

**UNIVERSITY OF SUSSEX**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**  
**GUIDE TO INFORMATION**

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## **CLASSES OF INFORMATION**

University homepage. <http://www.sussex.ac.uk/>  
A-Z website index. <http://www.sussex.ac.uk/az/>

### **A. WHO WE ARE AND WHAT WE DO**

- A1. Legal framework.  
<http://www.sussex.ac.uk/governance/1-3-3.html>
- A2. How the institution is organised.  
<http://www.sussex.ac.uk/governance/1-3-3.html>
- A3. Location and contact details.  
<http://www.sussex.ac.uk/aboutus/findus/>  
<http://www.sussex.ac.uk/profiles/>
- A4. 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.  
<http://www.sussex.ac.uk/partnershipoffice/>  
<http://www.sussex.ac.uk/res/>  
<http://www.sinc.co.uk/>  
<http://www.sussex.ac.uk/finance/1-3.html>
- A5. Student activities.  
<http://www.sussexstudent.com/>  
<http://www.sussex.ac.uk/students/>

### **B. WHAT WE SPEND AND HOW WE SPEND IT**

- B1. Funding / income.  
<http://www.sussex.ac.uk/finance/>
- B2. Budgetary and account information.  
<http://www.sussex.ac.uk/finance/1-3.html>
- B3. Financial audit reports.  
<http://www.sussex.ac.uk/finance/1-3.html>
- B4. Capital programme.  
<http://www.sussex.ac.uk/efm/1-3.html>

- B5. Financial regulations and procedures.  
<http://www.sussex.ac.uk/finance/1-3.html>
- B6. Staff pay and grading structures.  
<http://www.sussex.ac.uk/humanresources/1-2.html>
- B7. Register of suppliers.  
<http://www.sussex.ac.uk/procurement/1-2-15.html>
- B8. Procurement and tender procedures and reports.  
<http://www.sussex.ac.uk/procurement/>
- B9. Contracts.  
Information available on request from the Governance Office.
- B10. Research funding.  
<http://www.sussex.ac.uk/res/1-6-2.html>

## **C. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

- C1. Annual report.  
<http://www.sussex.ac.uk/aboutus/annualreview/>
- C2. Corporate and business plans.  
<http://www.sussex.ac.uk/strategicplan/>
- C3. Teaching and learning strategy.  
<http://www.sussex.ac.uk/strategicplan/>  
<http://www.sussex.ac.uk/academicoffice/>
- C4. Academic quality and standards.  
<http://www.sussex.ac.uk/academicoffice/>
- C5. External review information.  
<http://www.sussex.ac.uk/academicoffice/>
- C6. Corporate relations.  
<http://www.sussex.ac.uk/business/>  
<http://www.sussex.ac.uk/careers/>  
<http://www.sussex.ac.uk/res/1-6-10.html>
- C7. Government and regulatory reports.  
<http://www.sussex.ac.uk/academicoffice/1-3-10.html>  
<http://www.sussex.ac.uk/communications/1-4-2.html>

## **D. HOW WE MAKE DECISIONS**

- D1. Minutes from governing body, Council / Senate, academic boards and steering groups.  
<http://www.sussex.ac.uk/governance/1-4.html>  
<http://www.sussex.ac.uk/governance/minutes/>
- D2. Teaching and learning committee minutes.  
Information available on request from the Governance Office.

D3. Minutes of staff / student consultation meetings.  
Information available on request from the Governance Office.

D4. Appointment committees and procedures.  
<http://www.sussex.ac.uk/humanresources/1-2-14.html>

## **E. OUR POLICIES AND PROCEDURES**

E1. Policies and procedures for conducting university business.  
<http://www.sussex.ac.uk/governance/1-3-3.html>  
<http://www.sussex.ac.uk/governance/1-3-4.html>

E2. Procedures and policies relating to academic services.  
<http://www.sussex.ac.uk/governance/1-3-4.html>  
<http://www.sussex.ac.uk/academicoffice/>  
<http://www.sussex.ac.uk/students/essentials/studenthandbook/>

E3. Procedures and policies relating to student services.  
<http://www.sussex.ac.uk/sas/>  
<http://www.sussex.ac.uk/residentialservices/>

E4. Procedures and policies relating to human resources.  
<http://www.sussex.ac.uk/humanresources/1-6.html>

E5. Procedures and policies relating to recruitment.  
<http://www.sussex.ac.uk/humanresources/1-2-14.html>

E6. Code of Conduct for members of governing bodies.  
<http://www.sussex.ac.uk/governance/1-4-4-10.html>

E7. Equality and diversity.  
<http://www.sussex.ac.uk/equalities/>

E8. Health and Safety.  
<http://www.sussex.ac.uk/hsa/>

E9. Estate management.  
<http://www.sussex.ac.uk/efm/>

E10. Complaints policy.  
<http://www.sussex.ac.uk/governance/1-2.html>  
<http://www.sussex.ac.uk/records/1-2-10-3-2.html>

E11. Records management and personal data policies.  
<http://www.sussex.ac.uk/records/>  
<http://www.sussex.ac.uk/infosec/>

E12. Research policy and strategy.  
<http://www.sussex.ac.uk/strategicplan/>  
<http://www.sussex.ac.uk/research/>  
<http://www.sussex.ac.uk/res/>

- E13. Charging regimes and policies.  
<http://www.sussex.ac.uk/finance/>  
<http://www.sussex.ac.uk/records/1-2-10-7.html>

## **F. LISTS AND REGISTERS**

- F1. Any information we are currently legally required to hold in publicly available registers.  
Information available on request from the Governance Office.
- F2. Asset registers.  
<http://www.sussex.ac.uk/finance/1-3.html>  
Further information available on request from the Governance Office.
- F3. Disclosure logs.  
Information available on request from the Governance Office.
- F4. Register of gifts and hospitality provided to senior personnel.  
<http://www.sussex.ac.uk/governance/1-2-13.html>  
Further information available on request from the Governance Office.
- F5. Any register of interests kept in the university.  
<http://www.sussex.ac.uk/governance/1-4-4-10.html>  
Further information available on request from the Governance Office.

## **G. THE SERVICES WE OFFER**

- G1. Prospectus.  
<http://www.sussex.ac.uk/study/>
- G2. Services for outside bodies.  
See elsewhere in this Guide to Information, or contact the Governance Office if required.
- G3. Course content.  
<http://www.sussex.ac.uk/study/>
- G4. Welfare and counselling.  
<http://www.sussex.ac.uk/sas/1-4.html>  
<http://www.sussex.ac.uk/humanresources/1-4.html>
- G5. Health including medical services.  
<http://www.sussex.ac.uk/aboutus/campus/health/>  
<http://www.sussex.ac.uk/hso/1-4.html>
- G6. Careers.  
<http://www.sussex.ac.uk/careers/>
- G7. Chaplaincy services.  
<http://www.sussex.ac.uk/chaplaincy/>
- G8. Services for which the university is entitled to recover a fee together with those fees.  
See elsewhere in this Guide to Information, or contact the Governance Office if required.

- G9. Sports and recreational facilities.  
<http://www.sussex.ac.uk/aboutus/campus/>  
<http://www.sussex.ac.uk/sport/>
- G10. Museums, libraries, special collections and archives.  
<http://www.sussex.ac.uk/library/>  
<http://www.sussex.ac.uk/its/>
- G11. Conference facilities.  
<http://www.sussex.ac.uk/conferenceservices/>
- G12. Advice and guidance.  
See elsewhere in this Guide to Information, or contact the Governance Office if required.
- G13. Local campaigns.  
<http://www.sussex.ac.uk/newsandevents/>
- G14. Media releases.  
<http://www.sussex.ac.uk/newsandevents/>