



LIVERPOOL
HOPE
UNIVERSITY
1844

Liverpool Hope University

Freedom of Information Publication Scheme 2017-18

| | |
|---------------|-----------|
| Last updated: | Sept 2017 |
|---------------|-----------|

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 | http://www.hope.ac.uk/aboutus/governance/howtheuniversityisgoverned/ |
| | Charitable status | http://www.hope.ac.uk/aboutus/governance/legalandcharitablestatus/ |
| | Company Registration details | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/stafffinance/media,5921,en.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/media/liverpoolhope/contentassets/documents/governance/organisationalstructure/media,1727,en.pdf |
| | Committee Structure | http://www.hope.ac.uk/aboutus/governance/committeesandminutes/ |
| | University Council | http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/universitycouncil/ |
| | Rectorate Team | http://www.hope.ac.uk/aboutus/governance/leadershipandmanagement/rectorateteam/ |
| | Departments and Faculties | http://www.hope.ac.uk/departmentsandfaculties/ |
| Location and contact details | Location | http://www.hope.ac.uk/howtofindus/ |
| | Contacts | http://www.hope.ac.uk/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/ |
| | Royal Liverpool Philharmonic Orchestra | http://www.hope.ac.uk/music/ |
| | Other Partnerships | http://www.hope.ac.uk/aboutus/workinginpartnership/ |
| | International Partnerships | http://www.hope.ac.uk/international/partnershipsstudyabroadexchange/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 | http://www.hope.ac.uk/lifeathope/studentsupport/serviceandleadership/ |
| | Our Place student social space) | http://www.hope.ac.uk/lifeathope/campuses/hopepark/ourplace/ |
| | 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 http://www.hope.ac.uk/financialstatements/ |
| Financial statements | Financial Statements | http://www.hope.ac.uk/financialstatements/ |
| 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 http://www.hope.ac.uk/financialstatements/ |
| Capital programme | Major plans for capital expenditure | http://www.hope.ac.uk/estates/ Details available on request from the office of the Pro Vice-Chancellor (Operations) vandewi@hope.ac.uk |
| Financial regulations and procedures | Financial Regulations | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/stafffinance/media,26342,en.pdf |
| | 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/ http://www.hope.ac.uk/gateway/staff/stafffinance/formspoliciesprocedures/ |
| Staff allowances and expenses | Details of allowances and expenses that can be claimed or incurred | http://www.hope.ac.uk/gateway/staff/stafffinance/staffexpenses/ |
| | 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) http://www.hope.ac.uk/financialstatements/ |
| | Salaries for all other posts - as determined by the National Framework Agreement | http://www.hope.ac.uk/personnel/payroll/ |
| Register of suppliers | | Available on request from Procurement Manager: hayesm@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 | Available on request from the office of the Pro Vice-Chancellor (Operations) vandewi@hope.ac.uk |
| Research funding | Research funding from public sector and commercial sources | Available on request from the Research Facilitator cooperc1@hope.ac.uk |

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 | http://www.hope.ac.uk/aboutus/governance/corporateplan/ |
| Teaching and learning strategy | Learning, Teaching & Enhancement Strategy 2013-16 | http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/ |
| Academic quality and standards | Internal procedures for assuring academic quality and standards | http://www.hope.ac.uk/aboutus/governance/academicquality/ |
| External review information | Annual monitoring and review process | http://www.hope.ac.uk/aboutus/governance/academicquality/ |
| | Programme approval and review process | http://www.hope.ac.uk/aboutus/governance/academicquality/programmedesignapprovalandmodification/ |
| Corporate relations | Corporate Communications Press Office | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/international/media,6317,en.docx https://www.hope.ac.uk/news/mediaenquiries/ |
| Information relating to links with employers and sponsors | Services for employers | http://www.hope.ac.uk/careers/servicesforemployers/ |
| | Business Gateway | http://www.hope.ac.uk/businessgateway/ |
| Government and regulatory reports | QAA Institutional Audit report 2009 | http://www.qaa.ac.uk/en/ReviewsAndReports/Documents/Liverpool%20Hope%20University/Liverpool-Hope-University-IA-09.pdf |
| Equality duties | Compliance with duties under the Equality Act 2010 | http://www.hope.ac.uk/aboutus/governance/committee-sandminutes/committees/equalitydiversitysteeringcommittee/ |

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/committee-sandminutes/committees/universitycouncil/ |
| | Senate (amended 26/01/2015) | http://www.hope.ac.uk/aboutus/governance/committee-sandminutes/committees/senate/ |
| | Other University Committees | http://www.hope.ac.uk/aboutus/governance/committee-sandminutes/committees/ |

| | | |
|--|----------------------------------|--|
| Teaching and learning committee minutes | Academic Committee | http://www.hope.ac.uk/aboutus/governance/committee-sandminutes/committees/academiccommittee/ |
| | Learning & Teaching Committee | http://www.hope.ac.uk/aboutus/governance/committee-sandminutes/committees/learningandteachingcommittee/ |
| Minutes of staff/ student consultation meetings | Staff/Student Liaison Committees | Available on request from individual departments. Go to the following link, click on the department, then click on Contact Us tab: http://www.hope.ac.uk/departmentsandfaculties/ |
| Appointment committees and procedures | Remuneration Committee | Available on request from the University Secretary donelag@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 | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/governance/qualityassurance/media,11876,en.pdf |
| | Memorandum & Articles of Association and Articles of Government | http://www.hope.ac.uk/aboutus/governance/howtheuniversityisgoverned/ |
| | Corporate strategies and policies | http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/ |
| | Freedom of Information Requests | http://www.hope.ac.uk/aboutus/governance/foirequests/ |
| Procedures and policies relating to academic services | Student Administration | http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/ |
| | Honorary Degrees | Available on request from the University Secretary donelag@hope.ac.uk |
| | Student Assessment and policy on breach of assessment regulations | https://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/understandingyourdegree/assessmentofstudentsregulations/ https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/studentssupport/studentadministration/studentadministrationrevised2014/media,38661,en.pdf |
| | Academic Appeal Procedures | http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/ |

| | | |
|---|---|---|
| Procedures and policies relating to student services | Admissions policy | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/studentrecruitment/media,40943,en.pdf |
| | Registration procedures | http://www.hope.ac.uk/induction/ http://www.hope.ac.uk/pgceinduction/ http://www.hope.ac.uk/internationalwelfare/arrivalandorientation/ |
| | Accommodation | http://www.hope.ac.uk/halls/ |
| | Management of Student Records: <ul style="list-style-type: none"> • Student Records Management System • Records Management Policy Data Collection notice | http://www.hope.ac.uk/aboutus/itservices/faqs/studentrecordmanagement/ https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,1039,en.pdf http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/personaldata/ |
| | Student Complaints Procedure | https://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/ |
| | Academic Appeals Procedure | http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/ |
| | Code of Student Discipline | http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/disciplinarymatters/ |
| 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/policiesandprocedures/ • for prospective staff: http://www.hope.ac.uk/aboutus/jobs/ |
| | Terms & Conditions of employment | Click here for the National Framework Agreement |
| | Collective bargaining and consultation with trade unions | http://www.hope.ac.uk/personnel/employeerelations/ |
| | Conflict Resolution & Grievance Procedure | http://www.hope.ac.uk/personnel/employeerelations/ |
| | Disciplinary Rules and Procedures for Capability and Conduct | http://www.hope.ac.uk/personnel/employeerelations/ |
| | Harassment and Bullying | https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,21788,en.pdf |
| | Whistleblowing Code of Practice | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,1048,en.pdf |
| | Declaration of Interests Policy | https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,23822,en.pdf |
| | Staff Development | http://www.hope.ac.uk/gateway/staff/staffdevelopment/ |
| | Performance Management | http://www.hope.ac.uk/personnel/performancemanagement/ |
| | Staff Induction | http://www.hope.ac.uk/gateway/staff/staffdevelopment/newstaff/inductionandinformationfornewstaff/ |
| | Promotion | http://www.hope.ac.uk/aboutus/jobs/recruitmentandpromotion/ |

| | | |
|--|--|---|
| Pay Policy statement | Pay, Benefits and Rewards | <ul style="list-style-type: none"> Pay http://www.hope.ac.uk/personnel/payroll/ Benefits and Rewards http://www.hope.ac.uk/personnel/employeebenefits/ |
| | Equal Pay Policy statement | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,1058,en.pdf |
| Procedures and policies relating to recruitment | Recruitment & Selection Policy | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,1077,en.doc |
| | Job Vacancies | http://www.hope.ac.uk/personnel/currentvacancies/ |
| Code of conduct for members of governing bodies | Code of Conduct | Available on request from the University Secretary donelag@hope.ac.uk |
| Equality and diversity | Equality & Diversity Policy | http://www.hope.ac.uk/aboutus/governance/equalitydiversity/ |
| Health and Safety | Health & Safety Policy | http://www.hope.ac.uk/healthandsafety/ |
| Estate management | Estates Department | http://www.hope.ac.uk/estates/ |
| Estates Strategy and Plan | Estates Strategy 2012-17 | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/estates/media,13073,en.pdf |
| | Environment & Sustainability | http://www.hope.ac.uk/aboutus/sustainability/ |
| Grounds and building maintenance | Construction and refurbishment plans | http://www.hope.ac.uk/estates/ |
| Complaints policy | Complaints Procedure (general) | http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/policiesandforms/media,1025,en.pdf |
| | Complaints Procedure (students) | http://www.hope.ac.uk/gateway/supportandwellbeing/studentadministration/complaintsandappeals/ |
| | Complaints Procedure covering requests for information and the operation of the publication scheme | http://www.hope.ac.uk/news/foirequests/appealsandcomplaints/ |
| 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/research/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 28/01/2015 | http://www.hope.ac.uk/aboutus/governance/committeesandminutes/committees/researchcommittee/ |
| | Intellectual Property / copyright | http://www.hope.ac.uk/gateway/library/interactiveguides/staffhowtoguides/copyright/ |
| | Knowledge Transfer and Enterprise | http://www.hope.ac.uk/businessgateway/businessopportunities/knowledgetransferpartnerships/ |

| | | |
|--------------------------------------|---|---|
| Charging regimes and policies | Freedom of Information requests - Charging Policy | http://www.hope.ac.uk/news/foirequests/charges/ |
| | Car Parking Permit Scheme | http://www.hope.ac.uk/howtofindus/parkingpermits/ |

Class 6: Lists and Registers

| | Information | Availability |
|---|--|---|
| Currently maintained lists and registers | Publicly available registers | Available on request from the University Secretary donelag@hope.ac.uk |
| | Capital Asset registers | Available on request from the office of the Pro Vice-Chancellor (Operations) vandewi@hope.ac.uk |
| | CCTV locations | Available on request from the office of the Pro Vice-Chancellor (Operations) vandewi@hope.ac.uk |
| | Any register of interests kept in the university | Available on request from the University Secretary donelag@hope.ac.uk |
| | Register of gifts and hospitality provided to senior personnel | Available on request from the University Secretary donelag@hope.ac.uk |
| | Senior staff declaration of interests | Available on request from the University Secretary donelag@hope.ac.uk |

Class 7: The Services we offer

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

| | Information | Availability |
|------------------------------------|---|--|
| Prospectus | Undergraduate | http://www.hope.ac.uk/prospectus/ |
| | Postgraduate Taught | http://www.hope.ac.uk/prospectus/ |
| Services for outside bodies | Hope Business Gateway | http://www.hope.ac.uk/businessgateway/ |
| | Enterprise support | http://www.hope.ac.uk/businessgateway/businessopportunities/ |
| | Regeneration initiatives | http://www.hope.ac.uk/businessgateway/regenerationinitiatives/ |
| | Conferences & events | http://www.hope.ac.uk/conferences/ |
| | Continuing professional development and consultancy | http://www.hope.ac.uk/businessgateway/professionaldevelopment/ |
| | Services for employers | http://www.hope.ac.uk/careers/servicesforemployers/ |
| | Services for voluntary sector | https://www.hope.ac.uk/careers/servicesforvoluntaryorganisations/ |
| Course content | Undergraduate | http://www.hope.ac.uk/undergraduate/ http://www.hope.ac.uk/undergraduate/coursefinder/ |
| | Postgraduate Taught programmes | http://www.hope.ac.uk/postgraduate/ http://www.hope.ac.uk/postgraduate/coursefinder/ |
| | Postgraduate Research | http://www.hope.ac.uk/study/postgraduateresearch/ |
| | PGCE | http://www.hope.ac.uk/pgce/ http://www.hope.ac.uk/pgce/pgcecoursesavailable/ |

| | | |
|--|---|---|
| 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/study/postgraduateresearch/feesandpayments/ |
| | PGCE | http://www.hope.ac.uk/pgce/feesandfunding/ |
| Student funding - Grants and bursaries | Undergraduate | http://www.hope.ac.uk/undergraduate/feesandfunding/ |
| | Postgraduate Taught | http://www.hope.ac.uk/postgraduate/feesandfunding/scholarships/ |
| | Postgraduate Research | http://www.hope.ac.uk/research/postgraduateresearch/informationforcurrentpgrstudents/ |
| | PGCE | http://www.hope.ac.uk/pgce/feesandfunding/ |
| 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 | http://www.hope.ac.uk/lifeathope/studentsupport/welfareandbenefits/ |
| | International student welfare | http://www.hope.ac.uk/internationalwelfare/ |
| | Staff well-being | http://www.hope.ac.uk/gateway/staff/staffwell-beingathope/ |
| Careers | Careers and Employability | http://www.hope.ac.uk/careers/ |
| Chaplaincy services | Chaplaincy Team | http://www.hope.ac.uk/lifeathope/studentsupport/chaplaincy/ |
| Sports and recreational facilities | Hope Park Sports | http://www.hope.ac.uk/hopeparksports/ |
| | Liverpool Hope University International Tennis Tournament | http://www.hope.ac.uk/tennis/ |
| | Plas Caerdeon Outdoor Education Centre | http://www.hope.ac.uk/caerdeon/ |
| | Our Place student social space | http://www.hope.ac.uk/lifeathope/campuses/hopepark/ourplace/ |
| Cultural activities | The Capstone Theatre | http://www.thecapstonetheatre.com/ |
| | The Cornerstone Gallery | http://www.hope.ac.uk/cornerstonegallery/ |
| | The Cornerstone Festival | http://www.hope.ac.uk/cornerstonefestival/ |
| | Staff and student social groups | https://www.hope.ac.uk/gateway/staff/staffwell-beingathope/socialandcommunity/staffsocialgroups/ |
| 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/lifeathope/libraryandlearningspaces/ |
| | Special Collections | https://www.hope.ac.uk/lifeathope/libraryandlearning-spaces/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 | http://www.hope.ac.uk/lifeathope/studentsupport/welfareandbenefits/ |

| | | |
|-----------------------|-------------------------------|---|
| Media releases | Press Office | https://www.hope.ac.uk/news/mediaenquiries/ |
| | News archive & expert comment | http://www.hope.ac.uk/news/ |
| | Hope Life magazine | http://www.hope.ac.uk/news/hopelife/ |

