

**Freedom of Information  
Model Publication Scheme**

**Updated 18 May 2022**

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## **Introduction**

The Freedom of Information Act 2005 establishes a right of access to all types of recorded information held by The Northern School of Art.

As well as responding to requests for information, The Northern School of Art publishes information proactively. We do this using the Model Publication Scheme produced by the Information Commissioner's Office (ICO).

The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

If there is information you require that is not available on any of the pages, please email [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk) with details of your request.

## **Complaints procedure**

The School takes its obligations under the Freedom of Information Act very seriously. If, for any reason, you are dissatisfied with the way in which the process has been implemented you may invoke the following Complaints Procedure.

The Complaints Procedure is split into informal and formal complaints. The School hopes to be able to resolve most complaints on an informal basis. You are asked to pursue the informal complaints procedure before invoking the formal complaints procedure.

## **Informal complaints procedure**

In the first instance you must contact the Data Controller in writing at The Northern School of Art, Newport Road, Middlesbrough, TS1 1LA or to [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk) and we will try to resolve the complaint informally. The Freedom of Information Officer must respond to your complaint within 20 working days.

If you are dissatisfied with the outcome, or do not receive a response within 20 working days, you are entitled to invoke the formal complaints procedure (see below).

## **Formal complaints procedure**

If you are dissatisfied with the outcome of an informal complaint, you must make a formal complaint in writing, and provide supporting evidence/paperwork.

Address your written complaint to the Vice Principal (Resources), The Northern School of Art, Newport Road, Middlesbrough, TS1 1LA. If the complaint concerns the Vice Principal (Resources) another member of the School's Management Team will deal with the complaint.

The Vice Principal (Resources) (or alternate) will investigate and respond to your complaint within 20 working days.

If you are dissatisfied with the outcome of the School's formal complaints procedure you may refer the matter to the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **1.0 Who we are and what we do**

This provides organisational information, structures, locations and contacts for The Northern School of Art

## **1.1 Legal framework**

Information about The Northern School of Art legal framework can be found under [Legal & Governance](#) web pages.

## **1.2 How the institution is organised**

Information about The Northern School of Art and its management structure including:

- [General Information – About Us](#)
- [Management Structures and Senior Personnel](#)
- [Academic Structures and Senior Personnel](#)
- [Boards and Committees](#)
- Committee Terms of Reference and Membership
  - [Corporation Board](#)
  - [Audit Committee](#)
  - [Capital Programme Group](#)
  - [Finance Committee](#)
  - [Governance & Search Committee](#)
  - [Remuneration Committee](#)
  - [Academic Committee](#)
  - [Academic Board](#)

## **1.3 Location and contact details**

- [Contact Details, Locations, Maps, and Campus Map](#)

## **1.4 Lists of and information relating to organisations it works in partnership with, those it sponsors and companies wholly or partially owned by it**

- [Degree validation partner](#)
- [Industry Partners](#)
- [The Northern Studios](#)

## **1.5 Student activities**

- [Student Union](#)

If there is information you require that is not available on this page please email [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

## **2.0 What we spend and how we spend it**

This page provides information about the School's strategy and management of financial resources.

Financial regulations and financial statements can be found on the [Financial Statements](#) page of The Northern School of Art website.

Information on fees and how we spend them is available from the [Fees and Financial Support](#) webpage.

### **2.1 Funding and income**

- [Financial Statements](#)

### **2.2 Financial statements, budgets and variance reports**

- [Financial Statements](#)

### **2.3 Financial Audit Reports**

- [Financial Statements](#)

### **2.4 Capital programme**

- [Financial Statements](#)

### **2.5 Financial regulations and procedures**

- [Financial Regulations](#)
- [HE Fees and Charges Policy](#)
- [FE Fees and Refund Policy](#)
- [Money Laundering, Prevention of Fraud, Prevention of Bribery Policy](#)
- [Financial Framework and Regulations](#)
- [Limits, Rates and Signatories](#)

### **2.6 Staff pay and grading structures**

- Salary Scales – (Available on request)
- Remuneration of senior staff are included in the [Financial Statements](#)

### **2.7 Register of suppliers**

- Information on the register of suppliers can be obtained by contacting [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

### **2.8 Procurement and tender procedures and reports**

- The purchasing and tender process is described in the [Financial Regulations](#)

### **2.9 Research funding**

- The School does not currently receive research funding

If there is information you require that is not available via this page please email [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

### **3.0 What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

#### **3.1 Annual reports**

- [Financial Statements](#)

#### **3.2 Corporate and business plans**

- [Strategic Plan](#)

#### **3.3 Teaching and learning strategy**

- [Academic Strategy](#)

#### **3.4 Academic quality and standards**

- Quality Assurance Handbook

#### **3.5 External and internal audit; review information**

- [QAA Institutional Audit Report](#)
- [Ofsted Inspection Report](#)

#### **3.6 Corporate relations**

- [Partner Institutions](#)
- [Industry Partners](#)

#### **3.7 Government and regulatory reports**

Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the School is legally obliged to make available to its funding and/or monitoring bodies.

- OfS (Office for Students)
- HESA (Higher Education Statistics Agency)
- QAA – (Quality Assurance Agency for Higher Education)
- OFSTED (Office for Standards in Education Inspections and Teaching Quality Assessments)
- UNISTATS, official course data from universities and colleges

#### **HEI'S COMPLIANCE WITH ITS DUTIES UNDER THE EQUALITY ACT 2010**

- [Equality and Diversity Policy](#)
- Equality and Diversity Report (Available on request)

If there is information you require that is not available on this page please email [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

## **4.0 How we make decisions**

### **4.1 Agenda, officers' reports, background papers and minutes from governing body, academic boards etc.**

- [Corporation Board](#)

### **4.2 Academic Board**

- Please contact [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

### **4.3 Teaching & Learning Committee Minutes**

- Please contact [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

### **4.4 Staff/Student Consultation Group Minutes**

- Please contact [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)

### **4.5 Appointment Committees and Procedures**

- [Governance & Search Committee](#)

If there is other information you require that is not available on this page please email [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk).

## 5.0 Our policies and procedures

This page contains policies and procedures which describe how we deliver our services and responsibilities.

### 5.1 Policies and Procedures for conducting School business

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### 5.2 Procedures and policies relating to academic services

- The Regulatory Framework and Undergraduate Assessment Regulations and Regulatory Framework and Postgraduate Assessment Regulations contain information about appealing against assessment outcomes and procedures for changing course.
- HE Quality Assurance Handbook
- HE Academic Dishonesty (Cheating) Policy
- FE Academic Misconduct Policy
- HE Academic Appeals Policy
- FE Academic Appeals Policy

### 5.3 Procedures and policies relating to student services

Further Education

- Student Charter
- FE Admissions Policy
- FE Admissions Procedure
- FE Accreditation for Prior Learning (APL) Policy
- FE Enrolment Policy
- FE Student Induction Policy
- FE Learning Support Policy
- FE Student Attendance Policy and Procedure
- Student Complaints Policy
- Student Complaints Procedure
- FE Student Disciplinary Procedure

Higher Education

- Student Charter
- Access and Participation Plan
- HE Admissions Policy
- HE APCL APEL Procedure
- HE Student Accommodation Policy and Procedure
- HE Student Induction Policy
- Intellectual Property Rights Policy – Pending Approval
- HE Academic Tutorial Policy
- HE Student Attendance Procedure
- HE Academic Dishonesty Procedure
- Student Complaints Policy
- Student Complaints Procedure



## **5.4 PROCEDURES AND POLICIES RELATING TO HUMAN RESOURCES**

- [Adoption Leave Procedure](#)
- [Close personal or sexual relationships between staff and students, and between staff and staff Procedure](#)
- [Employment Policy](#)
- [FE Academic Staff and Support Staff Performance Management Procedure](#)
- [Grievance Procedure](#)
- [Harassment and Bullying Policy and Procedure](#)
- [HE Academic and HE Creative Technicians Staff Performance Management Procedure](#)
- [Industrial Action Policy and Procedure](#)
- [Parental Leave Procedure](#)
- [Paternity Leave Procedure](#)
- [Retirement Procedure](#)
- [Staff Absent Without Authorised Leave \(AWOL\) Policy and Procedure for Staff](#)
- [Staff Access to Personal Data Procedure](#)
- [Staff Adverse Weather Procedure - Without contact list](#)
- [Staff Annual Leave Procedure](#)
- [Staff Bereavement Leave Procedure](#)
- [Staff Buying Annual Leave \(Holiday\) Procedure](#)
- [Staff Claiming Relocation Expenses Procedure](#)
- [Staff Dealing with Drug and Alcohol Misuse Procedure](#)
- [Staff Development Procedure](#)
- [Staff Disciplinary Policy and Procedure](#)
- [Staff Emergency Carer Leave Procedure](#)
- [Staff Flexible Working Hours Procedure](#)
- [Staff General Work Life Balance Leave Procedure](#)
- [Staff Induction and Probationary Review Procedure](#)
- [Staff Long Service Award Procedure](#)
- [Staff Pay Increase Procedure](#)
- [Staff Public Duties Leave Procedure](#)
- [Staff Recognition and Reward Policy and Procedure](#)
- [Staff Redundancy Procedure](#)

## **5.5 Procedures and policies relating to recruitment**

- [Staff Safer Recruitment, Selection and Appointment Procedure](#)
- [Staff Recruitment of Ex-Offenders Policy and Procedure](#)

## **5.6 Code of conduct for members of the governing body**

- [CUC Higher Education Code of Governance Code](#)

## **5.7 Equality and diversity policies; equality scheme**

- [Equality and Diversity Policy](#)

## **5.8 Health and safety**

- [Health and Safety Policy](#)

- [Health and Safety Handbook](#)

## **5.9 Estates management**

- [Environment and Sustainability Policy](#)
- [Energy Policy](#)
- [Car Parking Procedure](#)

## **5.10 Complaints policy**

- [Students Complaints Policy](#)
- [Student Complaints Procedure](#)
- Freedom of Information - Complaints

## **5.11 Record management and personal data policies**

- [Data Protection Policy](#)
- [Staff Access to Personal Data Procedure](#)
- [IT Acceptable Use Policy](#)
- [IT User Access Management Policy](#)
- [CCTV Surveillance Camera Use Policy](#)

## **5.12 Research policy and strategy**

- [Research Ethics Policy and Procedure](#)

## **5.13 Charging Regimes and Policies**

- [FE Fees and Charges Payment Policy](#)
- [HE Tuition Fee Refund and Compensation Policy](#)
- [HE Tuition Fees and Charges Payment Policy](#)

## **5.14 List and Registers**

Information the school is legally obliged to hold in public registers is available on request to [foi@northernart.ac.uk](mailto:foi@northernart.ac.uk)