

## RAVENSBOURNE PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT (2000)

Ravensbourne publishes as much information as possible via its website or Intranet. The Publication Scheme will continue to be updated to reflect any changes. All electronic documents available over the Internet or Intranet are made available free of charge, unless otherwise stated. Where information is only available in paper form, or requested in paper form, a single copy is available in black and white. We aim to send the information within 20 days of receipt of your request.

Multiple copies of any hard copy document will be charged for at the rate of 25 pence per page.

The main groups of classes of information in the Publication Scheme 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 are we doing
- 4 How we make decisions
- 5 Policies and Procedures
- 6 Lists and Registers
- 7 The services we offer

Information on each of these classes can be seen on the worksheet of the same number

<b>1 Who we are and what we do</b>			
Class	Description	Location	Fee
Legal Framework	Corporate status	<a href="#">Website</a>	N
	Governance	<a href="#">Intranet</a>	N
Organisation	Management structure	FoI request	N
	Terms of reference and membership of committees	<a href="#">Intranet</a>	N
Location	Map	<a href="#">Website</a>	N
Contact details	How to contact Ravensbourne	<a href="#">Website</a>	N
	Partnerships	<a href="#">Website</a>	N
Student Activities	Student Union	<a href="#">RSU website</a>	N
	Rave Lates	<a href="#">Website</a>	N
<b>2 What we spend and how we spend it</b>			
Class	Description	Location	Fee
Financial information	Statements	<a href="#">Intranet</a>	None
	Audit Reports	FoI request	None
	Capital programme	FoI request	None
	Financial regulations and procedures	FoI request	None
	Staff allowances and expenses	FoI request	None
	Register of suppliers	FoI request	None
	Tender process	FoI request	None
	Contracts	FoI request	None
	Research funding	FoI request	None

<b>3 What are our priorities and how are we doing</b>			
Class	Description	Location	Fee
Performance	Annual report	<a href="#">Intranet</a>	N
	Insitution Strategy	<a href="#">Website</a>	N
	Academic Quality and Standards	Intranet	N
Audit	Internal and external audit reports	Fol request	N
	Annual monitoring	<a href="#">Intranet</a>	N
	Programme approval	<a href="#">Intranet</a>	N
Corporate relations	Links with employers	Fol	N
	Programme development	<a href="#">Intranet</a>	N
Regulatory reports	Ofsted	<a href="#">Ofsted website</a>	N
	QAA	<a href="#">QAA Website</a>	N
Equality Information	Equality Framework	<a href="#">Website</a>	N

<b>4 How we make decisions</b>			
Class	Description	Location	Fee
Governance	Board of Governors agenda, minutes and	<a href="#">Intranet</a>	N
	Academic Board agenda, minutes and papers	<a href="#">Intranet</a>	N
	AB subcommittee agenda, minutes and papers	<a href="#">Intranet</a>	N
Teaching and Learning	Learning Curriculum and Student Experience Committee agenda, minutes and papers	<a href="#">Intranet</a>	N
	Boards of Study	<a href="#">Intranet</a>	N
	Staff/Student Liaison Committees	<a href="#">Intranet, part of the papers for Boards of Study</a>	N
Appointment Committees	Governors Remuneration Committee	Fol request	N
Appointment procedures	HR Policies	Fol request	N

<b>5 Our policies and procedures</b>			
Class	Description	Location	Fee
Corporate	Board of Governors		N
	Code of conduct for members	<a href="#">Intranet</a>	
Academic services	Quality department	<a href="#">Intranet</a>	N
	Complaints		
Student Services	Student Services	<a href="#">Intranet</a>	N
Human resources	HR policies		Normally none but a charge may be made for requests which require additional resources
	Equality Framework		
	Pay policy		
	Recruitment	Fol request	
Facilities	Health and Safety	<a href="#">Intranet</a>	N
	Estate management	Fol request	N
Research	Research policy	Fol request	N
	Funded research	Fol request	N
Data protection	GDPR	Fol request	N
	Charging policy	Fol request	N

<b>6 Lists and Registers</b>			
Class	Description	Location	Fee
Asset Registers	IT asset register	Fol request	Normally none but a charge may be made for requests which require additional resources
	CLR asset register	Fol request	
	Facilities register	N/A Facilities provided by Engie Ltd	
CCTV	Facilities	N/A Facilities provided by Engie Ltd	Normally none but a charge may be made for requests which require additional resources
Disclosure Log	Quality tam Fol request log	Fol request	
Register of gifts	HR	Fol request	Normally none but a charge may be made for requests which require additional resources

<b>7 The services we offer</b>			
Class	Description	Location	Fee
Prospectus	Hard copy	Available on request	N
	Website information	<a href="#">Website</a>	N
Course content	Definitive documents	<a href="#">Intranet</a>	N
Information on Fees and funding	Course pages	<a href="#">Website</a>	N
Student support	Welfare	<a href="#">Intranet</a>	
	Health		
	Careers		N
Other services	No collections/archives available	N/A	
	Public lectures	<a href="#">Website</a>	N
	Conference facilities	<a href="#">Intranet</a>	N
	Media releases	<a href="#">Website</a>	N