



## Publication Scheme – Guide to Information

### Introduction

The Freedom of Information Act 2000 requires public authorities to have an approved publication scheme, which is a means of providing access to information which an authority proactively publishes.

### Model publication scheme

The AHRC follows a model publication scheme developed and approved by the Information Commissioner's Office. The model scheme:

- sets out the types of information which authorities must routinely publish;
- explains the way authorities must provide the information;
- states what charges authorities can make for providing information; and
- commits authorities to providing and maintaining a guide to the information they provide, how they provide it, and any changes.

### Classes of information

The AHRC publishes information under the following seven classes.

1. Who we are and what we do.
2. What we spend and how we spend it.
3. Our priorities and how we are doing.
4. How we make decisions.
5. Policies and procedures.
6. Lists and registers.
7. Services we offer.

### Guide to information

This document is a guide to the information that the AHRC routinely makes available. It tells you the format of the information available and how you can access the information. In most cases information is available free of charge via the AHRC website ([www.ahrc.ac.uk](http://www.ahrc.ac.uk)).

Some information is available from the AHRC's Information Services Manager, Graham Hardy ([g.hardy@ahrc.ac.uk](mailto:g.hardy@ahrc.ac.uk)). The AHRC does not charge for information it routinely publishes.

You can contact the Information Services Manager if you have a query about information the AHRC processes (Tel: 01793 416000).

## Who we are and what we do

This section covers information about the AHRC, such as organisational structures, location, and contact details.

No.	Information description	Source
1.	<p><b>Roles and responsibilities</b></p> <p>AHRC publishes pages on its website called 'About AHRC' and 'About Us'.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
2.	<p><b>Organisation structure</b></p> <p>AHRC publishes two documents on its website called AHRC Organisational Plan and AHRC Structure.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
3.	<p><b>Legislative basis for AHRC's activities</b></p> <p>The AHRC's Management Statement gives a description of AHRC's incorporation by Royal Charter.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
4.	<p><b>Relationship with BIS</b></p> <p>The AHRC's Management Statement gives a description of AHRC's relationship to its parent body, the Department for Business, Innovation and Skills (BIS).</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
5.	<p><b>Strategic partnership with the UK's Research Councils</b></p> <p>A description of the Research Council's UK strategic partnership is published on the RCUK website.</p>	<p>RCUK website  <a href="http://www.rcuk.ac.uk">www.rcuk.ac.uk</a></p>
6.	<p><b>International relationships</b></p> <p>A description of the AHRC's international relationships is published in the AHRC's Annual Report and Accounts.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
7.	<p><b>Other relationships</b></p> <p>AHRC has a number of other relationships which are defined in various agreements and memorandums of understanding.</p>	<p>Information Services Manager</p>
8.	<p><b>Details of strategic and operational decision makers</b></p> <p>Details about AHRC's strategic and operational decision makers are published on AHRC's website (see links) or by asking the Information Services Manager.</p> <p><a href="http://www.ahrc.ac.uk/About/Structure/Pages/Council.aspx">http://www.ahrc.ac.uk/About/Structure/Pages/Council.aspx</a>  <a href="http://www.ahrc.ac.uk/About/Structure/Pages/SeniorOfficers.aspx">http://www.ahrc.ac.uk/About/Structure/Pages/SeniorOfficers.aspx</a></p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
9.	<p><b>Location and contact details for the AHRC</b></p> <p>Details about the AHRC's offices and contact details for different queries are published on the AHRC's website.</p> <p><a href="http://www.ahrc.ac.uk/about/ContactUs/Pages/Default.aspx">http://www.ahrc.ac.uk/about/ContactUs/Pages/Default.aspx</a></p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>

## What we spend and how we spend it

This section covers financial information relating to the AHRC's projected and actual income and expenditure, procurement, contracts and financial audit.

No.	Information description	Source
1.	<b>Financial statements, budgets, and variance reports</b> Information about these statements and reports is published in the AHRC's Annual Report and Accounts.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
2.	<b>Capital programme/expenditure</b> Information about AHRC's capital programme and expenditure is published in the AHRC's Annual Report and Accounts.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
3.	<b>Spending reviews</b> Available from the Information Services Manager.	Information Services Manager
4.	<b>Financial audit reports</b> Some information on financial audit reports is published in the AHRC's Annual Report and Accounts. Further information is available from the Information Services Manager.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a> Information Services Manager
5.	<b>Staff and board members' allowances and expenses</b> Available from the Information Services Manager.	Information Services Manager
6.	<b>Pay and grading structures</b> Available from the Information Services Manager.	Information Services Manager
7.	<b>Procurement and tendering procedures</b> Available from the Information Services Manager.	Information Services Manager
8.	<b>List of contracts awarded and their value</b> Details of funded research are available on the AHRC's website. <a href="http://www.ahrc.ac.uk/FundedResearch/Pages/default.aspx">http://www.ahrc.ac.uk/FundedResearch/Pages/default.aspx</a> Details of other contracts are available from the Information Services Manager.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a> Information Services Manager
9.	<b>Financial statements for projects and events</b> Available from the Information Services Manager.	Information Services Manager
10.	<b>Internal financial regulations</b> Available from the Information Services Manager.	Information Services Manager

## Our priorities and how we are doing

This section covers information about the AHRC's strategies and plans, its performance indicators, and any audits, inspections or reviews.

No.	Information description	Source
1.	<b>Strategic plans</b> Information about the AHRC's strategic plans is published in the AHRC Vision and Strategy.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
2.	<b>Annual business plan</b> Information about AHRC's business plans is available in the AHRC's Delivery Plan and Delivery Plan Reports.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
3.	<b>Annual report</b> Information is published in the AHRC's Annual Report and Accounts, and in the AHRC Review of the Year. Printed copies are available from the Information Services Manager.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>  Information Services Manager
4.	<b>Performance relevant to the Government's objectives</b> Information about AHRC's performance relevant to the Government's objectives for the UK science base is available in the Economic Impact Reporting Framework.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
5.	<b>Performance management reviews of the AHRC by BIS</b> Available from the Information Services Manager.	Information Services Manager
6.	<b>Statistics on research funded by the AHRC</b> Statistics, including success rates of grant and award applications are available in the Funded Research and Research Statistics sections of the AHRC's website.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
7.	<b>Reports to Parliament</b> Available from the Information Services Manager.	Information Services Manager
8.	<b>Reports where AHRC is subject to formal inspection</b> Available from the Information Services Manager.	Information Services Manager
9.	<b>Response times to Freedom of Information requests</b> Published in AHRC's Annual Report and Accounts.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
10.	<b>Response times to complaints or appeals</b> Available from the Information Services Manager.	Information Services Manager
11.	<b>Other service standards and public service agreements</b> Available from the Information Services Manager.	Information Services Manager

## How we make decisions

This section covers information about the AHRC's decision-making processes and records of decisions.

No.	Information description	Source
1.	<b>Major policy proposals and decisions</b> Information about major policy proposals and decisions is available in the AHRC's Anti-Fraud Policy, the Complaints Policy, and the Appeals Policy.	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
2.	<b>Background to major policy proposals and decisions</b> Available from the Information Services Manager.	Information Services Manager
3.	<b>Public consultations</b> This information is available in the Future Directions Consultation section of the website. <a href="http://www.ahrc.ac.uk/About/Policy/Pages/FutureDirections.aspx">http://www.ahrc.ac.uk/About/Policy/Pages/FutureDirections.aspx</a>	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>
4.	<b>Minutes of senior-level meetings</b> Minutes of Council, Management Advisory Group (MAG), and Senior Management Team (SMT) are available from the Information Services Manager.	Information Services Manager
5.	<b>Reports and papers from senior-level meetings</b> Reports and papers from meetings of Council, Management Advisory Group (MAG), and Senior Management Team (SMT) are available from the Information Services Manager.	Information Services Manager
6.	<b>Internal communications guidance</b> Internal communications guidance and criteria used for decision making, i.e. process systems and key personnel, are published in the AHRC's Code of Practice, which is available from the Information Services Manager.	Information Services Manager

## Policies and procedures

This section refers to information about the AHRC's current written protocols, policies and procedures for delivering its services and responsibilities.

No.	Information description	Source
1.	<p><b>Policies and procedures for conduct of business</b></p> <p>There are various policies and procedures for the conduct of AHRC business. These are:</p> <p><u>Activities</u></p> <ul style="list-style-type: none"><li>• Knowledge Exchange Policy</li><li>• International Activities Policy</li><li>• Evaluation Strategy</li><li>• Submission Rate Policy</li><li>• Funding Initiatives</li><li>• Public Policy</li></ul> <p><u>Corporate</u></p> <ul style="list-style-type: none"><li>• Joint Agreement (AHRC, ESRC and BA)</li><li>• Leading the World</li><li>• International Strategy</li><li>• Knowledge Transfer Strategy</li><li>• Anti-fraud</li><li>• Access to Research Outputs</li><li>• Complaints and Appeals</li><li>• Data Protection Policy</li><li>• Freedom of Information Policy</li><li>• Twitter Policy</li><li>• Whistleblower</li><li>• Fraud Response Plan</li><li>• Information Charter</li><li>• AHRC Code of Practice</li><li>• Management Statement</li><li>• Financial Memorandum</li><li>• Complaints Procedure</li></ul>	AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a>

### Policies and procedures (continued)

This section refers to information about the AHRC's current written protocols, policies and procedures for delivering its services and responsibilities.

No.	Information description	Source
2.	<p><b>Policies and procedures for provision of services</b></p> <p>There are various policies and procedures for the provision of AHRC services. These are:</p> <ul style="list-style-type: none"><li>• AHRC Code of Practice</li><li>• Data Protection Policy</li><li>• Freedom of Information Policy</li><li>• Information Charter</li><li>• Peer Review Framework</li><li>• Joint Electronic Submission System (T&amp;Cs)</li></ul> <p><a href="https://je-s.rcuk.ac.uk/jesHandBook/jesHelp.aspx?m=s&amp;s=711">https://je-s.rcuk.ac.uk/jesHandBook/jesHelp.aspx?m=s&amp;s=711</a></p>	<p>AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p> <p>Je-S System <a href="https://je-s.rcuk.ac.uk">https://je-s.rcuk.ac.uk</a></p>
3.	<p><b>Policies and procedures for recruitment and employment</b></p> <p>Policies and procedures for the recruitment and employment of staff are available on the RCUK Shared Services Centre website at the following address.</p> <p><a href="http://www.ssc.rcuk.ac.uk/jobs/pages/default.aspx">http://www.ssc.rcuk.ac.uk/jobs/pages/default.aspx</a></p>	<p>RCUK SSC website</p>
4.	<p><b>Customer service</b></p> <p>The AHRC publishes various policies and procedures about the customer service it provides. These are published on AHRC's website and described in the section above on policies and procedures for conduct of business.</p>	<p>AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
5.	<p><b>Records management and personal data policies</b></p> <p>The AHRC publishes a Data Protection Policy.</p>	<p>AHRC website <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
6.	<p><b>Charging regimes and policies</b></p> <p>Not applicable.</p>	<p>Not applicable</p>

## Lists and registers

This section covers any lists and registers held by the AHRC.

No.	Information description	Source
1.	<b>Public registers and public records</b> The AHRC does not hold public registers or registers of its public records.	Not applicable
2.	<b>Register of gifts and hospitality</b> The AHRC keeps a register of gifts and hospitality provided to Board members and senior personnel. This is available from the Information Services Manager.	Information Services Manager
3.	<b>Register of interests</b> The AHRC keeps a log of interests regarding Council and the Senior Management Team. This is available from the Information Services Manager.	Information Services Manager

## Services we offer

This section covers information about the guidance the AHRC provides, its publications and any media releases.

No.	Information description	Source
1.	<p><b>Leaflets, booklets and newsletters</b></p> <p>Details of news and events are available on the AHRC website at the following address:  <a href="http://www.ahrc.ac.uk/News/Pages/default.aspx">http://www.ahrc.ac.uk/News/Pages/default.aspx</a></p> <p>A number of publications are available on the AHRC website at the following address:  <a href="http://www.ahrc.ac.uk/about/Publications/Pages/default.aspx">http://www.ahrc.ac.uk/about/Publications/Pages/default.aspx</a></p> <p>Hard copies can be obtained from the Information Services Manager.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p> <p>Information Services Manager</p>
2.	<p><b>Advice and guidance on postgraduate funding opportunities</b></p> <p>Information about postgraduate funding opportunities is available on the AHRC's website at the following address:  <a href="http://www.ahrc.ac.uk/FundingOpportunities/Pages/default.aspx">http://www.ahrc.ac.uk/FundingOpportunities/Pages/default.aspx</a></p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
3.	<p><b>Guidance for postgraduate award holders</b></p> <p>Information for postgraduate award holders is available on the AHRC's website. The following documents are examples and more documents are available at the link below.</p> <ul style="list-style-type: none"> <li>• Guide for Postgraduate Award Holders</li> <li>• Disabled Students Allowance – advice for students</li> <li>• Maintenance and Fees Rates</li> </ul> <p><a href="http://www.ahrc.ac.uk/FundingOpportunities/Pages/default.aspx">http://www.ahrc.ac.uk/FundingOpportunities/Pages/default.aspx</a></p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
4.	<p><b>Guidance on the AHRC's funded research</b></p> <p>Guidance on the AHRC's funded research is available on the AHRC's website on the following page:  <a href="http://www.ahrc.ac.uk/FundedResearch/Pages/default.aspx">http://www.ahrc.ac.uk/FundedResearch/Pages/default.aspx</a></p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>
5.	<p><b>Media releases</b></p> <p>Information about events and news of the AHRC's activities are available on the AHRC's website at the following address:  <a href="http://www.ahrc.ac.uk/News/Pages/default.aspx">http://www.ahrc.ac.uk/News/Pages/default.aspx</a></p> <p>Information is also available from the Information Services Manager.</p>	<p>AHRC website  <a href="http://www.ahrc.ac.uk">www.ahrc.ac.uk</a></p>