**BU Community Business Limited**

**Freedom of Information Act 2000**

**Publication Scheme: Guide to Accessing Information**

**1 Introduction**

# **1.1 Duty to Adopt a Scheme**

# 1.1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 (FOIA). Section 19 of FOIA promotes greater openness and accountability across the public sector by obliging all public authorities (and their wholly owned subsidiaries) to make information available proactively, under a publication scheme.

**1.2 Model Publication Scheme**

1.2.1 BU Community Business Limited (BUCB) has adopted the Information Commissioner's (IC) [**model** **publication scheme**](https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf) (the Scheme).The Scheme describes the types of information which the IC expects all public authorities and its wholly owned subsidiaries to publish routinely to comply with section 19 of FOIA.

**1.3 Guide to Information**

## 1.3.1 Part 3 of this Guide outlines the types of information held by BUCB and which it is committed to making routinely available under the Scheme. It also sets out how the information can be accessed and whether or not BUCB will charge for it.

1.3.2 This Guide is not intended to be a definitive list of all publications available. Information available will change as new material is published or existing material revised. It is, however, an indication of BUCB’s ongoing commitment to make those types of information routinely available under the Scheme.

* 1. **The Environmental Information Regulations 2004 (EIR)**
		1. Where applicable, BUCB will consider including environmental information within its Scheme. Where environmental information is available, it will be listed under the relevant classes in section 3 of this Guide.
	2. **Accessibility and Costs**

1.5.1 BUCB will make some of the Scheme information available via Bournemouth University’s (the University) website at <https://www1.bournemouth.ac.uk/> and its own website at <http://chapel-gate.co.uk>. Information published on these websites will be available to download free of charge.

1.5.2 So far as possible, this Guide provides hyperlinks to the information available on the websites. Any inactive links should be reported to the University’s Information Officer using the contact details set out at paragraph 1.6.1 below.

1.5.3 Some publications will only be available in hard copy and will be sold at cost price. Where a statutory charging regime applies to the provision of information, BUCB will charge a fee for information in accordance with the relevant statute.

1.5.4 In exceptional circumstances, information may only be available to view in person. Where applicable, BUCB will make this clear and will provide information about how to arrange an appointment.

1.5.5 All other information requested may be subject to administrative charges, payable in advance, to cover the cost of providing the information, such as:

* retrieval costs for items in storage;
* reproducing any document containing the information, for example printing, scanning and photocopying;
* postage, packaging, and other forms of transmitting the information; and
* any other costs the University or BUCB incur as a result of communicating the information upon request. For example, recording the information onto a CD or DVD, costs of arranging a viewing or complying with a stated means of communication.

1.5.6 When calculating the level of administrative charges applicable under the Scheme, BUCB will follow the University’s prevailing [**Schedule of charges**](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/access-to-information-schedule-of-charges_1.pdf)unless otherwise specified.

**1.6 General Enquiries**

1.6.1 General enquiries relating to the Scheme should be sent to the University’s Information Officer at the following postal or email address:

**Information Officer**
Legal Services

Bournemouth University

Studland House

12 Christchurch Road

Bournemouth

Dorset BH1 3NA

**Email:** FOIA@bournemouth.ac.uk

* + 1. The company secretary of BUCB may be contacted at the following postal or email address:

**Company Secretary**
BU Community Business Limited
Legal Services

Bournemouth University

Studland House

12 Christchurch Road

Bournemouth

Dorset BH1 3NA

 **Email**: legalservices@bournemouth.ac.uk

**1.7 Exemptions from Scheme**

1.7.1 BUCB is not required to publish information under the Scheme where:

* Its disclosure is prevented by law, or exempt under FOIA or the EIR, or it is otherwise properly considered to be protected from disclosure. This includes personal data in circumstances where BUCB is not entitled to release it under the Data Protection Act 2018.
* It is in draft form.
* It is no longer readily available, out of date or otherwise inaccessible.
* It would be impractical or resource-intensive to prepare the material for routine release.

1.7.2 Requests for personal information by an individual using our Subject Access procedure should be submitted in accordance with the University’s [**Data Protection**](https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy) process.

**1.8 Complaints**

* + 1. Anyone who is dissatisfied with the operation of this Scheme should in the first instance contact the Information Officer by post or e-mail as set out at paragraph 1.6.1 above.
		2. If dissatisfied with the response received from the Information Officer, complainants may request a review. Any such request should be sent to the University’s Information Officer. The University’s Deputy Vice-Chancellor or nominated alternate will review the complaint and may amend BUCB’s initial response or current practice.
		3. Thereafter, a referral may be made to the IC either online at <https://ico.org.uk/concerns/getting/> or by writing to the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113

**1.9 Statement on Copyright**

1.9.1 The copyright in the material listed in this Guide is owned by either BUCB or the University unless otherwise stated. The supply of documents under FOIA does not give the person or organisation who receives them an automatic right to reuse this material in a way that would infringe copyright, for example, by making multiple copies, publishing or issuing copies to the public.

1.9.2 Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of non-commercial research, private study, criticism, review and news reporting where accompanied by a sufficient acknowledgement.

1.9.3 Authorisation to reuse copyright material not owned by the University or BUCB should be sought from the copyright holders concerned. If in doubt, users should contact the University’s Information Officer using the address or e-mail set out at paragraph 1.6.1 above.

 **2. Information not available under the Scheme**

**2.1 Requests for Information**

# 2.1.1 Unless otherwise reasonably accessible from a third party, the University’s Scheme or those Schemes belonging to any of the University’s [**wholly owned subsidiaries**](https://www.bournemouth.ac.uk/about/governance/access-information/freedom-information-act-2000-foia-environmental-information-regulations-2004-eir); information coming within the scope of section 1 of FOIA or section 5 of EIR may be requested.

# 2.1.2 Requests should be made in writing and sent to the University’s Information Officer at the postal or email address set out at paragraph 1.6.1 above.

2.1.3 BUCB will usually have 20 working days to respond to a request. This timescale may be extended if BUCB requires further information from the enquirer or additional time to carry out the public interest test in relation to one of the qualified exemptions.

2.1.4 Fees may be charged for disbursements in line with those set out in the University’s prevailing [**Schedule of charges**](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/access-to-information-schedule-of-charges_1.pdf) and in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations).

2.1.5 Further information about requests for information under FOIA is available via the following links:

* The University’s[**FOI Webpage**](https://www1.bournemouth.ac.uk/about/governance/access-information/freedom-information-act-2000-foia-environmental-information-regulations-2004-eir)
* The ICO’s[**FOI Homepage**](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/)

**2.2 Fees Limit and Repetitive Requests**

2.2.1BUCB is not obliged to provide information under FOIA if the cost of locating and retrieving it is more than £450, calculated in accordance with the Fees Regulations. If BUCB chooses to provide the information, it will issue a fees notice and will not be obliged to continue with the request until all fees have been paid.

* + 1. BUCB can refuse to answer requests from people who repeatedly ask for the same or similar information.

 **3. Scheme Information**

**Key:**

* Free to download via the University’s or another website (FTD)
* Statutory Charging Regime (SCR)
* The University’s [**Schedule of charges**](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/access-to-information-schedule-of-charges_1.pdf) applies (SOC)

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| Class 1 - Who we are and what we do |
| Description  | Manner  | Fee |
| Overview:BUCB is a wholly owned subsidiary of the University. BUCB is a private company limited by shares registered in England and its registered number is 11997934.BUCB was formed by the University to operate and provide 65 acres of established sports facilities to sports clubs and schools. It is also the main playing venue for the University’s sports teams. The site is also used to host private and corporate events.BUCB does not have any employees. | N/A | N/A |
| Articles of Association | Paper or as a pdf via email - contact the Company Secretary. | SOC |
| Address of the registered office of the company:Legal Services Bournemouth University Studland House12 Christchurch Road BournemouthDorset BH1 3NA | N/A | N/A |

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| Class 2 - What we spend and how we spend it |
| Description  | Manner  | Fee |
| Audited Annual Accounts  | Companies House Website | FTD |
| Procurement procedures:BUCB follows the University’s [**procurement procedures**.](https://www1.bournemouth.ac.uk/about/professional-services/finance-performance/procurement-supplier-information) | University’s Website  | FTD |

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| Class 3 - What our priorities are and how we are doing |
| Description  | Manner  | Fee |
| Annual Reports  | Paper or as a pdf via email - contact the Company Secretary. | SoC |

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| Class 4 - How we make decisions |
| Description  | Manner  | Fee |
| Non confidential minutes, agendas, and papers of Board Meetings. | Paper or as a pdf via email - contact the Company Secretary. | SoC |

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| Class 5 - Our policies and procedures |
| Description  | Manner  | Fee |
| [Policies and procedures](http://www.bournemouth.ac.uk/about/policies/freedom_of_information_act.html) for conducting departmental business:Any of BUCB’s written protocols for delivering its functions and responsibilities which are not available via BU’s and BUCB’s websites may be **requested**.  | Requests should be made in writing to the Information Officer at the postal or email address set out at paragraph 1.6.1 above. | SoC |
| Records management and personal data policies:See [**Data Protection**](https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-act-1998-dpa-privacy-policies)and the [**BUCB Privacy Notice**](http://chapel-gate.co.uk/wp-content/uploads/2020/09/BUCB-Privacy-Notice-Sep-2020-.docx) | Online | FTD |
| Charging regimes and policies:BUCB will follow the charging regime set out in the Companies (Fees for Inspection and Copying of Company Records) Regulations 2007, The Companies (Fees for Inspection and Copying of Company Records) (No. 2) Regulations 2007 and the Companies (Fees for Inspection of Company Records) Regulations 2008 for the records that fall within those Regulations (SCR). In all other circumstances the University’s [**Schedule of charges**](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/access-to-information-schedule-of-charges_1.pdf) will be adopted unless otherwise stated. | N/A | N/A |
| Environmental Information:Where held and subject to the exemptions under Part 3 of the EIR, BUCB will make the following types of environmental information routinely available:* Facts and analyses of facts which it considers relevant and important in framing major environmental policy proposals.
* Policies, plans and programmes relating to the environment, such as any:
	+ [Carbon Management Plan](http://portal.bournemouth.ac.uk/sites/Policies%20Procedures%20and%20Regulations/Shared%20Documents/higher-education-carbon-management-programme.pdf);
	+ [Sustainability Policy](http://portal.bournemouth.ac.uk/sites/Policies%20Procedures%20and%20Regulations/Shared%20Documents/Environmental%20Policy%20April%202011.pdf);
	+ Travel Plan; and
	+ Biodiversity Policy.
* Data derived from monitoring activities which affect or are likely to affect the environment.

The [**Environment Agency’s**](https://www.gov.uk/government/organisations/environment-agency) website provides details of the environmental legislation applicable to organisations such as BUCB within the UK. | Via the University’s [**Sustainability**](https://www.bournemouth.ac.uk/about/sustainability) webpage. | FTD |

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| Class 6 - Lists and registers |
| Description  | Manner  | Fee |
| BUCB’s statutory registers (the register of members, register of directors and register of charges). | Available for inspection at the registered office - contact the Company Secretary. | SCR |

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| Class 7 - The services we offer |
| Description  | Manner  | Fee |
| Information within this class may be made available from time to time via Bournemouth University’s and BUCB’s websites at:[www.bournemouth.ac.uk](http://www.bournemouth.ac.uk)http://chapel-gate.co.uk | BU and BUCB websites | FTD |