

Freedom of Information Act 2000 Guide

Information held by the Guildhall School of Music & Drama, specific to its HE provision

Contents

Part One		Page 3
Introduction		Page 3
Non Published Information		Page 3
Copyright		Page 4
Complaints		Page 4
Part Two	Classes of published information	Page 5
Section 1 - Who we are and what we do	Organisational information, structures, locations and contacts	
Section 2 - What we spend and how we spend it	Financial information	
Section 3 - What our priorities are and how we are doing	Priorities and how we are doing	
Section 4 - How we make decisions	How we make decisions	
Section 5 - Policies and procedures	Policies and procedures	
Section 6 - Lists and registers	Lists and registers	
Section 7 - The Service we offer	The Service we offer	

Part One

Introduction

The Freedom of Information Act 2000 promotes openness of information across the public sector and aims to enhance accountability. All public authorities are required to adopt a publication scheme in order to take a proactive approach to making information publicly available.

A publication scheme is a document which outlines the classes/type of information that the establishment is making a formal commitment to publish both now and in the future.

The Guildhall School of Music & Drama has based its publication scheme on the ‘model’ scheme for the higher education sector but as the School is owned by the City of London (CoL), which has its own publication scheme, it has adopted a scaled down version specific to its higher education activities. For information about the policies relating to CoL governance matters, HR and occupational health, finance, procurement, estate management, etc please refer to the CoL Publication Scheme and Guidance available at

<https://www.cityoflondon.gov.uk/about-the-city/access-to-information/Pages/freedom-of-information.aspx>

This document lists the classes of information that the School publishes. Document are either available in electronic or paper format and some of which can be accessed straight from the School’s website. Others are available by contacting the School’s FOI contact, the Student Data and Information Manager (see below). Many publications are free, but a charge will be incurred should printed documentation cost £1 or more.

A4 printing charges	A3 printing charges	Postage 2nd class
6p black and white / 25p colour	12p black and white / 35p colour	At weighted rate where above £1

Non Published Information

Information not made available through the publication scheme can be requested. Requests should be in writing the School and will normally be dealt with within 20 working days. A fee may be charged for these requests and all information subject to an exemption in the Act will not be released. All applications and enquiries should be addressed to:

Katie Hudson
Student Data and Information Manager
Guildhall School of Music & Drama

Silk Street
London EC2Y 8DT
katie.hudson@gsm.d.ac.uk

Copyright

The copyright in the material listing in this publication scheme is owned by the Guildhall School of Music & Drama unless otherwise stated. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to reuse the documents in a way that would infringe copyright, for example, by making multiple copies, publishing or issuing copies to the public.

Complaints

If you are not satisfied with the way that the School has handled your request or with the reasons the School has given for refusing to provide information, you have the right to appeal. In the first instance questions, comments, or complaints should be sent to:

Katharine Lewis
Secretary & Dean of Students
Guildhall School of Music & Drama
Silk Street
Barbican
London EC2Y 8D
katharine.lewis@gsm.d.ac.uk

The Information Commissioner is responsible for enforcing the operation of the publication scheme and you may appeal directly to them at any time:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
casework@ico.org.uk
<https://ico.org.uk/>

Part 2

Section 1 - Organisational information, structures, locations and contacts	Format		Notes
Legal framework	PDF External website	Instruments and articles The Guildhall School is a department of the City of London Corporation (CoL) www.cityoflondon.gov.uk	PDF available on request
Organisation of the School	Website	<p>About the School http://www.gsmd.ac.uk/about_the_school/about_us/</p> <p>Board of Governors http://www.gsmd.ac.uk/about_the_school/about_us/administrative_structure/board_of_governors/</p> <p>Faculty and department structures, senior personnel http://www.gsmd.ac.uk/about_the_school/staff/senior_staff/ http://www.gsmd.ac.uk/music/staff/senior_staff/ http://www.gsmd.ac.uk/acting/staff/staff_biographies/ https://www.gsmd.ac.uk/production_arts/staff/staff_biographies/ https://www.gsmd.ac.uk/music/staff/teaching_staff/department/14-department-of-creative-learning/ https://www.gsmd.ac.uk/about_the_school/research/research_staff/</p> <p>Diagram of boards and committees https://www.gsmd.ac.uk/fileadmin/user_upload/files/Policies_and_Reports/All_committees_Jan_2019_final.pdf</p>	
Location and contact details	Website	Department contact details http://www.gsmd.ac.uk/about_the_school/contact_us/	
Partnerships related to HE provision	PDF	Register of collaborative arrangements	Available on request
Student activities	Website	Students' Union	

		http://www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/students_union/	
Section 2 - Financial information		The School is a department of CoL, see CoL publication scheme except for the following;	
Financial reports	PDF	Financial statements (academic year) http://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/	
Research Funding	PDF	See Financial statements (academic year) http://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/	
Section 3 - Priorities and how we are doing			
Annual report	Online publication/PDF	Annual Report http://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/	
Corporate and business plans	PDF	Strategic plan http://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/	
Teaching and Learning Strategy	PDF	Teaching and Learning Strategy 2013-17 http://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/	
Access Agreements	PDFs	Access Agreement 2018, 2019 Access & Participation Plan 2020/21-2024/25 http://www.gsmd.ac.uk/about_the_school/about_us/policies/	
Academic quality and standards	PDF	Academic Regulatory Framework http://www.gsmd.ac.uk/about_the_school/about_us/policies/	Available on request
	PDF	City University Validation Handbook https://www.city.ac.uk/_data/assets/pdf_file/0009/443790/Validation-Guide-2018-19.pdf https://www.city.ac.uk/_data/assets/pdf_file/0009/492912/VIP-Handbook-2019-20-Final.pdf	
	Internal docs	The Quality Process documentation	
	PDF	Student Charter http://www.gsmd.ac.uk/about_the_school/about_us/policies/	
External review and information	External website	QAA	

	External website	https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Guildhall-School-of-Music-and-Drama UNISTATS https://discoveruni.gov.uk/	
Government and regulatory reports	External website	Government statistics http://www.hesa.ac.uk/	
The HEI's compliance with its duties under the Equality Act 2010	Website	Equality Duty https://www.gsmd.ac.uk/about_the_school/about_us/policies/	
Section 4 - How we make decisions			
Terms of reference, minutes and papers of Board of Governors and its sub-committees	Website with link to external website	Public meeting papers, profiles of common council members and the register of interests http://www.gsmd.ac.uk/about_the_school/about_us/administrative_structure/board_of_governors/	
Academic Board and sub-committees terms of reference, papers and minutes	PDF PDF	Diagram of boards and committees https://www.gsmd.ac.uk/about_the_school/about_us/administrative_structure/ Committee documentation Closed to the public for a period of one-year from meeting date; then unless subject to an exemption under the Act available on request.	Public information available on request
Operations Board and its subcommittees and working groups	PDF	Committee documentation Closed to the public for a period of one-year from meeting date; then unless subject to an exemption under the Act available on request.	Public information available on request
Section 5 - Policies and procedures			
Policies and procedures for conducting School business	PDF PDFs	Academic Regulatory Framework http://www.gsmd.ac.uk/about_the_school/about_us/policies/ Policies http://www.gsmd.ac.uk/about_the_school/about_us/policies/	May be available on request if not on website

Procedures and policies relating to academic services	PDF PDFs	<p>Academic Regulatory Framework http://www.gsmd.ac.uk/about_the_school/about_us/policies/</p> <p>Policies http://www.gsmd.ac.uk/about_the_school/about_us/policies/</p>	May be available on request if not on website
Complaints Policy	PDF	<p>Admissions Complaints https://www.gsmd.ac.uk/about_the_school/shared_left_nav/how_to_apply/admissions_complaints_procedure/</p> <p>Student Complaints (Section 5D: Academic Regulatory Framework) http://www.gsmd.ac.uk/about_the_school/about_us/policies/</p> <p>Staff Complaints – see CoL</p>	
Records management and personal data policies	PDF PDF PDF	<p>Data Protection – informed by CoL see https://www.cityoflondon.gov.uk/about-the-city/access-to-information/Pages/data-protection-policy.aspx</p> <p>HESA collection notice https://www.gsmd.ac.uk/about_the_school/about_us/policies/</p> <p>Destination of Leavers from Higher Education (DLHE) Collection Notice https://www.gsmd.ac.uk/about_the_school/about_us/policies/</p> <p>Student Experience Record Retention (HE only) https://www.gsmd.ac.uk/about_the_school/about_us/policies/privacy_notices/</p>	
Research policy and strategy	PDF PDFs	<p>Academic Regulatory Framework http://www.gsmd.ac.uk/about_the_school/about_us/policies/</p> <p>Codes of Practice Research: Governance Framework for Good Practice Research Excellence Framework (2014) Code of Practice</p>	

	Intranet pages	https://www.gsmd.ac.uk/about_the_school/about_us/policies/ Research Ethics procedures Research & Knowledge Exchange Committee (RKEC)	Available on request
Research outputs	Website	Information about School research outputs (publications, recordings, compositions and articles) https://www.gsmd.ac.uk/about_the_school/research/research_outputs/	
Charging regimes and policies	PDF	Tuition fee policy http://www.gsmd.ac.uk/about_the_school/about_us/policies/	
	PDF	Tuition fee schedule http://www.gsmd.ac.uk/about_the_school/shared_left_nav/fees_and_funding/	
Section 6 - Lists and registers		Information held by CoL, see CoL publication scheme	
Section 7 - The Service we offer			
Prospectus	PDF/Online publication/ Hardcopy	http://www.gsmd.ac.uk/about_the_school/shared_left_nav/request_a_prospectus/	Hardcopy free on request
Programme content	website	Programme specification https://www.gsmd.ac.uk/about_the_school/shared_left_nav/view_all_programmes/programme_specifications/	
Student Welfare and Counselling	Website	Student Affairs information http://www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/student_affairs/	
Student Health including medical services	website	Student Affairs information http://www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/student_affairs/	
Careers (students)	website	Employability Statement http://www.gsmd.ac.uk/about_the_school/about_us/employability_statement/	

Services for which the School is entitled to recover a fee together with those fees	PDF	Complete list of higher education fees including programme fees http://www.gsmd.ac.uk/about_the_school/shared_left_nav/fees_and_funding/	
Museums, libraries , special collections and archives	website	School Library Catalogue http://www.gsmd.ac.uk/about_the_school/shared_left_nav/life_at_the_school/library/	
Conference facilities	External website	Conference Facilities run in conjunction with the Barbican https://www.barbican.org.uk/hire/venue-hire#venues	
Media releases	Website and external websites	Podcasts http://www.gsmd.ac.uk/about_the_school/podcasts/ News http://www.gsmd.ac.uk/about_the_school/home/view_all_news/ Twitter https://twitter.com/guildhallschool Facebook https://www.facebook.com/guildhallschool YouTube https://www.youtube.com/c/guildhallschool Instagram https://www.instagram.com/guildhallschool/ Medium https://medium.com/guildhall-school LinkedIn https://www.linkedin.com/school/guildhall-school-of-music-&-drama/	
Funding, such as grants and bursaries, available to students	Website	Fees and Funding Information http://www.gsmd.ac.uk/about_the_school/shared_left_nav/fees_and_funding/	
Facilities relating to music, art and other cultural activities	Website	About the School http://www.gsmd.ac.uk/about_the_school/about_us/ http://www.gsmd.ac.uk/about_the_school/milton_court/	