

PUBLICATION SCHEME

Updated July 2024



Purpose

1. The Royal College of Music has adopted the model publication scheme developed for higher education and is committed to publishing the information it lists.

Accessing information covered by the publication scheme

2. The classes of information we publish are listed below. Many documents can be accessed from the Royal College of Music website www.rcm.ac.uk and are also available in hard copy from the contacts indicated in the scheme. Publications are free unless otherwise stated. Alternative formats may be arranged by special request, but there may be a charge to cover production costs.

Information not covered by the scheme

3. Information not made available through the publication scheme may be requested. Requests should be made in writing and will normally take 20 working days for response. A fee may be charged. Information subject to an exemption in the Act will not be released. All applications and enquiries should be addressed to the Deputy Director. Requests for information should be addressed to RCMFOI@rcm.ac.uk.

Responsibility for the scheme

4. Overall and day-to-day responsibility for the Royal College of Music scheme is held by the Deputy Director.

Complaints and appeals

5. If you are not satisfied with the way we have handled your request or with the reasons we have given for refusing to provide information, you have the right to appeal. Questions, comments or complaints should be sent to the Deputy Director at Royal College of Music, Prince Consort Road, London SW7 2BS.
6. The Information Commissioner is responsible for enforcing the operation of the publication scheme and you may appeal direct to him at any time either at data@dataprotection.gov.uk or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Publication Scheme

WHO WE ARE AND WHAT WE DO			
Organisational information, structures, locations and contacts	Items	Manner	Fee
Legal framework	<ul style="list-style-type: none"> Royal Charter & Statutes 	Website	Free
	<ul style="list-style-type: none"> History of the Royal College of Music 	Website	
How the institution is organised	<ul style="list-style-type: none"> Organisation structure chart Directorate structure chart Committee Handbook Statement of Primary Responsibilities and delegation of powers to the Finance & General Purposes Committee, Chairman, Director and management Biographies of members of the Council 	Website	Free
	<ul style="list-style-type: none"> Committee minutes Register of interests Committee agenda papers 	Hard copy on application from Deputy Director	
	Location and contact details		
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	N/A		
Student activities	<ul style="list-style-type: none"> Students' Union Constitution 	Website	Free
	<ul style="list-style-type: none"> Students' Union complaints procedure (included in Student Code & Procedures) 		

WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - information for previous two financial years

Organisational information, structures, locations and contacts

	Items	Manner	Fee
Funding / income	• Office for Students grants	https://www.officeforstudents.org.uk/	Free
	• Tuition fees	Website	
	• Endowment, rents and investment income	See financial statements on website	
Budgetary and account information	• Annual Statement of Accounts (financial statements)	Website	Free
	• Revenue budgets and capital expenditure budget	Hard copy on application from Deputy Director	
Financial audit reports	• Financial internal audit reports	Hard copy on application from Deputy Director	Free
Capital programme	• Capital programme		
Financial regulations and procedures	• Financial regulations and procedures	Website	Free
Staff pay and grading structures	• Staff pay and grading structures	Hard copy on application from Deputy Director	Free
Register of suppliers Procurement and tender procedures and reports	• Register of suppliers	Hard copy on application from Deputy Director	Free
	• Procurement and tender procedures	In financial regulations on Website	
	• Procurement and tender reports	Hard copy on application from Deputy Director	
Contracts	• Contracts	Hard copy on application from Deputy Director where not commercially sensitive	Free
Research funding	• Information about Government, Research Councils, European, international and industrial funding for research together with information about the management of research accounts.	Hard copy on application from Deputy Director	Free

WHAT ARE PRIORITIES ARE AND HOW WE ARE DOING

Organisational information, structures, locations and contacts	Items	Manner	Fee
Strategies and plans, performance indicators, audits, inspections and reviews - current and previous three years	<ul style="list-style-type: none"> Annual report (with financial statements) Strategic Plan Learning and teaching strategy Quality Assurance and Enhancement handbook 	Website	Free
External review information	<ul style="list-style-type: none"> External review information 	See www.qaa.ac.uk and https://discoveruni.gov.uk/	Free
Corporate relations	<ul style="list-style-type: none"> Corporate relations - links with employers 	See Strategic Plan on website	Free
Government and regulatory reports	N/A		

HOW WE MAKE DECISIONS

Organisational information, structures, locations and contacts	Items	Manner	Fee
Decision making processes and records of decisions - current and previous three years	<ul style="list-style-type: none"> Minutes from Council / Senate and other committees and steering groups listed in committee handbook 	Hard copy on application from Deputy Director	Free

OUR POLICIES AND PROCEDURES

Current written protocols, policies and procedures for delivering our services and responsibilities

Organisational information, structures, locations and contacts	Items	Manner	Fee
Policies and procedures for conducting university business	<ul style="list-style-type: none"> Codes of practice, memoranda of understanding, procedural rules Standing orders – in committee handbook Procedures for handling requests for information 	Hard copy on application from Deputy Director Website	Free

Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Procedures for changing course, etc • Guidelines for examiners and programme handbooks and syllabuses – assessment procedures • Student Code & Procedures, including appeal procedures and policy on breach of assessment regulations. 	<p>Hard copy on application from Deputy Director</p> <p>Website</p>	Free
Procedures and policies relating to student services	<ul style="list-style-type: none"> • Policies and procedures as they apply to student admission and registration, accommodation • Student Code & Procedures, including, internal student complaints and appeals, and code of student discipline. 	<p>Hard copy on application from Deputy Director</p> <p>Website</p>	Free
Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Web-based Staff handbook, including grievance, disciplinary, harassment and bullying, public interest disclosure, staff development procedures and policies, matters related to generic terms and conditions of employment • Union recognition agreement 	<p>Hard copy on application from Deputy Director</p> <p>Hard copy on application from Deputy Director</p>	Free
Recruitment	<ul style="list-style-type: none"> • Current vacancies 	Website	Free
Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> • Role and responsibilities of Council members 	Website	Free
Equality and Diversity	<ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to equal opportunities 	Website	Free
Health and Safety and Estate management	<ul style="list-style-type: none"> • Estates strategy • Facilities management policies • Health and Safety policy 	<p>Hard copy on application from Deputy Director</p> <p>Website</p>	Free

Complaints policy	<ul style="list-style-type: none"> Complaints procedures for students in Student Code & Procedures Complaints procedures for staff 	Website	Free
	<ul style="list-style-type: none"> Complaints under publication scheme – see preamble above and data protection and freedom of information policies 	Hard copy on application from Deputy Director	
Records management and personal data policies	<ul style="list-style-type: none"> Data protection policy Data protection guidance 	Website	Free
Research policy and strategy	<ul style="list-style-type: none"> Research strategy Code of Practice for REF Ethics committee terms of reference – in committee handbook 	Website	Free
Charging regimes and policies	<ul style="list-style-type: none"> Tuition fees and other charges Publication scheme – see preamble Data subject access request form 	Website	Free
		Hard copy on application from Deputy Director	

LISTS AND REGISTERS

currently maintained lists and registers

Organisational information, structures, locations and contacts

Items

Manner

Fee

Any information we are currently legally required to hold in publicly available registers

- Capital asset register

Hard copy on application from Deputy Director

Free

Disclosure logs

- Register of interests

Hard copy on application from Deputy Director

Free

THE SERVICES WE OFFER

Organisational information, structures, locations and contacts	Items	Manner	Fee
	<ul style="list-style-type: none"> • Prospectus 	Request via website	Free
	<ul style="list-style-type: none"> • Course handbooks 	Hard copy on application from Deputy Director	
	<ul style="list-style-type: none"> • Welfare and counselling • Health including medical services • Careers • Chaplaincy services • Advice and guidance • Media releases • Centre for Performance History, including Museum • Library 	Website	