

Leeds Trinity University
Freedom of Information Act
Publication Scheme
Guidance on Obtaining Information
November 2016

General

This guidance follows the Definition Document for Higher Education Institutions developed by the Information Commissioner so that Higher Education Institutions meet their commitments under the model publication scheme. Leeds Trinity University (LTU) will make the information in this definition document available unless:

- It does not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. LTU will endeavour to provide as much information as possible on a routine basis mainly through its website at www.leadstrinity.ac.uk

Routine information such as information on admissions, programmes or the online prospectus can be found [here](#)

For replacement certificates, authentication or verification of awards visit our [Alumni](#) webpage.

Information published on the Institution's website is free to access in that format subject to any copyright restrictions.

This guide to the information the Institution makes available to the public should assist you to locate the information on our website or advise you how you can obtain it.

If You Cannot Find the Information You Seek

If you cannot find the information you seek, or cannot access the Institution's website you can e-mail or write to the Institution specifying the information you need:

Write to:

The Freedom of Information Officer
Planning and Information
Leeds Trinity University
Brownberrie Lane
Horsforth
Leeds
LS18 5HD

Email: foi@leadstrinity.ac.uk
Tel: 0113 2837568

Schedule of Fees and Charges

Generally the provision of printed copies of any web pages or the original hard copy version of a publication will incur charges to cover the cost of duplication, administration and postage.

- On-line access free
- Any charges, payable in advance, will normally be calculated on the following basis. Printed copy charges will be made for duplication, admin and postage where the number of pages exceeds 14. Charges are £5 for the first 15 pages plus an additional 25p for each additional page requested. All charges are subject to VAT.
- Higher charges may apply if the cost to the University of retrieving the information exceeds £450 which is the 'Appropriate Limit' set by the Government. In determining whether the Appropriate Limit has been exceeded, The University takes into account the staff time, charged at a rate of £25 per hour, involved in the following activities:
 - determining whether the information is held;
 - locating and retrieving the information;
 - extracting the information from a document, including editing and redacting.

Guide to Information Listed in accordance with the Definition Document Associated with the Institution's Publication Scheme

Who we are and what we do

This information is published on the institution website under the [About the Institution](#) section

You can find the Strategic Plan [here](#)

Please use the appropriate link for information on:

- **Legal framework**
[Legal Framework](#)
- **How the institution is organised**
[Governance](#)
[Key Personnel](#)
- **University Boards and Committees**
[Governors](#)
[Academic Board](#)
- **Schools / Departments / Subject areas**

Humanities	Institute of Childhood and Education
Business Management and Marketing	Childhood and Education
Criminology	English
History	Journalism
Media, Film and Culture	Primary Education
Psychology	Secondary Education
Sociology	Sport, Health and Nutrition
Theology and Religious Studies	
- **Location and contact details**
[how to find us](#)
[Contact details](#)

Lists of and information relating to organisations which the Institution has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it

- Links with [Business and employers](#)
- Links with the [Professions](#) and see the websites for the relevant Academic departments
- Links with the [Community](#)
- [International Links](#) for business and students
- [Business](#) and [School](#) Partnerships - Collaborative Links and Affiliated Colleges and Institutions
- Student activities [Leeds Trinity Students' Union](#) (LTSU) is a registered charity independent of the University. The Institution does not hold information about its activities. LTSU publishes information about its activities [here](#).

Information about LTU clubs, associations and non-academic activities including sports arranged for or by students can be found at the '[Society and Sport](#)' section of the LTSU clubs and societies page.

What we spend and how we spend it

- **Funding / income**

For information on the sources of funding and income, such as Funding Council grants, tuition fees, endowment, rents and investment income (including investment strategy) see [Student Finance](#) or [key documents](#) section.

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Budgetary and account information**

[Annual Accounts](#) – see our Financial Statements and Annual Reports

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Financial audit reports**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Capital programme**

[Estate Strategy](#)

[Campus Master plan](#)

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any

information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Financial regulations and procedures**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Staff pay and grading structures**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Register of suppliers**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Procurement and tender procedures and reports**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Contracts**

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

What our priorities are and how we are doing

Information in this category which is not published on the LTU website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act

- **Overall Strategy:**

[Strategic Plan](#)

- **Corporate and business plans**

[Corporate and business plans](#)

- **Teaching and learning strategy**

[Learning, Teaching and Assessment Strategy](#)

- **Academic quality and standards**

[Academic Quality Assurance](#)

[Taught Course Academic Regulations 2015-16 Undergraduate Level 4](#)

[Taught Course Academic Regulation 2015-16 Undergraduate Level 5 and Level 6, PGCE and Postgraduate](#)

- **External review information**

[Institutional audit report May 2015](#)

- **Corporate relations**
[Corporate relations](#)
- **Government and regulatory reports**
Reports by external reviewing bodies may be available from their websites for example:

[Quality Assurance Agency](#)
[NCTL](#)
[Ofsted Report](#)

How we make decisions

Information in this category is published privately on the LTU website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

This category includes:

- **Minutes from governing body, Council / Senate, academic boards and steering groups**
- **Learning and Teaching Committee minutes**
- **Minutes of staff / student consultation meetings**
- **Appointment committees and procedures**

Our policies and procedures

Information in this class is primarily published under the relevant links under [How We Are Governed](#) or from the webpage for the department responsible for delivering the service and responsibilities

Requests for Information: see above

- **Policies and procedures for conducting Institution business**
Codes of practice, memoranda of understanding, procedural rules, standing orders etc: follow the [Governance](#) link or go to the website for the relevant department or service.
- **Procedures and policies relating to academic services**
See [key documents](#) for information on:
 - Learning and Teaching Strategy
 - Admissions
 - Changing Programmes and Student Assessment
 - Appeal Procedure
 - Allegations of cheating, plagiarism
- **Procedures and policies relating to student services**
See [key documents](#) for links to information in this category, including [complaints](#) procedures
- **Equality and Diversity**
[Equality and Diversity Policy](#)
- **Health and Safety**
[Health and Safety](#)
- **Estate management**
[Estate management](#)
[Campus Master plan](#)
- **Records management and personal data policies**

[Freedom of Information](#)

- **Research policy and strategy**
See Key documents for our [Research Conduct and Ethics Code](#)
- **Charging regimes and policies**
See section: **If you Cannot Find the Information You Seek...**

Lists and registers

- **Any information we are currently legally required to hold in publicly available registers**
See the website for the relevant service for contact details in order to make arrangements to view any registers which the Institution is legally obliged to make public.
- **Asset registers**
Information in this category is not currently published on the LTU website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act
- **Disclosure logs**
Information in this category is not currently published on the LTU website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act
- **Register of gifts and hospitality provided to senior personnel**
Information in this category is not currently published on the LTU website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act
- **Any register of interests kept in the Institution**
Information in this category is not currently published on the LTU website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the Institution will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act

The services we offer

Information is available from the website of the relevant service:

- **Prospectus**
See the [courses](#) section
- **Services for outside bodies**
[Services for Schools, Colleges & Teachers](#)
- **Course content**
See the [courses](#) section
- **Welfare and counselling**
[Student Support](#), [counselling](#) and [disability](#) services
- **Health including medical services**
[Student Health](#)

- **Careers**
[Careers Service](#)
- **Chaplaincy services**
[The Chaplaincy](#)

Services for which the Institution is entitled to recover a fee together with those fees

- **Student Accommodation**
[Student Accommodation](#)
- **Sports and recreational facilities**
[Trinity Sport](#)
- **Library and Learning Centre**
[Library and Learning Centre](#)
- **Conference facilities**
[Leeds Trinity Conference Facilities](#)

Local campaigns

- [Local community](#)

Media releases

- [News and events](#)