

THE UCO'S PUBLICATION SCHEME

INTRODUCTION

The UCO has used the Definition Document for Universities and other Higher Education Institutions¹ published by the Information Commissioner's Office (ICO) to produce our Publication Scheme, describing the information we hold and publish in accordance with the ICO's Model Publication Scheme² and to ensure that we publish information within the Classes of Information of that scheme.

Our Publication Scheme includes a [Guide to Information](#) that provides:

- A description of the information.
- The format in which the information is routinely published (e.g. on a webpage, as a PDF file, etc.).
- How to obtain the information with a link to the URL if the information is available on our website or whether it is available on request.

Our Publication Scheme also includes a [Schedule of Fees](#) describing what we charge for information in line with guidance published by the ICO and in accordance with the Freedom of Information Act 2000 (FIA) and Environmental Information Regulations 2004 (EIR).

Where information is available on request, please email our Data Protection & Freedom of Information Officer with your request: dpfio@uco.ac.uk.

¹ https://ico.org.uk/media/for-organisations/documents/1245/definition_document_for_universities_and_higher_education_institutions.pdf

² <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Publication Scheme – Guide to Information & Schedule of Fees

A) GUIDE TO INFORMATION

1. Who We Are and What We Do (Organisational information, structures, locations and contacts)		
a) Legal Framework		
Description of Information	Format of Information	Web Address / How the Information can be made Available
Who We Are	Webpage	https://www.uco.ac.uk/about-uco/who-we-are
The UCO as a Charity	Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Articles of Association	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Governance & Management	Webpage	https://www.uco.ac.uk/about-uco/governance
The UCO Clinic	Webpage	https://www.uco.ac.uk/life-uco/facilities/uco-clinic https://www.clinic.uco.ac.uk/about-clinic
UCO Clinic Community Partnership Scheme	Webpage	https://www.clinic.uco.ac.uk/about-clinic/community-partners
b) How the Institution is Organised		
Statutory Body	Webpage	https://www.clinic.uco.ac.uk/about-osteopathy/regulations
Governance, Organisational and Academic Structures	Webpage	https://www.uco.ac.uk/about-uco/governance
Academic Staff	Webpage	https://www.uco.ac.uk/about-uco/our-staff/academic-staff
Professional Services Staff	Webpage	https://www.uco.ac.uk/about-uco/our-staff/support-staff
Senior Management Team	Webpage	https://www.uco.ac.uk/about-uco/our-staff/senior-management-team
Committee Structure	PDF Document	Available on Request
Committee Terms of Reference	PDF Documents	Available on Request

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c) Location and Contact Details		
UCO Teaching Centre & Clinic Location and Contact Details	Webpage	https://www.uco.ac.uk/about-uco/who-we-are/find-and-contact-us
UCO Clinic Location and Contact Details	Webpage	https://www.clinic.uco.ac.uk/about-clinic/find-and-contact-us
d) Lists of and information relating to organisations which the HEI has responsibility for, those it works in partnership with, those it sponsors and companies wholly or partially owned by it.		
UCO Clinic Community Partnership Scheme	Webpage	https://www.clinic.uco.ac.uk/about-clinic/community-partners
Current Community Partners	Webpage	https://www.clinic.uco.ac.uk/about-clinic/community-partners/current-partners
Research Activity & Collaborations	Webpage	https://www.uco.ac.uk/research/about-uco-research/research-activity-and-collaborations
Student Accommodation	Webpage	https://www.uco.ac.uk/life-uco/location-and-accommodation/accommodation
Collaborative Activity & Partners	PDF Document	Available on Request
e) Student Activities		
UCO Student Union	Webpage	https://www.uco.ac.uk/life-uco/student-life/student-union
Student Societies	Webpage	https://www.uco.ac.uk/life-uco/student-life/clubs-and-societies
UCO Alumni	Webpage	https://www.uco.ac.uk/life-uco/our-alumni
UCO Connect	Webpage	https://ucoconnect.com/
2. What We Spend and How We Spend It		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit; as a minimum financial information for the current and previous two financial years should be available)		
a) Funding / Income		
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
b) Financial Statements, Budgets and Variance Reports		
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity

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c) Financial Audit Reports		
External Auditor Reports	PDF Documents	Available on Request
Within Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Audit & Risk Committee Terms of Reference	PDF Document	Available on Request
d) Capital Programme		
Strategic Plan	PDF Document	Available on Request.
Within Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Finance & Estates Committee Terms of Reference	PDF Document	Available on Request
e) Financial Regulations and Procedures		
Financial Regulations & Fraud Prevention Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Conflicts of Interest Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Tuition Fee Policy	PDF Document on Webpage	https://www.uco.ac.uk/courses/course-fees/tuition-fee-policy
f) Staff Allowances and Expenses		
Financial Regulations & Fraud Prevention Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Conflicts of Interest Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
g) Staff Pay and Grading Structures		
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Remuneration Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Remuneration Committee (of Staff) Terms of Reference	PDF Document	Available on Request
Remuneration Committee (of the Vice-Chancellor's Group) Terms of Reference	PDF Document	Available on Request

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h) Register of Suppliers		
Register of Suppliers of over £25K	PDF Document	Available on Request.
i) Procurement and Tender Procedures and Reports		
Financial Regulations & Fraud Response Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Conflicts of Interest Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
j) Contracts		
Register of Suppliers of over £25K	PDF Document	Available on Request.
k) Research Funding		
Research Funding & Travel Grants	Webpage	https://www.uco.ac.uk/research/research-projects/research-funding-and-travel-grants
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
3. What Our Priorities Are and How We Are Doing		
<i>(Strategies and plans, performance indicators, audits, inspections and reviews. We would expect information in this class to be available at least for the current and previous three years.)</i>		
a) Annual Report		
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
Corporate and Business Plans		
Strategic Plan	PDF Document	Available on Request.
UCO Mission, Values & Strategy	Webpage	https://www.uco.ac.uk/about-uco/who-we-are/mission-values-and-strategy
b) Teaching and Learning Strategy		
Teaching, Learning and Assessment Strategy	PDF Document	Available on Request
c) Academic Quality and Standards		
Academic Quality Framework	PDF Documents on Webpage	https://www.uco.ac.uk/academic-quality-framework
Academic Council Terms of	PDF Document	Available on Request

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Reference		
Academic Council Minutes	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/governance/academic-council
d) Privacy Impact Assessments		
Privacy Impact Assessment Summaries	PDF Document	Available on request.
e) External and Internal Audit; Review Information		
Academic Quality Framework	PDF Documents on Webpage	https://www.uco.ac.uk/academic-quality-framework
External Examiner Reports	PDF Documents	Available on Request
Statutory Body Recognised Qualification Review Reports (General Osteopathic Council)	PDF Documents on External Website	http://www.osteopathy.org.uk/news-and-resources/document-library/training/british-school-of-osteopathy-d5-to-gosc-131112/ http://www.osteopathy.org.uk/news-and-resources/document-library/training/bsc-renewal-of-recognition-review-june-2016/
f) Corporate Relations		
UCO Community Clinics	Webpage	https://www.clinic.uco.ac.uk/about-clinic/community-partners https://www.clinic.uco.ac.uk/appointments
g) Government and Regulatory Reports		
General Osteopathic Council (PSRB Recognised Qualification Review Reports)	PDF Documents on External Website	http://www.osteopathy.org.uk/news-and-resources/document-library/training/british-school-of-osteopathy-d5-to-gosc-131112/ http://www.osteopathy.org.uk/news-and-resources/document-library/training/bsc-renewal-of-recognition-review-june-2016/
Access & Participation Agreements	PDF Documents on External Website	https://www.uco.ac.uk/life-uco/student-support/access-and-participation
Higher Education Statistics Agency (Statistical data is provided to HESA)	External Website	https://www.hesa.ac.uk/
Office for Students (TEF Outcome)	External Website	https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/

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h) The HEI's Compliance with its Duties under the Equality Act 2010		
Equality & Diversity Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Equality Committee Terms of Reference	PDF Document	Available on Request
Equal Opportunities	Webpage	https://www.uco.ac.uk/about-uco/vacancies/equal-opportunities
UCO Equality Report & Objectives	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/vacancies/equal-opportunities
4. How We Make Decisions		
(Decision making processes and records of decisions.)		
Minutes of formal meetings where key decisions are made about the operation of the HEI should be available. HEIs may decide not to publish particular minutes on a case by case basis. Information in this class should be available at least for the current and previous three years. Information published will depend on the governance structure of HEIs, which can vary. Examples of this class of information include:		
a) Agendas, officers' reports, background papers and minutes from governing body, Council / Senate, academic boards, steering groups and committees.		
Agendas & Minutes from Governing Body Meetings	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/governance/board-directors/board-directors
Agendas & Minutes from Academic Council Meetings	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/governance/academic-council
b) Teaching and Learning Committee Minutes		
Education Enhancement & Strategy Committee	PDF Documents	Available on Request.
c) Minutes of Staff / Student Consultation Meetings		
Student-Staff Liaison Consultation Group	PDF Documents	Available on Request.
Staff Consultation Group	PDF Documents	Available on Request.
d) Appointment Committees and Procedures		
Staff Recruitment & Selection Policy & Procedure	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Board Nominations Committee Terms of Reference	PDF Document	Available on Request

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5. Our Policies and Procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities. We would expect information in this class to be current information only.)		
a) Policies and Procedures for Conducting HEI Business		
All UCO Policies & Procedures relating to HEI business	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
b) Procedures and Policies Relating to Academic Services		
Academic Quality Framework	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/academic-quality-framework
All UCO Policies & Procedures relating to Academic Services	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
c) Procedures and Policies Relating to Student Services		
Admissions Policy & Procedures	PDF Document on Webpage	https://www.uco.ac.uk/courses/how-apply
All UCO Policies & Procedures relating to Student Services	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
d) Procedures and Policies Relating to Human Resources		
Academic Quality Framework Section 13: Staff Development & Recruitment	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/academic-quality-framework
All UCO Policies & Procedures relating to Human Resources	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
e) Pay Policy Statement		
Remuneration Policy & Procedure	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
f) Procedures and Policies Relating to Recruitment		
All UCO Policies & Procedures relating to Recruitment	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Vacancies	Webpage	https://www.uco.ac.uk/about-uco/vacancies
g) Code of Conduct for Members of Governing Bodies		
Conflicts of Interest Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy

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h) Equality and Diversity Policies; Equality Scheme		
Equality & Diversity Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
UCO Equality Report & Objectives	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/vacancies/equal-opportunities
Equality Committee Terms of Reference	PDF Document	Available on Request
i) Health and Safety		
Health & Safety Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
UCO Policies & Procedures relating to Health & Safety	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
j) Estate Management		
UCO Policies & Procedures relating to Estate Management	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
k) Complaints Policy		
UCO Policies & Procedures relating to Complaints (Students & Staff)	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
Supporters Complaints Policy	PDF Document on Webpage	https://www.uco.ac.uk/about-uco/support-us/support-trusts-and-foundations
Patient Complaints Policy	PDF Document on Webpage	https://www.clinic.uco.ac.uk/about-osteopathy/regulations
l) Records Management and Personal Data Policies		
UCO Policies & Procedures relating to Records Management and Data	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
m) Fileplans		
UCO Policies & Procedures relating to Fileplans	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
n) Research Policy and Strategy		
About UCO Research	Webpage	https://www.uco.ac.uk/research/about-uco-research
Research Projects	Webpage	https://www.uco.ac.uk/research/research-projects https://www.uco.ac.uk/research/research-

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		projects/published-student-research-projects
Research Courses	Webpage	https://www.uco.ac.uk/research/research-courses
Research Values & Strategy	Webpage	https://www.uco.ac.uk/research/research-values-and-strategy
Research Strategy	Webpage	https://www.uco.ac.uk/research/research-values-and-strategy/research-strategy
UCO Policies & Procedures relating to Research	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
o) Publicly Funded Research Outputs and Data		
Research Projects	Webpage	https://www.uco.ac.uk/research/research-projects
Published Student Research Projects	Webpage	https://www.uco.ac.uk/research/research-projects/published-student-research-projects
Research Funding & Travel Grants	Webpage	https://www.uco.ac.uk/research/research-projects/research-funding-and-travel-grants
p) Charging Regimes and Policies		
Library Printing & Photocopying Costs	PDF Document	Available of Request
Tuition Fee Policy	PDF Document on Webpage	https://www.uco.ac.uk/courses/course-fees/tuition-fee-policy
Additional Course Costs	Webpage	https://www.uco.ac.uk/courses/course-fees/additional-course-costs
6. Lists & Registers		
a) Any information we are currently legally required to hold in publicly available registers		
Annual Statements & Accounts	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/charity
b) Asset Registers		
Capital and Information Asset Registers	PDF Documents	Available on Request

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c) CCTV		
Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the HEI. The HEI should decide on the level of detail which is appropriate. This could be by building, campus area or more general geographic locations e.g. postcodes or partial postcodes, depending on the security issues raised.		
CCTV Details	N/A	CCTV is in operation at our Clinic site at 98-118 Southwark Bridge Rd, London, SE1 0BQ
d) Disclosure Logs		
Where an HEI produces a disclosure log indicating the information that has been provided in response to requests, it should be readily available. Disclosure logs are themselves recommended as good practice.		
Disclosure Log	PDF Document	Available on Request
e) Any Register of Interests Kept in the HEI: Declaration of Interests, Gifts and Hospitality		
Register of Interests & Loyalties of Board Members (Trustees) & Senior Managers	PDF Document	Available on Request
Register of Gifts & Hospitalities Received by Board Members (Trustees) & Senior Managers	PDF Document	Available on Request
Declarations of Related Party Transactions Relating to the Annual Statement of Accounts	PDF Document	Available on Request
7. The Services We Offer		
Information about the services we offer, including leaflets, guidance and newsletters.		
a) Prospectus		
For all courses	Webpage	https://www.uco.ac.uk/courses
b) Services for Outside Bodies		
UCO Clinic Community Partners	Webpage	https://www.clinic.uco.ac.uk/about-clinic/community-partners
CPD Courses & Conferences	Webpage	https://www.uco.ac.uk/courses/cpd-and-conferences
Room Hire	Webpage	https://www.uco.ac.uk/life-uco/facilities/room-hire
c) Course Content		
Course Information Forms for all Courses	PDF Documents on Webpage	https://www.uco.ac.uk/courses

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d) Course Fees		
Course Fees	Webpage	https://www.uco.ac.uk/courses/course-fees
Discounts & Payment Plans	Webpage	https://www.uco.ac.uk/courses/course-fees/discounts-and-payment-plans
Tuition Fee Policy	PDF Document on Webpage	https://www.uco.ac.uk/courses/course-fees/tuition-fee-policy
Additional Course Costs	Webpage	https://www.uco.ac.uk/courses/course-fees/additional-course-costs
Applying for Student Finance	Webpage	https://www.uco.ac.uk/courses/course-fees/applying-student-finance
Financial Assistance	Webpage	https://www.uco.ac.uk/courses/course-fees/financial-assistance
e) Funding, such as grants and bursaries, available to students from the HEI		
Financial Support	Webpage	https://www.uco.ac.uk/life-uco/student-support/financial-support
Access & Participation Plan	PDF Documents on Webpage	https://www.uco.ac.uk/life-uco/student-support/access-and-participation
f) Services for which the HEI is entitled to recover a fee together with those fees.		
Clinic Appointment Fees	Webpage	https://www.clinic.uco.ac.uk/appointments/fees
g) Welfare and counselling services		
Student Support Services & Facilities	Webpage	https://www.uco.ac.uk/life-uco/student-support
h) Health Including Medical Services		
Health & Wellbeing Guidance	PDF Document	Available on Request
UCO Policies & Procedures relating to Health	PDF Documents on Webpage	https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy
i) Careers		
Osteopathy as a Career	Webpage	https://www.uco.ac.uk/about-osteopathy/osteopathy-career
Stories & Testimonials	Webpage	https://www.uco.ac.uk/life-uco/stories-and-testimonials

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j) Chaplaincy Services		
N/A	N/A	The UCO does not offer Chaplaincy Services
k) Sports and Recreational Facilities		
Student Union	Webpage	https://www.uco.ac.uk/life-uco/student-life/student-union
Student Clubs & Societies	Webpage	https://www.uco.ac.uk/life-uco/student-life/clubs-and-societies
Student Benefits	Webpage	https://www.uco.ac.uk/life-uco/student-life/student-benefits
l) Facilities relating to music, art and other cultural activities		
Student Clubs & Societies	Webpage	https://www.uco.ac.uk/life-uco/student-life/clubs-and-societies
m) Museums, libraries, special collections and archives		
It is expected that this will include guides to collections and scope and availability of catalogues.		
UCO Library	Webpage	https://www.uco.ac.uk/life-uco/facilities/library
n) Conference Facilities		
Room Hire	Webpage	https://www.uco.ac.uk/life-uco/facilities/room-hire
o) Advice and Guidance		
Student Life at the UCO	Webpage	https://www.uco.ac.uk/life-uco
Accommodation	Webpage	https://www.uco.ac.uk/life-uco/location-and-accommodation/accommodation
p) Media Releases		
News & Events	Webpage	https://www.uco.ac.uk/news

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B) SCHEDULE OF FEES

In line with the ICO's Model Publication Scheme the following Schedule of Fees have been developed to as part of our Publication Scheme. In accordance with guidance published by the ICO³ any charges shall be justified, transparent, kept to a minimum and, as a general rule, shall only be made:

- For communicating the information, such as photocopying and postage.
- Fees permitted by other legislation.
- For information produced commercially, for example, a book, map or similar publication intended to be sold and would not otherwise have produced.

Our Schedule of Fees is provided in the table below:

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Information made available on our Website.	Free of Charge.
Information not made available on request in electronic format.	Free of Charge.
Information required in hardcopy.	Printing / photocopying at the rate of £0.10p per black and white A4 sheet and postage and packaging costs.

Please note:

- If a charge is to be made, confirmation of the payment due will be given before the information is provided.
- We may request payment prior to provision of the information.

³ <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>