

Introduction to London Business School's Publication Scheme

Legal requirement

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.
2. 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

What is a publication scheme?

3. 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.
4. 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.

The model publication scheme for higher education

5. London Business School has adopted the model publication scheme developed for the Higher Education sector and is committed to publishing the information it describes.
6. This model is designed for universities across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, the guidance in the definition document is not meant to give an exhaustive list of everything that should be covered by the publication scheme, and as a result models within the sector will vary slightly.

Background to London Business School's Publication Scheme

7. The classes of information published by the School are described in the schedule.
8. The School has the copyright to all the materials listed in the schedule. In the case of any uncertainty e.g. collaborative arrangements, the material will not be published.
9. Materials are available in a published form when they have been approved by the School's due processes, including policies and reports when approved by the Governing Body, Management Board or Faculty Board of the School, or a body or officer authorized to act on their behalf.

10. The School will not seek to publish information that is listed under Part II of the Act: Exempt Information, nor material which would undermine the security of its systems, including financial and those underpinning its data management.

Accessing information covered by the publication scheme.

11. The publication scheme has been designed to include a wide variety of information. The information is available in hard copy on request from: Carol George, Governance Manager, London Business School Regent's Park London NW1 4SA

12. Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme?

13. Under the Freedom of Information Act 2000, you have the right to request any information held by a public authority which it has not already made available through its publication scheme.

14. Requests must 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.

15. Requests for information not listed in this scheme should be addressed to the contact in point 12. Applications must be in writing and should provide as much detail as possible to enable us to identify the information sought.

Feedback

16. 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 the contact listed at point 12.

17. London Business School aims to comply fully with its obligations under the Freedom of Information Act 2000. If you feel that the service you have received does not meet this aim, you can make a complaint to the School's Secretary, who will investigate your concerns and respond as soon as possible. She can be contacted at the following address: Ruth Beckinsale School Secretary London Business School Regent's Park London NW1 4SA

18. 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: www.ico.org.uk/global/contact-us/

Further information

19. More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.ico.gov.uk