

Courtauld Institute of Art Publication Scheme

Under the Freedom of Information Act 2000, public authorities including higher education institutions are required to have a publication scheme. The Courtauld Institute of Art has adopted the model Publication scheme for higher education institutions from the Information Commissioner, an independent regulator who enforces and advises on the FOIA and has produced and approved this scheme. Copies of the model publication scheme and definition documents are available on www.ico.org.uk

The classes of information that we publish is listed below. Many documents can be accessed from The Courtauld's website www.courtauld.ac.uk and paper copies may also be available when requested via the contact address indicated below. Publications are free unless otherwise stated. Alternative forms may be arranged by special request, but there may be a charge to cover production costs.

Recorded information not made available through the publication scheme may be requested. Requests should be made in writing to FOI@courtauld.ac.uk and will normally take 20 working days for response. Information that is subject to an exemption in the Act will not be released. A fee may be charged.

Who we are and what we do:

Memorandum & Articles of Association	Website
History of The Courtauld	Website
Biographies of the Governing Board	Website
Location and contact details	Website
Terms of References for the Governing Board, Committees and sub-Committees	Copy available on application to the Company Secretary via FOI@courtauld.ac.uk

What we spend and how we spend it:

Annual Report and Financial Statements	Website
Tuition Fees	Website
Endowment, rents and investment income	See Annual Report and Financial Statements
Funding Grants	See the Annual Report and Financial Statement Research England Funding: https://re.ukri.org/finance/annual-funding-allocations/2019-20-grant-tables-for-heis/#letterC
Revenue budgets and capital expenditure budget	Copy available on application to the Director of Operations – via FOI@courtauld.ac.uk Staff Intranet
Financial Regulations and procedures	Copy available on application to the Director of Operations via FOI@courtauld.ac.uk Staff Intranet
Financial audit reports	Copy available on application to the Director of Operations via FOI@courtauld.ac.uk
Staff pay and grading structures	Copy available on application to the Director of Operations via FOI@courtauld.ac.uk
Register of suppliers, Procurements and tender procedures and reports	Copy available on application to the Director of Operations via FOI@courtauld.ac.uk
Contracts	Copy available on application to the Director of Operations via FOI@courtauld.ac.uk
Research funding	Copy available on application to the Head of Research via FOI@courtauld.ac.uk

What our priorities are and how we are doing them:

Annual Report and Financial Statements	Website
Vision Mission and Strategy	In Annual Report and Financial Statements Website
Data Protection Notice	Website
Privacy Notice	Website

Reports and statistics provided to regulatory organisations

Visit the Office for Students (www.officeforstudents.org.uk) and HESA (www.hesa.ac.uk) websites to access publicly available information.

External Review - QAA

<https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Courtauld-Institute-of-Art>

Internal Audit letter

Copy available on application to the Director of Operations via FOI@courtauld.ac.uk

How we make decisions:

Minutes from the Governing Board and Committees (current and previous three years)

Copy available on request to the Company Secretary via FOI@courtauld.ac.uk

Our policies and procedures:

Procedures and policies relating to student services

Website

Copies available on application to the Dean and Deputy Director via FOI@courtauld.ac.uk

Procedures and policies relating to human resources

Staff intranet

Paper copies available on application to the Director of Operations via FOI@courtauld.ac.uk

Procedures for handling requests for information

Website

Recruitment – current vacancies

Website

Equality Duty & Equality Statement

Website

Health and Safety

Website

Estates Management policies

Copies available on application to the Director of Operations via FOI@courtauld.ac.uk

Complaints Policies:

- Students
- Staff
- Relating to data protection and requests for information

Website

Staff intranet

Personal Data policies

Website

Research Policy and strategy

Website

Copy available on application to the Head of Research via FOI@courtauld.ac.uk

Research Ethics Policy

Website

Charging regimes and policies:

- Tuition Fees

Website

Lists and registers

Capital Asset Register

Copy available on application to the Director of Operations via FOI@courtauld.ac.uk

Register of Interests

Website

The services we offer:

University Gallery

Information available on website

Libraries:

Information available on website

Book, Witt & Conway

Prospectus

Website and available on request

Funding available

Website

Student services:

VLE

Course Handbooks

Welfare and Counselling

Careers

Chaplaincy

Advice and Guidance

Media releases

Information available on website or on request via
FOI@courtauld.ac.uk

If you are not satisfied with the operation of the University's publication scheme or response to a request for information made under the FOIA, you should contact the Freedom of Information contact directly by post or email using the contact details on the Freedom of Information page; we will then arrange for an internal review of the response to be carried out. If you are still unsatisfied, you can also complain to the Information Commissioner.

You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline: +44 (0)1625 545745 or +44 (0)303 1231113
Fax: +44 (0)1625 524510
Web: www.ico.org.uk