



LIVERPOOL
HOPE
UNIVERSITY
1844

Liverpool Hope University

Freedom of Information Publication Scheme

Last updated:

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Guide to Information

This document describes the information which the University publishes, or intends to publish, in accordance with the Model Publication Scheme prepared for the Higher Education Sector by the Information Commissioner's Office.

The Guide sets out the information held by the University according to the categories, or 'classes of information' listed in the Model Publication Scheme and explains how the information described can be accessed.

Class 1: Who we are and what we do

Organisational information, structures, locations and contacts

	Information	Availability
Legal Framework Information relating to the legal and corporate status of the institution	General Information	http://www.hope.ac.uk/aboutus/
	University Constitution Memorandum & Articles of Association Articles of Government	https://www.hope.ac.uk/aboutus/governance/legaland-charitablestatus/
	Charitable status	http://www.hope.ac.uk/aboutus/governance/legaland-charitablestatus/
	Company Registration details	http://www.hope.ac.uk/media/aboutus/financedocuments/Company%20Registration%20Details.pdf
How the institution is organised Information about the management structure of the University, including Statutory Bodies; organisational structure; names and responsibilities of key personnel; description of boards and committees	General Information	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/
	Management Structure	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/
	Committee Structure	https://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/
	University Council	https://www.hope.ac.uk/aboutus/governance/university-council/
	University Senior Executive Team (USET)	https://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/
Location and contact details	Location	https://www.hope.ac.uk/aboutus/howtofindus/
	Contacts	https://www.hope.ac.uk/aboutus/contactus/
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 owned by it	Network of Hope	https://www.hope.ac.uk/undergraduate/networkofhope/
	Partnerships Register	https://www.hope.ac.uk/aboutus/governance/academic-quality/expectationsforstandards/
	International Partnerships	http://www.hope.ac.uk/international/partnerships/
Student activities Operation and activities of the Students' Union	Liverpool Hope Students' Union	http://www.hopesu.com/
Other clubs, associations and non-academic activities	Service & Leadership Award	https://www.hope.ac.uk/gateway/students/careersandemployability/serviceandleadershipaward/
	Our Place student social space	https://www.hope.ac.uk/lifeathope/ourcampuses/hopepark/wheretoeat/
	Plas Caerdeon outdoor education centre	http://www.hope.ac.uk/caerdeon/

Class 2: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

	Information	Availability
Funding/Income	Sources of funding and income	Included in Notes to financial statements section 1-4 https://www.hope.ac.uk/aboutus/finance/annualaccounts-factsandfigures/
Financial statements	Financial Statements	https://www.hope.ac.uk/aboutus/finance/annualaccounts-factsandfigures/
Budgets and variance reports	Details of expenditure over £25,000; revenue budgets; budgets for capital expenditure	Details available on request from the Director of Finance beecros@hope.ac.uk
Financial audit reports	Report from External Auditors	Included in Financial Statements https://www.hope.ac.uk/aboutus/finance/annualaccounts-factsandfigures/
Capital programme	Major plans for capital expenditure	http://www.hope.ac.uk/estates/ Executive Director of Finance, Services and Resources beecros@hope.ac.uk
Financial regulations and procedures	Financial Regulations	https://www.hope.ac.uk/gateway/staff/stafffinance/financeformspoliciesandprocedures/
	Financial Policies and Procedures <ul style="list-style-type: none"> • Customers & suppliers • Students • Staff 	http://www.hope.ac.uk/aboutus/finance/suppliersandcustomers/ http://www.hope.ac.uk/gateway/students/studentfinance/ https://www.hope.ac.uk/gateway/staff/stafffinance/financeformspoliciesandprocedures/
Staff allowances and expenses	Details of allowances and expenses that can be claimed or incurred	http://www.hope.ac.uk/gateway/staff/stafffinance/staff-expenses/
	Total allowances and expenses paid to individual senior staff members	Details available on request from the Director of Finance beecros@hope.ac.uk
Staff pay and grading structures	Salaries for senior staff (over £100k p.a.) and for Senior Management (in bands of £10k)	Included in Notes to the Financial Statements (section 5) https://www.hope.ac.uk/aboutus/finance/annualaccounts-factsandfigures/
	Salaries for all other posts - as determined by the National Framework Agreement	https://www.hope.ac.uk/gateway/staff/personnel/pay-rollinformation/
Register of suppliers		Available on request from Procurement Manager: mcleanc@hope.ac.uk
Procurement and tender procedures and reports	Procedures used for the acquisition of goods and services	http://www.hope.ac.uk/aboutus/finance/procurement/
Contracts	Details of contracts that exceed £25,000; contracts available for public tender and reports of successful tenders	Executive Director of Finance, Services and Resources beecros@hope.ac.uk

Research funding	Research funding from public sector and commercial sources	Research and Innovation Facilitator smylieg@hope.ac.uk
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Class 3: What our priorities are and how we are doing

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

	Information	Availability
Corporate and business plans	Corporate Plan 2012-16	https://www.hope.ac.uk/aboutus/governance/corporateplan/
Teaching and learning strategy	Learning, Teaching & Enhancement Strategy 2013-16	https://www.hope.ac.uk/gateway/staff/learningandteaching/learningteachingandassessmentstrategy/
Academic quality and standards	Internal procedures for assuring academic quality and standards	http://www.hope.ac.uk/gateway/staff/governance/academicquality/
	Programme approval and review process	https://www.hope.ac.uk/aboutus/governance/academic-quality/expectationsforstandards/
Corporate relations	Corporate Communications Press Office	press@hope.ac.uk
Information relating to links with employers and sponsors	Services for employers	https://www.hope.ac.uk/careers/servicesforemployers/
	Business Gateway	http://www.hope.ac.uk/careers/
Government and regulatory reports	QAA Institutional Audit report 2015	https://www.qaa.ac.uk/docs/qaa/reports/liverpool-hope-university-her-15.pdf?sfvrsn=3e6bf581_4
Equality duties	Compliance with duties under the Equality Act 2010	http://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/equalityanddiversitysteeringcommittee/

Class 4: How we make decisions

Decision making processes and records of decisions

	Information	Availability
Minutes from governing body, Senate, academic boards and steering groups	University Council	http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/
	Senate	http://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/senate/
	Other University Committees	http://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/
Teaching and learning committee minutes	Academic Committee	http://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/academiccommittee/
Minutes of staff/ student consultation meetings	Staff/Student Liaison Committees	Available on request from individual School and Departments. Go to the following link and find the contact tab for details: https://www.hope.ac.uk/studyathope/schoolsanddepartments/
Appointment committees and procedures	Remuneration Committee	Available on request from the Clerk to Council dykinsd@hope.ac.uk

Class 5: Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

	Information	Availability
Policies and procedures for conducting University business	Equality & Diversity policy	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	Memorandum & Articles of Association and Articles of Government	https://www.hope.ac.uk/aboutus/governance/legaland-charitablestatus/
	Corporate strategies and policies	http://www.hope.ac.uk/aboutus/governance/policiesand-strategies/
	Freedom of Information Requests	http://www.hope.ac.uk/aboutus/governance/foirequests/
Procedures and policies relating to academic services	Student Administration	https://www.hope.ac.uk/gateway/students/studentadministration/
	Honorary Degrees	Available on request from the Company Secretary dykinsd@hope.ac.uk
	Student Assessment and policy on breach of assessment regulations	https://www.hope.ac.uk/gateway/students/studentadministration/understandingyourdegree/
	Academic Appeal Procedures	https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/
Procedures and policies relating to student services	Admissions policy	https://www.hope.ac.uk/undergraduate/howtoapply/admissionspolicyandappeals/
	Registration procedures	Available on request from administration@hope.ac.uk
	Accommodation	http://www.hope.ac.uk/halls/
	Management of Student Records: <ul style="list-style-type: none"> • Student Records Management System • Records Management Policy 	https://www.hope.ac.uk/media/gateway/studentgateway/supportandwellbeing/studentadministrationdocuments/t4_150658_Media.pdf https://www.hope.ac.uk/aboutus/governance/university-data/
	Data Collection notice	
	Student Complaints Procedure	https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/
	Academic Appeals Procedure	https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/
	Code of Student Discipline	https://www.hope.ac.uk/media/gateway/studentgateway/supportandwellbeing/studentadministrationdocuments/Code%20of%20Conduct%20May2023.pdf

Procedures and policies relating to human resources	Personnel Policies	The Personnel department provides guidance across the full range of employment-related matters <ul style="list-style-type: none"> for current staff: http://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/ for prospective staff: http://www.hope.ac.uk/aboutus/jobopportunities/
	Terms & Conditions of employment	https://www.ucea.ac.uk/en/empres/paynegs/fagree/index.cfm
	Collective bargaining and consultation with trade unions	http://www.hope.ac.uk/gateway/staff/personnel/employmentrelations/
	Conflict Resolution & Grievance Procedure	http://www.hope.ac.uk/gateway/staff/personnel/employmentrelations/
	Disciplinary Rules and Procedures for Capability and Conduct	http://www.hope.ac.uk/gateway/staff/personnel/employmentrelations/
	Harassment and Bullying	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
	Whistleblowing Code of Practice	https://www.hope.ac.uk/media/aboutus/governancedocuments/Whistleblowing%20Policy.pdf
	Declaration of Interests Policy	https://www.hope.ac.uk/media/aboutus/governancedocuments/Declaration%20of%20Interests%20Policy.pdf
	Staff Development	http://www.hope.ac.uk/gateway/staff/staffdevelopment/
	Performance Management	http://www.hope.ac.uk/gateway/staff/personnel/performancemanagement/
	Staff Induction	http://www.hope.ac.uk/gateway/staff/staffdevelopment/newstaff/
	Promotion	https://www.hope.ac.uk/gateway/staff/personnel/promotion-academiccareerprogression/
Pay Policy statement	Pay, Benefits and Rewards	<ul style="list-style-type: none"> Pay https://www.hope.ac.uk/gateway/staff/personnel/payrollinformation/ Benefits and Rewards https://www.hope.ac.uk/gateway/staff/personnel/employeebenefits/
	Equal Pay Policy statement	https://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/staffpolicies/
Procedures and policies relating to recruitment	Recruitment & Selection Policy	https://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/staffpolicies/
	Job Vacancies	https://www.hope.ac.uk/aboutus/jobopportunities/currentvacancies/
Code of conduct for members of governing bodies	Code of Conduct	Available on request from the Clerk to Council dykinsd@hope.ac.uk
Equality and diversity	Equality & Diversity Policy	https://www.hope.ac.uk/gateway/students/studentadministration/studentpoliciesandprocedures/
Health and Safety	Health & Safety Policy	https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/
Estate management	Estates Department	http://www.hope.ac.uk/estates/
Estates Strategy and Plan	Estates Strategy 2012-17 (currently being updated)	https://www.hope.ac.uk/estates/
	Environment & Sustainability	https://www.hope.ac.uk/gateway/sustainability/
Grounds and building maintenance	Construction and refurbishment plans	https://www.hope.ac.uk/estates/

Complaints policy	Complaints Procedure (general)	https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/
	Complaints Procedure (students)	https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/
	Complaints Procedure covering requests for information and the operation of the publication scheme	http://www.hope.ac.uk/aboutus/governance/foirequests/
Records management and personal data policies	Data Protection Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Information Security Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Records Management Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Archiving Policy for Student and Curriculum Data	See Records Management: http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
Research policy and strategy	University Research	http://www.hope.ac.uk/research/
	Research Students	http://www.hope.ac.uk/postgraduateresearch/
	Research & Scholarship Plan	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Research Ethics Policy	http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/
	Research Committee	http://www.hope.ac.uk/gateway/staff/governance/committeesandminutes/researchcommittee/
	Intellectual Property / copyright	http://www.hope.ac.uk/gateway/library/usingthelibrary/policiesandguidance/
	Knowledge Transfer and Enterprise	Use the following link to find a School/Department and click on the relevant links: <ul style="list-style-type: none"> • https://www.hope.ac.uk/studyathope/schoolsanddepartments/
Charging regimes and policies	Freedom of Information requests - Charging Policy	https://www.hope.ac.uk/aboutus/governance/foirequests/
	Car Parking Permit Scheme	https://www.hope.ac.uk/gateway/carparkingathope/

Class 6: Lists and Registers

	Information	Availability
Currently maintained lists and registers	Publicly available registers	Available on request from the Company Secretary dykinsd@hope.ac.uk
	Capital Asset registers	Available on request from Executive Director of Finance, Services and Resources beecros@hope.ac.uk
	CCTV locations	Available on request from Estates estates@hope.ac.uk
	Any register of interests kept in the university	Available on request from the Company Secretary dykinsd@hope.ac.uk
	Register of gifts and hospitality provided to senior personnel	Available on request from the University Secretary dykinsd@hope.ac.uk
	Senior staff declaration of interests	Available on request from the University Secretary dykinsd@hope.ac.uk

Class 7: The Services we offer

Information about the services we offer, including leaflets, guidance and newsletters

	Information	Availability
Prospectus	Undergraduate	https://www.hope.ac.uk/undergraduate/getaprospectus/
	Postgraduate Taught	https://www.hope.ac.uk/postgraduate/postgraduatecourses/
Services for outside bodies	Conferences & events	https://www.hope.ac.uk/conferences/
	Continuing professional development and consultancy	https://www.hope.ac.uk/cpd/
	Services for employers	https://www.hope.ac.uk/careers/servicesforemployers/
Course content	Undergraduate	http://www.hope.ac.uk/undergraduate/
	Postgraduate Taught programmes (including PGCE)	http://www.hope.ac.uk/postgraduate/
	Postgraduate Research	http://www.hope.ac.uk/postgraduateresearch/
Course Fees	Undergraduate	http://www.hope.ac.uk/undergraduate/feesandfunding/
	Postgraduate Taught	http://www.hope.ac.uk/postgraduate/feesandfunding/
	Postgraduate Research	http://www.hope.ac.uk/postgraduateresearch/feesandfunding/
	PGCE	http://www.hope.ac.uk/postgraduate/postgraduatecourses/ Click on relevant PGCE course and then click on Finance in the top ribbon
Student funding - Grants and bursaries	Undergraduate	http://www.hope.ac.uk/undergraduate/feesandfunding/
	Postgraduate Taught	http://www.hope.ac.uk/postgraduate/feesandfunding/scholarshipsandloans/
	Postgraduate Research	http://www.hope.ac.uk/postgraduateresearch/feesandfunding/scholarships/
	PGCE	http://www.hope.ac.uk/postgraduate/postgraduatecourses/ Click on relevant PGCE course and then click on Finance in the top ribbon

Welfare, Counselling, Health including medical services	Counselling	http://www.hope.ac.uk/lifeathope/studentsupport/counselling/
	Student Support	http://www.hope.ac.uk/lifeathope/studentsupport/
	Student Welfare and Benefits	sdw@hope.ac.uk
	International student welfare	https://www.hope.ac.uk/international/informationforinternationalstudents/
	Staff well-being	https://www.hope.ac.uk/gateway/staff/personnel/healthandwork/
Careers	Careers and Employability	http://www.hope.ac.uk/careers/
Chaplaincy services	Chaplaincy Team	https://www.hope.ac.uk/lifeathope/ourcampuses/hopepark/chaplaincy/
Sports and recreational facilities	Hope Park Sports	http://www.hope.ac.uk/hopeparksports/
	Liverpool Hope University International Tennis Tournament	https://www.hope.ac.uk/news/allnews/liverpool-hope-announces-extended-sponsorship-of-liverpool-international-tennis-tournament.html
	Plas Caerdeon Outdoor Education Centre	http://www.hope.ac.uk/caerdeon/
	Our Place student social space	https://www.hope.ac.uk/lifeathope/ourcampuses/hopepark/wheretoeat/
Cultural activities	The Capstone Theatre	http://www.thecapstonetheatre.com/
	The Cornerstone Gallery	https://www.hope.ac.uk/lifeathope/ourcampuses/creative-campus/cornerstonegallery/
	The Cornerstone Festival	
	Staff and student social groups	https://www.hope.ac.uk/gateway/staff/personnel/sixway-stowellbeing/connect/
Museums, libraries, special collections and archives	Library and Learning Spaces <ul style="list-style-type: none"> • The Sheppard-Worlock Library • The Creative Campus Library 	http://www.hope.ac.uk/library/
	Special Collections	http://www.hope.ac.uk/library/specialcollections/
Conference facilities	Conferences & Events	http://www.hope.ac.uk/conferences/
Advice and guidance	Student Support & Well-being	http://www.hope.ac.uk/lifeathope/studentsupport/
	Student Welfare and Benefits	sdw@hope.ac.uk
Media releases	Press Office	https://www.hope.ac.uk/news/pressoffice/
	News archive & expert comment	https://www.hope.ac.uk/news/pressoffice/