

Freedom of Information Act 2000

Publication Scheme for Southern Universities Management Services, including Southern Universities Purchasing Consortium

PART 1: INTRODUCTION

Who We Are

Southern Universities Management Services (SUMS) is an educational charity owned and controlled by its member universities, providing a network for the free interchange of ideas and experience. It has two divisions, a consultancy division, and a purchasing division which operates the Southern Universities Purchasing Consortium (SUPC).

The Publication Scheme

The Publication Scheme in part 2 below describes the information that we routinely publish.

The scheme states:

- the classes of information
- a description of the information routinely published in the class
- the manner in which information is published
- whether a charge is made for providing the information.

The SUMS publication scheme is listed first and then the two classes of information that differ for SUPC i.e. Governance and Activities are listed. SUPC abides by the same policies as SUMS for Finance, HR Resources, Information Resources and External Relations.

Obtaining Information Covered by the Publication Schemes

Much of the information is available through our websites:

- SUMS: <http://www.sums.org.uk>
- SUPC: <http://www.supc.ac.uk>.

For printed information, please contact:

- SUMS, Science and Technology Centre, University of Reading, Earley Gate, Whiteknights Road, Earley Gate, Whiteknights Road, Reading, RG6 6BZ
e-mail: sums@reading.ac.uk
- SUPC, Science and Technology Centre, University of Reading, Earley Gate, Whiteknights Road, Earley Gate, Whiteknights Road, Reading, RG6 6BZ
e-mail: sums@reading.ac.uk

Our standard fee for printed information is £10 for a single copy (including VAT where applicable). Where information made available on the web is requested in printed form, the standard fee will be payable. Fees will not be charged to member institutions.

In certain instances, we refer to information held elsewhere. Our reports to Companies House and to the Charity Commissioners are held by those bodies as public records. SUMS and SUPC offices are located at the University; we therefore abide by and refer to certain of the University's general policies.

Obtaining Information Not Covered by the Publication Schemes

From 1 January 2005 individuals and organisations have the right under the Freedom of Information Act 2000 to request information that is not routinely made available, subject to certain exemptions – notably personal information covered by the Data Protection Act 1998.

Requests will have to be made in writing (which includes e-mail), and we will have to respond to the request within 20 working days. Where information is supplied, we may charge a fee, calculated according to the statutory Fees Regulations.

Feedback and review of the publication scheme

Any questions, comments or suggestions about the publication scheme should be sent to SUMS at the address given above marked for the attention of the SUMS Company Secretary.

SUMS will review this publication scheme on a regular basis in response to queries and comments raised with us. All views will be considered during the review process as a means of improving access to the information within the scheme.

If we are unable to resolve any issue, you may wish to contact the Information Commissioner's Office, the independent body that oversees compliance with the Freedom of Information Act:

Information Commissioner's Office
FOI Section
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<http://www.ico.gov.uk/>

Further information about the Freedom of Information Act can also be obtained from the Information Commissioner's Office.

PART 2: PUBLICATION SCHEME

The Classes of Information covered in this Scheme are:

- Governance
- Activities
- Financial Resources
- Human Resources
- Information Resources
- External Relations

PART 2.1 SOUTHERN UNIVERSITIES MANAGEMENT SERVICES

1. Governance

Ref	Class	Description	Manner	Fee
1.1	Legal Framework	Memorandum and Articles of Association	Paper	Standard
1.2	Governance Structure	Management Committee Membership MC Terms of Reference	Web	None
1.3	Organisation Structure	List of Members Organisation Structure	Web Paper	None Standard
1.4	Operating Context	Mission Statement Corporate Strategy SUMS policy on: Quality Management Standard Terms and Conditions for Consulting Work Guide to Using SUMS	Web Paper Print Print Web	None Standard None Standard None

2. Activities

Ref	Class	Description	Manner	Fee
2.1	Activities	Service Descriptions Work Programme Assignment Summaries Annual Report	Web Web Web Web	None None None None

3. Financial Resources

Ref	Class	Description	Manner	Fee
3.1	Finance	Directors' Report and Financial Statements (includes Auditors' Report) SUMS Policy on: Expenses Anti-Bribery	Web Print	None Standard
	Resource Planning	SUMS policy on Financial targets	Print	Standard

4. Human Resources

Ref	Class	Description	Manner	Fee
4.1	Employment Policies	General Employment Policies: refer to the University of Reading	UOR web-site	None
		SUMS Specific Employment Policies: Salary Leave Appraisal Working from Home Maternity and Paternity Leave Change Management and Redundancy Staff Recruitment Staff Promotion and Progression Sickness Absence	Print	Standard
4.2	Equal Opportunities Policy	Refer to University of Reading Equal Opportunities Policy	UoR web-site	None
4.3	Staff	Staff Biographies (with consent)	Web	None

5. Information Resources

Ref	Class	Description	Manner	Fee
5.1	Information Policies	Data Protection Policy	Web	None
		Freedom of Information Publication Scheme (this document)	Web	None
		SUMS policies on: Provision and use of laptops Working with VDUs	Print	Standard

6. External Relations

Ref	Class	Description	Manner	Fee
6.1	Regulator Relations	Annual Report to Companies House	Companies House	
		Annual Report to Charities Commission	Charities Commission	
6.2	Public Relations	Annual Report	Web	None

PART 2.2 SOUTHERN UNIVERSITIES PURCHASING CONSORTIUM

1. Governance

Ref	Class	Description	Manner	Fee
1.1	Legal Framework	Memorandum and Articles of Association	refer to SUMS	
1.2	Governance Structure	SUPC Board	Paper	Standard
1.3	Organisation Structure	List of Members Organisation Structure	Web Paper	None Standard
1.4	Operating Context	Mission Statement Aims & Objectives Business Plan	Paper Paper Paper	Standard Standard Standard

2. Activities

Ref	Class	Description	Manner	Fee
2.1	Activities	List of Commodity Groups List of Contracts and Suppliers Annual Report	Web Web Web	None None None