

The University Publication Scheme

About the Publication Scheme

As part of our obligations under the Freedom of Information Act, the University produces a Publication Scheme which details the types of information the University routinely provides to the public and how the public may access the information. It includes things like what the the University does, what it spends money on etc.

The purpose of the Publication Scheme is to assist the public in finding information held by public authorities and remove the requirement to make a formal request under the Freedom of Information Act.

The Scheme is based upon the model publication scheme developed by the Information Commissioner and adopted by all public sector organisations from 1 January 2009.

As part of the model, public authorities must produce a guide to the specific information they hold and which is contained within any of the scheme's seven classes. This document is intended to serve as that guide.

Accessibility of Information and Charges

Most of the information is available online, however in a few cases, information may only be available in hard copy. If you cannot find the information you are looking for and it falls under one of the headings outlines in the Scheme, please contact us using the details above and we will normally provide you with the information requested within 20 working days, subject to exemptions set out in the Freedom of Information Act.

The University also has designated members of staff responsible for Freedom of Information. These people are based in the **Information Governance Team, Tel: 0161 295 3152. Email: foi@salford.ac.uk**.

Access to the University's Publication Scheme is made without charge. The University does, however reserve the right to charge a fee for providing access to any of the information within each class, particularly if a large amount of hardcopy information is requested.

1. Who we are and what we do

Legal framework

The University charter and statutes is listed on the University Governance web pages: <http://www.salford.ac.uk/about-us/corporate-information/governance>

How the institution is organised

The Corporate and Governance areas of the University web pages provides information on how the University is structured and organised:

University Structure

<http://www.salford.ac.uk/about-us/corporate-information/university-structure>

Leadership and Management Structure

<http://www.salford.ac.uk/about-us/corporate-information/university-structure/leadership-and-management>

Schools and Colleges Structure

<http://www.salford.ac.uk/about-us/corporate-information/university-structure/schools-and-colleges>

Professional Services Structure

<http://www.salford.ac.uk/about-us/corporate-information/university-structure/professional-services>

Council and its Committees, includes description, terms of reference, membership, previous minutes etc

<https://www.salford.ac.uk/qeo/AcademicGovernance>

Information and minutes relating to Senate and its committees can be accessed from the link below:

<https://www.salford.ac.uk/qeo/AcademicGovernance/senate-and-its-committees>

Location and contact details

How to find us

<http://www.salford.ac.uk/about-us/travel>

Contact us

<http://www.salford.ac.uk/contact-us>

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

A list of subsidiary companies owned by the University is publicly available in the University Annual Accounts which can be accessed via the following page:

<http://www.salford.ac.uk/about-us/corporate-information/governance/annual-report-and-financial-statements>

Partnerships at the University

<http://www.salford.ac.uk/about-us/corporate-information/partnerships>

Student activities

<http://www.salfordstudents.com>

2. What we spend and how we spend it

Funding/Income

Funding and income information can be found on the Finance pages:

<http://www.finance.salford.ac.uk>

Financial statements, budgets and variance reports

Details of expenditure over £25,000 is available upon request. Please refer to Section B for details on how to request this information

Financial statements are located on the corporate pages of the University web site:

<http://www.salford.ac.uk/about-us/corporate-information/governance/annual-report-and-financial-statements>

Audit reports are available upon request. Please refer to Section B for details on how to request this information.

Capital Programme

The University of Salford Campus Plan

<http://www.salford.ac.uk/about-us/corporate-information/our-developing-campus>

Financial regulations and procedures

Financial policies and procedures are located on the Finance web pages:

<https://www.salford.ac.uk/finance>

Staff pay and grading structures

Information relating to staff pay and grading structures is available on the Human Resources web pages:

<https://www.salford.ac.uk/hr>

Staff allowances and expenses

Salaries for senior staff members (stated in bands of £10,000) is available upon request. Please refer to Section B for details on how to request this information.

Allowances and expenses paid to individual senior staff members is available upon request.

Procurement procedures, register of suppliers and contracts

Procurement guidance and procedures

<https://www.salford.ac.uk/finance/procurement>

Research funding

Research grants and contracts are detailed in the University's Annual Report

<http://www.salford.ac.uk/about-us/corporate-information/governance/annual-report-and-financial-statements>

3. What our priorities are and how we are doing

Annual report and financial statements

Annual reports and financial statements are located on the corporate pages of the University web site:

<http://www.salford.ac.uk/about-us/corporate-information/governance/annual-report-and-financial-statements>

Corporate and business plans

The Strategic Plan

<http://www.salford.ac.uk/about-us/corporate-information/strategy>

Academic quality and standards

Quality, standards and enhancement processes and procedures

<https://www.salford.ac.uk/geo>

The HEIs compliance with its duties under the Equality Act 2010

Information relating to equality and diversity at the University and its duties under the Equality Act 2010

<https://www.salford.ac.uk/hr/equality,-diversity-and-athena-swan>

4. How we make decisions

Agendas, officers' reports, background papers and minutes from governing body, Council/Senate, academic boards, steering groups and committees

Information and minutes relating to Council and its committees can be accessed from the link below:

<https://www.salford.ac.uk/qeo/AcademicGovernance>

Information and minutes relating to Senate and its committees can be accessed from the link below:

<https://www.salford.ac.uk/qeo/AcademicGovernance/senate-and-its-committees>

5. Our policies and procedures

Policies and procedures for conducting university businesses

Various policies and procedures are located on the University Policies and Procedures web pages

The University Policies and Procedures pages

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures>

Policies and procedures relating to academic services

Policies relating to academic services are located in the Academic Handbook

<https://www.salford.ac.uk/qeo/academichandbook>

Policies and procedures relating to student services

Information relating to student services can be found at the following locations on the University website:

Student information and registration

<http://www.mystudentinfo.salford.ac.uk/>

Student academic policies and procedures including those relating to complaints, disciplinary proceedings and appeals

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/2>

Procedures for the running of The Library can be found on the following page:

<https://www.salford.ac.uk/library>

Student information and advice pages

<https://www.salford.ac.uk/askus>

General student policies and procedures, including the Student Charter and Behaviour Guide

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/academic-governance>

IT Services

<https://www.salford.ac.uk/dit>

Policies and procedures relating to human resources

Various procedures and policies relating to human resources can be found at the following location on the University website:

Human Resources policies and procedures

<https://www.salford.ac.uk/hr>

Equality and diversity policies

Policies, procedures, plans and strategies relating to Equality and Diversity can be found at the following locations on the University website:

<https://www.salford.ac.uk/hr/equality,-diversity-and-athena-swan>

Health and Safety

The majority of policies and procedures relating to Health and Safety can be located on the Occupational Health and Safety Services website:

<https://www.salford.ac.uk/hr/health-and-safety>

<https://www.salford.ac.uk/hr/staff-wellbeing>

Estate management

Policies and procedures relating to the management of the estate facilities are available on the Estates and Property Services pages:

<https://www.salford.ac.uk/estates>

Records management and personal data policies

Information governance and records management policies are available on the following page:

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/7>

Research policy and strategy

Policies and procedures relating to the research policies, strategies and funds can be located on the Research and Graduate College web pages and the University Policies and Procedures pages.

<http://www.salford.ac.uk/research>

6. Lists and registers

Register of gifts

Available on request.

Register of interests

<http://www.salford.ac.uk/about-us/corporate-information>

7. The services we offer

Course information and prospectus

<http://www.salford.ac.uk/study>

Conference and catering

<https://www.salford.ac.uk/conferencing-at-salford>

<https://www.salford.ac.uk/salfood>

Health advice, personal welfare, religion and support information is available from the student information and advice pages

<https://www.salford.ac.uk/askus>

Careers service

<https://www.salford.ac.uk/askus/work-and-careers>

Sports and recreational facilities

http://www.sport.salford.ac.uk/leisure_centre

The Library

<https://www.salford.ac.uk/library>

IT Services

<https://www.salford.ac.uk/dit>

Museums, libraries, special collections and archives

<http://www.salford.ac.uk/library/archives-and-special-collections>

Media releases

<http://www.salford.ac.uk/news/>