

Policy Studies Institute Freedom of Information Publication Scheme

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1. Introduction

1.1 Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by obliging all public authorities to make information available proactively, through a publication scheme.

Public authorities are defined in the Act and include universities and their wholly owned subsidiaries.

1.2 What is a publication scheme?

A publication scheme is a document that lists all the different types of information that an authority intends to publish and explains the manner in which it intends to publish them. In this context *published information* means information that is routinely and readily made available in a structured form, either on paper or on-line.

Our publication scheme is divided into four sections that reflect our work and our organisation. In each section we've listed various classes of information. A class is a group that shares a common theme or function. Within each class we've described our published information sources. We've noted how you can get hold of them and whether any access charges apply.

1.3 About the Policy Studies Institute (PSI)

PSI is one of Britain's leading independent research institutes, conducting research to promote economic well-being and improve quality of life. PSI enjoys a reputation for the rigorous and impartial evaluation of policy in the UK and Europe, and the publication and dissemination of research findings is central to our ethos.

The Institute has a long and distinguished history. In its former guise of Political and Economic Planning (PEP, founded in 1931), it drew up the blueprint for what became the National Health Service and later for the Race Relations Act. PSI's research staff currently work in three groups covering social policy, employment and the environment.

PSI was formed in 1978 through the merger of PEP and the Centre for Studies in Social Policy (CSSP, established in 1972). In January 1998, PSI became a wholly owned subsidiary of the University of Westminster. The Institute is a registered charity and a company limited by guarantee. The sole member of the company is the University of Westminster.

PSI's Board of Trustees has overall responsibility for the management and administration of the Institute. PSI's Director is a member of the Board - he is

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responsible for developing the Institute's strategic direction and for day-to-day operations. For more information about PSI and its history follow this link:

<http://www.psi.org.uk/about/default.asp>

You'll find further information about the University of Westminster here:

<http://www.wmin.ac.uk>

1.4 Accessing information covered by the publication scheme

Our publication scheme is set out in full below. The scheme is divided into four sections. Under each section heading you'll find a brief introduction and then a table listing all the useful information sources that PSI publishes.

All of these information sources can be found on our Website - <http://www.psi.org.uk/> - so just visit and search the site if you want to read or download them. All Web based material is available free of charge.

If you want printed copies of our information sources you'll need to contact our Publication Scheme Co-ordinator:

Head of Communications
Policy Studies Institute
100 Park Village East
London, NW1 3SR
Email: website@psi.org.uk

Our usual charge for producing hard-copy documentation is £10 per enquiry (our administrative charge) plus 10p for every printed page (photocopying fee) plus postage.

1.5 What about information not covered by the publication scheme?

The Freedom of Information Act 2000 comes into full force on 1st January 2005. After this date you'll be able to request access to all the types of information that we hold, whether they're published or not.

Please note that certain types of information are exempted by the Act. These include personal data (where disclosure continues to be governed by the Data Protection Act, 1998) as well as commercially sensitive and confidential materials. If your request for information is refused we will write to you explaining which exemption we've applied and why.

Requests for unpublished information should be made to the Institute in writing, either by post or email. PSI will normally respond fully within 20 working days. We may need to charge a fee to cover our administrative costs.

1.6 Copyright

PSI holds the copyright for much of the information in this scheme. Copyright material can be reproduced free of charge but it must not be used in a misleading context or for commercial purposes. The source of the material should be identified and PSI should be credited as the owner of the copyright.

1.7 Feedback and further information

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. Any questions, comments or complaints about this scheme should be sent in writing to our Publication Scheme Co-ordinator.

If you want to take your complaint further or if you need independent advice on a Freedom of Information issue you should write to the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
Email: mail@ico.gsi.gov.uk

More information about the Freedom of Information Act is available on the Information Commissioner's Website at:
www.informationcommissioner.gov.uk

2. The publication scheme

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2.1 Structure and organisation

The information in this section explains how PSI is governed and how decisions are made. It outlines the legal status of PSI and the responsibilities of individuals and groups and their place within the Institute’s hierarchy.

Commercially sensitive and confidential information as well as information that may threaten the health and safety of individuals is excluded from publication. Detailed personal information is also omitted.

<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
2.1.1 Constitution and governance	<p><u>Constitution</u></p> <ul style="list-style-type: none"> Information about PSI as a company Information about our registration at Companies House Information about our registration with the Charity Commission Further information about the University of Westminster (UoW), our parent authority <p><u>Governance</u></p> <ul style="list-style-type: none"> Information about our Board of Trustees including its structure, appointment procedures, members, meeting dates and meeting records 	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>	<p>Free</p> <p>External</p> <p>External</p> <p>External</p> <p>Free</p>
2.1.2 Management	<ul style="list-style-type: none"> Organisational chart Information on the roles of senior managers Information about the way that we organise our administration Information about the way that we organise our research and communication groups <p><u>Working groups</u></p> <ul style="list-style-type: none"> Information about the structure and terms of reference of our working groups 	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
2.1.3 Institutional context	Information includes:		

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	<ul style="list-style-type: none">• Mission statement• Annual report• Annual accounts• Summary of our strategic plan	Web	Free
		Web	Free
		Web	Free
		Web	Free

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2.2 Finance and human resources

The information in this section deals with PSI's financial management and its handling of employment and employee issues. In most cases we look to our parent authority - the University of Westminster, UoW- for policies and procedures in these areas. The table below reflects this; a lot of information sources are found on UoW's Website rather than ours. You might find it useful to look at the University's own publication scheme here:

<http://www.wmin.ac.uk>

Commercially sensitive and confidential information as well as information that may threaten the health and safety of individuals is excluded from publication. Detailed personal information is also omitted.

<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
2.2.1 Finance	<ul style="list-style-type: none"> VAT, charity and company numbers Annual accounts University of Westminster financial regulations <p><u>Insurance</u></p> <ul style="list-style-type: none"> General guidance and information on our cover can be found through the University of Westminster <p><u>Payroll</u></p> <ul style="list-style-type: none"> Payroll contacts, pay dates and tax office details can be found through the University of Westminster <p><u>Pensions</u></p> <ul style="list-style-type: none"> Information about the Universities Superannuation Scheme (USS) can be found on their own Website <p><u>Policies and procedures</u></p> <ul style="list-style-type: none"> Financial policies and procedures can be found through the University of Westminster 	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>	<p>Free</p> <p>Free</p> <p>External</p> <p>External</p> <p>External</p> <p>External</p> <p>External</p>

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	<p><u>Procurement</u></p> <ul style="list-style-type: none"> • Copies of our procurement policies, procedures and standard paperwork can be found through the University of Westminster 	Web	External
2.2.2 Employment and employee relations	<p><u>Equality and diversity</u></p> <ul style="list-style-type: none"> • Information about our commitment to fairness in the workplace including our race equality policy can be found through the University of Westminster <p><u>Grievance and disciplinary</u></p> <ul style="list-style-type: none"> • Information on grievance and disciplinary policies and procedures <p><u>Health and safety</u></p> <ul style="list-style-type: none"> • Policies, procedures and guidance <p><u>Pay and benefits</u></p> <ul style="list-style-type: none"> • Information about PSI's pay scale and about staff benefits <p><u>Policies and procedures</u></p> <ul style="list-style-type: none"> • Information about policies and procedures including leave and sickness can be found through the University of Westminster <p><u>Vacancies</u></p> <ul style="list-style-type: none"> • Information about current vacancies at PSI 	Web Web Web Web Web	External Free Free Free External Free
2.2.3 Training and development	<ul style="list-style-type: none"> • Induction information • Information about staff development opportunities • Probation information • Appraisal information 	Web Web Web Web	Free Free Free Free

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2.3 Research

Research is the core function of PSI. Information in this section explains about the work of our research groups and how it's funded. It also deals with standards and methodologies.

Commercially sensitive and confidential information as well as information that may threaten the health and safety of individuals is excluded from publication. Detailed personal information is also omitted.

<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
2.3.1 Research funding	<ul style="list-style-type: none"> Information about our research income List of project sponsors 	<p>Web</p> <p>Web</p>	<p>Free</p> <p>Free</p>
2.3.2 Research policies and standards	<p><u>Internal</u></p> <ul style="list-style-type: none"> Mission statement and statement about our methodology Guidance on fraud, ethics and so on <p><u>External</u></p> <ul style="list-style-type: none"> PSI subscribes to the Social Research Association's (SRA) ethical guidelines PSI is a member of the Association for Research Centres in the Social Sciences (ARCISS) 	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>	<p>Free</p> <p>Free</p> <p>External</p> <p>External</p>
2.3.3 Research groups and projects	<p>Information about our three research and communication groups covering the scope of their work, their methods, collaborations and personnel. Also, summary information about their research projects</p> <ul style="list-style-type: none"> Employment Group Environment Group Social Policy Group 	<p>Web</p> <p>Web</p> <p>Web</p>	<p>Free</p> <p>Free</p> <p>Free</p>
2.3.4 Research resources	<ul style="list-style-type: none"> Information about access to our research Library 	<p>Web</p>	<p>Free</p>

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2.4 Events, publications and public relations

The information in this section concerns PSI's external communications. It covers our events, publications and press releases.

Information about our books and journals is available free of charge. The publications themselves however are for sale. Some of our older (out-of-print) materials can be seen for free on our Website though.

<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
2.4.1 Events	<ul style="list-style-type: none">Information about the seminars and workshops organised by PSI. Also, information about PSI conferences and about conference papers and reports	Web	Free
2.4.2 Publications	<ul style="list-style-type: none">Publications statement and policy	Web	Free
	<u>Current publications</u> <ul style="list-style-type: none">Detailed information about our publications including descriptive summaries	Web	Free
	<u>Archived publications</u> <ul style="list-style-type: none">Access to the full-text of some of our out-of-print publications	Web	Free
2.4.3 Media and public relations	<ul style="list-style-type: none">Press releases	Web	Free