary%20Scales.pdf
Financial Regulations	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Financial%20Regulations_2010.pdf

Contract Standing Orders	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Guide%20to%20Contract%20Standing%20Orders.pdf
North Eastern Universities Purchasing Consortium. <i>(Most of the University's procurement needs are arranged through Consortium contracts.)</i>	http://neupg.procureweb.ac.uk/
Tenders for contracts not purchased through NEUPC	http://www.tenders.ac.uk
Contracts held by the University	Details of specific contracts may be available on request. Please contact us for further information.
Student Fees and Funding	http://www.tees.ac.uk/funding/
Higher Education Funding Council	http://www.hefce.ac.uk/finance/
Research Funding	http://www.tees.ac.uk/sections/research/funding.cfm

The University is not currently engaged in any public private partnership contracts.

Class 3 - What our priorities are and how we are doing

See the section on <i>Operating and Financial Review</i> in the Annual Reports	http://www.tees.ac.uk/sections/about/financial.cfm	
Mission and Vision of the University	http://www.tees.ac.uk/sections/about/mission.cfm	
Academic quality and standards	Quality Handbook	http://www.tees.ac.uk/docs/index.cfm?folder=Quality%20Handbook
Learning and Teaching Strategy	http://www.tees.ac.uk/docs/DocRepo/CLQE/Learning,%20Teaching%20&%20Assessment%20Strategy%202009-2012.pdf	
External Review Information	Quality Handbook	http://www.tees.ac.uk/docs/index.cfm?folder=Quality%20Handbook
	Research Assessment Exercise	http://www.hefce.ac.uk/research/ref/reform/rae.asp
Corporate relations	http://www.tees.ac.uk/business/	
Government and regulatory bodies	Quality Assurance Agency	http://www.qaa.ac.uk/
	Higher Education Statistics Agency	http://www.hesa.ac.uk/
	Higher Education Funding Council for England	http://www.hefce.ac.uk/
	Department for Business Innovation and Skills	http://www.dius.gov.uk/higher_education
University press releases	http://www.tees.ac.uk/sections/news/	

Class 4 - How we make decisions

Minutes of meetings will normally be provided on request, subject to consideration of issues such as commercial sensitivity or the protection of personal information.

See the section on <i>Corporate Governance</i> in the Annual Reports	http://www.tees.ac.uk/sections/about/financial.cfm
Responsibilities of the Board of Governors	http://www.tees.ac.uk/docs/docrepo/about/governors.pdf
Minutes of the Board of Governors	http://www.tees.ac.uk/docs/index.cfm?folder=Governors%27%20Minutes
University Corporate Executive Team : Terms of Reference	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/University%20Corporate%20Executive%20Team%20-%20Terms%20of%20Reference.pdf
Academic Board: Terms of Reference	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Committee%20Structure.pdf
Learning & Teaching Committee: Terms of Reference	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Committee%20Structure.pdf
Minutes of Staff-Student Liaison Committees	Normally available on request. Please specify which School or academic area you are interested in.
Appointments Policies	http://www.tees.ac.uk/docs/index.cfm?folder=Human%20Resources%20Policies%20and%20Procedures

Class 5 - Our policies and procedures

Most University policies and procedures are accessible from www.tees.ac.uk/sections/about/policies.cfm

Specific Human Resources policies are accessible from www.tees.ac.uk/depts/hr/policies.cfm

This is not a complete list of all University regulations. If you cannot find the regulation you are seeking, please contact us.

Student Regulations	http://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations
Human Resource Policies	http://www.tees.ac.uk/depts/hr/policies.cfm
Research Governance	http://www.tees.ac.uk/sections/research/governance.cfm
Equality and Diversity	http://www.tees.ac.uk/sections/jobs/equalopportunities.cfm
Financial Regulations	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20information/Financial%20Regulations_2010.pdf
Contract Standing Orders	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/CSO.pdf
Health and Safety	http://www.tees.ac.uk/sections/about/healthandsafety.cfm
University Complaints Procedures	http://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations&name=University%20Complaints%20Procedure

Freedom of Information Procedures	http://www.tees.ac.uk/sections/about/foi.cfm
Records Management Policy	http://www.tees.ac.uk/docs/index.cfm?folder=Other%20Regulations
Data Protection Policy	http://www.tees.ac.uk/docs/index.cfm?folder=student%20regulations&name=Copyright%20and%20Law
ICT Regulations	http://www.tees.ac.uk/docs/index.cfm?folder=ICT%20Regulations
Responsibilities of the Board of Governors	http://www.tees.ac.uk/docs/docrepo/about/governors.pdf
Environmental Policy Statement	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Environmental%20Policy%20Statement.pdf
Grounds Environmental Policy and Principles	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Grounds%20Environmental%20Policy%20and%20Principles.pdf
Waste Strategy	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Waste%20Strategy.pdf

Class 6 - Lists and Registers

Where “lists and registers” are held by the University, they will normally be made available on request. You should contact us as on page 1 of this document and provide as much detail as possible about the information you are seeking.

Please note that the University does not hold an FOI Disclosure Log.

Register of Interests	Please contact us
Register of Gifts	Please contact us
Honorary Graduates	http://www.tees.ac.uk/sections/about/hon_grads.cfm
Asset Register Procedures	http://www.tees.ac.uk/docs/DocRepo/Freedom%20of%20Information/Asset%20Register%20Procedures.pdf

Class 7 - The Services we offer

Information about the services that are offered by the University can be found across the University’s website. You may find the Sitemap or the search facility to be helpful.

<http://www.tees.ac.uk/sections/common/sitemap.cfm>

Information for prospective students, including course information	http://www.tees.ac.uk/sections/coursesearch/
Services for businesses	http://www.tees.ac.uk/business/
Counselling	http://www.tees.ac.uk/sections/student-support/student_health_counselling.cfm

Student Health	http://www.tees.ac.uk/sections/studentsupport/student_health.cfm
Careers	http://www.tees.ac.uk/careers/
Teesside University Dental Practice	http://www.tees.ac.uk/schools/soh/dental.cfm
British Steel Archive	http://www.britishsteelcollection.org.uk/
NRFTA	http://www.nrfta.org.uk/
Disability Services	http://www.tees.ac.uk/sections/stud/handbook/Stdent_Disabilities.cfm
Chaplaincy	http://www.tees.ac.uk/sections/studentsupport/chaplaincy.cfm
Sports facilities (including charges)	http://www.tees.ac.uk/sections/sport/
Wellbeing Centre	http://www.tees.ac.uk/sections/studentsupport/student_health_welbeing.cfm
Library and Information Services	http://lis.tees.ac.uk/
Childcare Facilities	http://www.tees.ac.uk/sections/stud/handbook/childcare.cfm
News Centre	http://www.tees.ac.uk/sections/news/