

# Publication Scheme 2015

## How to find the information we hold or produce

This document is intended to act as a guide to the identification of information we provide to meet our commitments under the model publication scheme (version 3.1) for the Freedom of Information Act.

Where possible, links have been provided to enable ready access to the information held on our website.

If you encounter any difficulties in accessing information about us then you are encouraged to contact Ray Adams, Freedom of Information Officer (e-mail [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)) for further assistance.

The following table is based on the format of the model publication scheme (the Definition Document for Universities and other HEIs) which can be found at:

[https://ico.org.uk/for\\_organisations/sector\\_guides/education](https://ico.org.uk/for_organisations/sector_guides/education)



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**The initial development of the Liverpool Institute for Performing Arts involved:**

**Sir Paul McCartney, an old boy of the Liverpool Institute School for Boys, had long been dismayed by the sad state of his old school building, which was falling into decay after the closure of the school in 1985;**

**Mark Featherstone-Witty (our Founding Principal and CEO) had developed a particular approach to performing arts teaching and learning that was developed through a charity he created in the mid 80's. The first creation was The BRIT School in London. During that process, Sir George Martin introduced him to Paul.**

**Liverpool City Council was embarking on an inner city regeneration programme with finance from a national initiative devised by Michael Heseltine, the then Environment Secretary.**

**Both Paul and Liverpool City Council (independently as it happened) approached Mark to find out what kind of provision might best fit into existing and planned performing arts training in the city.**

**Today, in the centre of the city, the Liverpool Institute for Boys has become The Liverpool Institute for Performing Arts (LIPA).**

**We are a training institute for the arts and entertainment economy with local, national and international dimensions. We are both a company limited by guarantee and a charity.**

**Our provision takes account of these concepts: market awareness, technological competence, entrepreneurial skills, multi-skilling, collaboration and theoretical underpinning.**

**We offer a number of HE programmes currently validated by Liverpool John Moores University (LJMU). Details of our provision can be found on our website: ([www.lipa.ac.uk](http://www.lipa.ac.uk)).**

**Each year we receive in the region of 4,000 applications for places on our HE courses, including a significant number from overseas.**

## Part A | 2 - Legal requirement for a publication scheme

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The Act promotes greater openness by public authorities (i.e. government and other public sector organisations, including universities and further education colleges).

‘Public Authorities’ are defined in the Act and include universities, further education colleges and sixth form colleges

Companies that are ‘wholly owned’ by the Public Authority must be included in the Publication Scheme for that Authority.

## Part A | 3 - What is a publication scheme?

The publication scheme is a complete guide to the information routinely published by us, either now or in the future. It is not a list of individual items, because this will change as new material is published or existing material revised. It is, however, a description of the “classes” or types of information published.

## Part A | 4 - The ‘model’ publication scheme for higher education

We have adopted the ‘model’ publication scheme developed for the Higher and Further Education sector and are committed to publishing the information it describes. This model is designed for universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland.

## Part A | 5 - Accessing information covered by the publication scheme

The classes of information we publish are described in Part B of the scheme.

Within each class we have indicated the manner in which the information described will be available – its format and location. We have also indicated whether charges apply for supplying material in each class. Publications cited as being available on our website are free to access in that format. In general, the supply of printed versions of the website pages or the hard copy version of the publication itself will incur charges, unless otherwise indicated.

Alternative formats (audio, Braille) may be arranged by request, but a minimum charge of £10 will be levied to cover production and postage charges. This charge will be payable in advance.

Most publications listed in this publication scheme are copyright of LIPA and reproduction of material supplied through the publication scheme or in response to a request for information without our express permission (or copyright holder) may be an infringement of copyright. Requests for permission to reproduce such material should be addressed to:

The Freedom of Information Officer  
The Liverpool Institute for Performing Arts  
Mount Street  
Liverpool  
L1 9HF  
Email [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Part A | 6 - Information not covered by the publication scheme

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by us, which has not already made available through our publication scheme.

Requests have to be made in writing and, in general, we have 20 working days to respond. We may charge a fee, which will have to be calculated according to fees regulations. We will not be required to release information to which an exemption in the Act legitimately applies. However, we will be required to explain to you why we are not releasing information and we may have to justify this to the Information Commissioner.

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our publications might be improved. Any questions, comments or complaints about this scheme should be sent in writing to

The Freedom of Information Officer  
Liverpool Institute for Performing Arts  
Mount Street  
Liverpool  
L1 9HF  
Email [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body that oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

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

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

<http://www.itspublicknowledge.info/home/ScottishInformationCommissioner.aspx>



**Legal Framework**

Our Articles of Association can be found on our website:  
<http://www.lipa.ac.uk/content/AboutUs/Governance.aspx>

**How the institution is organised**

Organisation Charts can be found on our website:  
<http://www.lipa.ac.uk/content/AboutUs/LIPAOrganisationalStructures.aspx>

The Terms of Reference for our committees can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

A list of current Council Directors (our governors) can be found on our website:  
<http://www.lipa.ac.uk/content/AboutUs/Governance.aspx>

Information about their backgrounds can also be found on our website:  
<http://www.lipa.ac.uk/content/AboutUs/Governance/LIPACouncilDirectorsandMembers.aspx>

**Location and Contact Details**

Our contact details can be found on our website:  
<http://www.lipa.ac.uk/content/Contactus.aspx>

Our address can be found on our website:  
<http://www.lipa.ac.uk/content/Contactus.aspx>

**Lists of and information relating to organisations for which we have responsibility, those with whom we work in partnership, those we sponsor and companies wholly owned by us**

There are two companies which are wholly owned by us:

LIPA Enterprises Ltd  
LIPA Franchising Ltd

The LIPA Primary School is also part of the LIPA group of companies:  
<http://www.lipaprimary.org/>

We are proposing to open a Sixth Form College in 2016 :  
<http://www.lipa.ac.uk/content/TheLIPASixthFormCollege.aspx>

We work in partnership with a range of other organisations, including:

HEFCE – our funding body: <http://www.hefce.ac.uk>  
Liverpool John Moores University – our validating body: <http://www.ljmu.ac.uk>

We do not sponsor any other organisations.

## Student Activities

Our students are associate members of The Liverpool Students Union which has its own website: <http://www.liverpoolsu.com/>

Our students have their own Independent Student Board details of which can be found on our website:

<http://www.lipa.ac.uk/content/LifeAtLIPA/LifeOutsideYourStudies.aspx>

## Part B | 2 – What we spend and how we spend it

### Funding/Income

Our latest Annual Report and Accounts can be found on our website:

<http://www.lipa.ac.uk/content/AboutUs/FinancialInformation.aspx>

### Financial Statements, Budgets and Variance Reports

Our latest Annual Report and Accounts can be found on our website:

<http://www.lipa.ac.uk/content/AboutUs/FinancialInformation.aspx>

### Financial Audit Reports and Capital Programme

Information about the financial audit of our activities can be found in the latest Annual Report and Accounts which can be found on our website:

<http://www.lipa.ac.uk/content/AboutUs/FinancialInformation.aspx>

Major projects in our capital development programme can be found in the Operating and Financial Review contained in the latest Annual Report and Accounts which can be found on our website:

<http://www.lipa.ac.uk/content/AboutUs/FinancialInformation.aspx>

A copy of the Audit Committee's latest Annual Report can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

We do not have any public private partnership contracts.

### Financial Regulations and Procedures

A copy of our Financial Regulations can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Staff Allowances and Expenses

Details of allowances and expenses that can be claimed are set out in our Financial Regulations, a copy of which can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

Details of expenses paid to individual senior staff members can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Staff Pay and Grading Structures

We have a single pay spine (the Single Pay Spine for HE Academic and Support Staff), a copy of which can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Register of Suppliers

We do not have a consolidated register of suppliers. Further information on particular supplier types can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Procurement and Tender Procedures and Reports

Details of procedures for obtaining goods and services are contained within our Financial Regulations, a copy of which can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Contracts

Details of tendering procedures are contained with our Financial Regulations, a copy of which can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Research Funding

As a teaching institution, we do not have any research funding.

### Annual Report

Our latest Annual Report and Accounts can be found on our website:  
<http://www.lipa.ac.uk/content/AboutUs/FinancialInformation.aspx>

### Corporate and Business Plans

A copy of our Strategic Plan 2012-2017 can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Teaching and Learning Strategy

A copy of our Teaching, Learning and Assessment Handbook can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Academic Quality and Standards

A copy of our latest Institute Quality Report can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Privacy Impact Assessments

We have not, to date, completed any Privacy Impact Assessments.

### Independent and Internal Audit; Review Information

This information is contained with our Institute Quality Report, the latest version of which can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

We are subscribers to the Quality Assurance Agency (<http://www.qaa.ac.uk>) which is responsible for safeguarding standards and improving quality in UK Higher Education.

Copies of their reports can be found at:  
<http://www.qaa.ac.uk/institutionreports/Pages/default.aspx>

## Corporate Relations

We have a wide range of associations with employers in the development and operation of our academic programmes. More detailed information can be obtained from the course information held on our website:

<http://www.lipa.ac.uk/content/Courses.aspx>

## Government and Regulatory Reports

We are subscribers to the Quality Assurance Agency (<http://www.qaa.ac.uk>) which is responsible for safeguarding standards and improving quality in UK Higher Education. Copies of their reports can be found at:

<http://www.qaa.ac.uk/institutionreports/Pages/default.aspx>

We are both a company limited by guarantee and a charity. Our company number is 2511501 (<http://www.companieshouse.gov.uk/>) with our charity number being 1001565 (<http://www.charity-commission.gov.uk/>).

## Our Compliance with our Duties under the Equality Act 2010

Information produced as part of our duties in relation to Equality and Diversity can be found on our website:

<http://www.lipa.ac.uk/Content/Footer/EqualityandDiversity.aspx>

## Part B | 4 – How we make decisions

### Agendas, Officers' Reports, Background Papers and Minutes of our Governing Body, Teaching and Learning (Academic) Board and other Committees

Minutes of these meetings, unless exempt due to the inclusion of commercial or other sensitive information, can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Minutes of our Teaching and Learning Committees

Minutes of these meetings, unless exempt due to the inclusion of commercial or other sensitive information, can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Minutes of our Staff/Student Consultation Meetings

Minutes of these meetings, unless exempt due to the inclusion of commercial or other sensitive information, can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Appointment Committees and Procedures

Details of our appointment procedures can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Part B | 5 – Our policies and procedures

### Policies and Procedures for conducting our Business

The following documents can be found on our website:

<http://www.lipa.ac.uk/content/AboutUs/Governance.aspx>

- Articles of Association
- Scheme of Delegation
- Primary Responsibilities of Council Directors
- Primary Responsibilities of Members

### Procedures and Policies relating to Academic Services

Copies of the following documents can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

- Admissions Policy <http://www.lipa.ac.uk/content/AboutUs/Policies.aspx>
- Admissions Appeals and Complaints Procedure  
[http://lipa.ac.uk/detail/Admissions\\_Policy\\_2015\\_Entry\\_/1034/56.aspx](http://lipa.ac.uk/detail/Admissions_Policy_2015_Entry_/1034/56.aspx)
- Teaching, Learning and Assessment Handbook
- Student Complaints and Appeals
- Student Attendance Policy
- Quality Assurance and Enhancement Handbook
- Student Disciplinary Procedures
- Access Agreement <http://www.lipa.ac.uk/content/AboutUs/Policies.aspx>

A copy of the LJMU Academic Framework Regulations can be found at:

<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations>

### Procedures and Policies relating to student services

Our Learning Services Team have their own website which can accessed via our website: <http://www.lipa.ac.uk/lrc>

Information relating to the work of our Student Support Team can be found on our website: <http://www.lipa.ac.uk/content/OurStudents/StudentServices.aspx>

This includes information on our:

- Student Support Services (including a range of policies relating to personal and education support and health and welfare)
- Student Support Room
- Specialist Tutor Support

### Procedures and Policies relating to Human Resources

We have a wide and comprehensive set of policies which are available in electronic format via our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

These policies include:

- Employee Assistance Schemes
- Staff Development
- Consultation and Negotiation
- Disciplinary and Grievance
- Health, Safety and Welfare

### Pay Policy Statement

We do not have a Pay Policy Statement.

## Procedures and Policies relating to Recruitment

We have a range of policies relating to staff recruitment and selection which are available in electronic format via our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

The following documents can be found on our website:

<http://www.lipa.ac.uk/content/WorkingatLipa/StaffVacancies.aspx>

- Guide to Recruitment and Selection
- Recruitment Charter
- Equality and Diversity Policy Statement

All staff vacancies are advertised on our website:

<http://www.lipa.ac.uk/content/WorkingatLipa/StaffVacancies.aspx>

## Code of Conduct for members of our Governing Body

Our guidelines on the proper conduct of Council business can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Equality and Diversity Policies; Equality Scheme

Our Equality and Diversity Policy Statement can be found on our website:

<http://www.lipa.ac.uk/Content/Footer/EqualityandDiversity.aspx>

## Health and Safety

We have a comprehensive set of policies (our Health and Safety Handbook) which are available in electronic format via our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Estate Management

Copies of the following documents can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

- Estates Strategy
- Carbon Reduction Action Plan



## Complaints Policy

Copies of our complaints procedures can be obtained from:

- Prospective Students – The Admissions Manager
- Prospective Staff – The Director of Personnel and Administration

They can be contacted at the following address:

The Liverpool Institute for Performing Arts  
Mount Street  
Liverpool  
L1 9HF

Separate arrangements exist for complaints from existing students and staff as set out in:

- Our Green Book
- Our Staff Handbook

## Records Management and Personal Data Policies

A copy of our ICT Security Policy can be obtained from our Freedom of Information Officer:  
e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## File Plans

We do not currently have any File Plans.

## Research Policy and Strategy

We do not currently undertake any research or knowledge transfer activities.

## Publicly funded Research Outputs and Data

We do not currently undertake any research activities.

## Charging Regimes and Policies

Details of our tuition fees can be found on our websites:

- ☑ Undergraduate Programmes -  
<http://www.lipa.ac.uk/content/Courses/StudentFinance.aspx>
  
- ☑ LIPA 4:19 (our junior academy) –  
<http://www.lipa419.co.uk/>

## Part B | 6 – Lists and Registers

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

Our landholdings are registered with the Land Registry (<http://www.landregistry.gov.uk/>)

### Asset Registers

Information relating to our Asset Register, can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Information Asset Register

We do not currently have any an Information Asset Register.

### CCTV

Information relating on our CCTV systems can, subject to any security issues, be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Disclosure Logs

We do not currently maintain a disclosure log

### Any Register of Interests kept by us

The Register of Interests of Members, Council Directors and senior personnel is held by the Clerk to Council and is updated annually. Details can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Register of gifts and hospitality provided to senior staff

A register of gifts and hospitality provided to senior personnel are held by the Clerk to Council, our governing body. Details can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

### Senior Staff's Declaration of Interests

The Register of Interests of Members, Council Directors and senior personnel is held by the Clerk to Council and is updated annually. Details can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Part B | 7 – The services we offer

### Prospectus

Detailed information relating to all our teaching activities can be found on our website: <http://www.lipa.ac.uk>

### Services for outside bodies

We do not provide any services for outside bodies

### Course content

Detailed information can be obtained from our website: <http://www.lipa.ac.uk/content/Courses.aspx>

### Course Fees

Details of our tuition fees can be found on our website:

- Undergraduate Programmes - <http://www.lipa.ac.uk/content/Courses/StudentFinance.aspx>
- LIPA 4:19 (our junior academy) – <http://www.lipa419.co.uk/>

## Funding, such as Grants and Bursaries, available to our Students

Information on free places for Foundation Certificate students and other financial support can be found on our website:

<http://www.lipa.ac.uk/content/Courses/StudentFinance.aspx>

## Services for which we are entitled to recover a fee together with those fees

Details of our tuition fees can be found on our website:

- Undergraduate Programmes -  
<http://www.lipa.ac.uk/content/Courses/StudentFinance.aspx>
  
- LIPA 4:19 (our junior academy) –  
<http://www.lipa419.co.uk/>

We also charge for auditions, overdue items in the LRC, inter-library loans, printing costs and physiotherapy (Dance students only). Details can be obtained from our Freedom of Information Officer: e-mail: [foi@lipa.ac.uk](mailto:foi@lipa.ac.uk)

## Welfare and Counselling Services

See Part B, Section 5 above - Procedures and Policies relating to student services

## Health including Medical Services

See Part B, Section 5 above - Procedures and Policies relating to student services

## Careers

Information on potential careers for students pursuing our programmes can be obtained from our website: <http://www.lipa.ac.uk/content/Courses.aspx>

## Chaplaincy services

We do not currently provide a chaplaincy service to students

### **Sports and recreational facilities**

**We have a licenced bar, a café and currently three spaces licenced for public performance. We do not have any sports facilities although our students can access LJMU facilities as members of the Liverpool Students' Union**

### **Facilities relating to Music, Arts and other Cultural Activities**

**We have several spaces where public performances take place.**

**You can subscribe to our mailing list via our website: <http://www.lipa.ac.uk/Enews.aspx>**

### **Museums, libraries, special collection and archives**

**We have a Learning Resources Centre. We also have a small exhibition area relating to the history of the Liverpool Institute school**

### **Conference facilities**

**We do not currently hire out our facilities**

### **Advice and guidance**

**See Part B, Section 5 above - Procedures and Policies relating to student services. Our Admissions and International Managers can provide advice to prospective students:**

**Write to:**

**The Liverpool Institute for Performing Arts  
Mount Street  
Liverpool  
L1 9HF**

**Email:**

**[admissions@lipa.ac.uk](mailto:admissions@lipa.ac.uk) (home/EU students)  
[international@lipa.ac.uk](mailto:international@lipa.ac.uk) (international students)**

## Media releases

Media releases are available on our website at:

<http://www.lipa.ac.uk/content/News.aspx>

Alumni newsletters (See Me Now) are available on our website at:

<http://www.lipa.ac.uk/content/AlumniHome/SeeMeNow.aspx>

## Social Media

If you're on Twitter, you can find out all of the latest news from LIPA at [@LIPALiverpool](https://twitter.com/LIPALiverpool)

You can become a friend of LIPA on Facebook by clicking on the link below

[The Liverpool Institute for Performing Arts](#)