

BBSRC

FREEDOM OF INFORMATION PUBLICATION SCHEME

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**BBSRC
POLARIS HOUSE
NORTH STAR AVENUE
SWINDON
SN2 1UH**

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FREEDOM OF INFORMATION ACT:

PUBLICATION SCHEME FOR THE BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL

PART 1: INTRODUCTION

1.1. Biotechnology and Biological Sciences Research Council

The Biotechnology and Biological Sciences Research Council (BBSRC) was established by Royal Charter in 1994 by the incorporation of the former Agricultural and Food Research Council with the biotechnology and biological sciences programmes of the former Science and Engineering Research Council. It is a an executive non-departmental public body (NDPB) principally funded through the Science Budget by the Department for Business, Innovation and Skills.

The Council's mission can be found [here](#).

1.2. Freedom of Information Act 2000

The Freedom of Information (Fol) Act 2000 received Royal Assent on 30 November 2000. It establishes a general right of access to all types of recorded information held by public authorities. The Fol Act applies to a large number of public authorities, including Government Departments and NDPBs.

1.3 Publication Scheme

All public authorities designated within the Fol Act are obliged to adopt and maintain a Publication Scheme. The aim of the Publication Scheme is to set out:

- the classes of information that public authorities publish or intend to publish as a matter of course;
- how the information is, or is intended to be, published;
- whether the material is, or is intended to be, made available to the public free of charge or on payment

The purpose of BBSRC's Publication Scheme is to ensure that as much information as possible is readily available to members of the public (i.e. without the need for specific consideration under the Fol Act) and to inform the public of the extent of material that is available. The term "readily available" means that the information is available on BBSRC's website, may be purchased from Her Majesty's Stationery Office (HMSO), may be obtained from a public library, or will be supplied promptly on receipt of BBSRC by letter, e-mail or telephone call.

More details about the Fol Act 2000 can be found [here](#).

Part 2 of this document sets out the classes of information that BBSRC publishes or intends to publish.

1.4 Responsibility for the Publication Scheme

The Officer with overall responsibility for BBSRC's Publication Scheme is the Chief Executive.

The Officer with responsibility for day-to-day maintenance of the Scheme is the Freedom of Information Officer:

Freedom of Information Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

1.5 Charging for publications

Whether a class includes chargeable information is indicated in **Part 2**. The following categories could apply:

- **free of charge on website** – there is no charge by BBSRC for information taken from its website, although the user would of course have to meet any charges by their Internet service provider, printing costs, etc. For those without internet access, a print-out from the BBSRC website provided by BBSRC would be available by post (see paragraph 1.7 for contact details). However, requests for multiple printouts or for archived copies of documents, which are no longer available on the website, may attract a charge (in advance) for the cost of retrieval, photocopy, postage, etc. This will be made clear at the time of the request;
- **free of charge hard copy** – an existing copy of a leaflet or book held by BBSRC would be free of charge although, depending on size and weight, a charge for copying and posting (if relevant) may be made. This will be made clear at the time of the request;
- **chargeable hard copy** – e.g. “glossy” or other bound paper copies, or in some cases CD-ROM, video or other media, are chargeable as per **Part 2** of the Publication Scheme. Again a charge for posting and packing may be made. This will be made clear at the time of request
- **free of charge to view** – viewing documents at the BBSRC Office is possible, but a charge for photocopying will be made. The relevant charge will be notified at the time and will be payable in advance;
- **access to further information** – where summary information only is available on the website, a charge would have to be paid before the main part of the information could be accessed. This may arise, for example, where the website is used to deliver a value-added customised service, particularly where the basic data are also available to private sector users who may provide their own value-added service. Where this applies, the reason for the charge and the level of charge would be advertised.

Information described as being available electronically can be supplied by e-mail or in hard copy.

- **Charging Schedule** – the schedule below indicates standard postal and printing/photocopying charges which may apply.

Postal Charges

Special Delivery	Courier	1 st class postage	2 nd class postage
A small packet up to 100g £6.15 (to receive by 13pm)	To receive by 13pm £10.90	Large £0.93	Large £0.73
A small packet up to 100g £16.92 (to receive by 9am)	24hr delivery £7.88	Small £0.62	Small £0.53

Printing/Photocopying Charges in black and white

A4 Printing/Copying
Single sided 3p
Double sided 5.5p

1.6 Copyright

The material available through BBSRC's Publication Scheme is subject to copyright protection unless otherwise indicated. BBSRC material protected by copyright may be reproduced free of charge in any format or medium provided it is reproduced accurately and not used in a misleading context. Where any copyright items on this scheme are being republished or copied to others, the source of the material must be identified and the copyright status acknowledged.

Permission to reproduce copyright protected material does not extend to any material accessed through the Publication Scheme that is the property of third parties. Permission to reproduce such material must be obtained from the copyright holders concerned.

1.7 Requests for non-personal information: the Freedom of Information Act 2000 and Environmental Information Regulations 2004

If the information you require is not in the BBSRC Publication Scheme, a request may be made for the information under the **Freedom of Information Act 2000** or the **Environmental Information Regulations 2004** to the Freedom of Information Officer:

Freedom of Information Officer
BBSRC
Polaris House
North Star Avenue

Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

1.8. Requests for personal information: the Data Protection Act 1988

The Data Protection Act 1998 sets out the rules for how organisations process personal data about individuals, and gives individuals the right to find out what personal data is held about them by an organisation, as well as to see and correct any personal data held, and to be advised for what purposes the data are processed. As a 'data controller' BBSRC is committed to the principles of the Data Protection Act.

Any individual wishing to apply for access to their personal data held by BBSRC, should apply **in writing** using the address below:

Data Protection Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

Email: dataprotectionenquiries@bbsrc.ac.uk

Requests for access to personal data will be dealt with promptly and, in any event, within 40 working days of receipt of the request.

If an individual considers that a request by them for access to their personal data was not dealt with in accordance with the Data Protection Act 1988, they may take further action as follows:

- They may request an internal review by contacting:

Complaints Officer
Communications and Information Management Group
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

Email: complaints.officer@bbsrc.ac.uk

- They may write to the Information Commissioner, who may do one of the following:
 - make an assessment as to whether it is likely or unlikely that the Council has complied with the Act;
 - issue enforcement proceedings if satisfied that the Council has contravened one of the Data Protection Principles;

- recommend that the individual applies to court alleging a failure to comply with the subject access provisions of the Act.
- They may apply to the court alleging a failure to comply with the subject access provisions of the Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damage suffered as a result, and any associated distress

1.9 Comments about this Publication Scheme

If you have any comments or complaints about BBSRC's Publication Scheme, or if you think BBSRC has not supplied information in accordance with its Scheme, you should write in the first instance to the contact below.

Freedom of Information Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

If, after the investigation of your complaint, you remain dissatisfied then you may ask for the matter to be reviewed internally by the BBSRC Complaints Officer (complaints.officer@bbsrc.ac.uk). If you are still dissatisfied then you may refer your complaint to the Information Commissioner.

BBSRC aims to deal with the investigation of complaints within 20 working days. BBSRC's Complaints Procedure is published on the BBSRC website: <http://www.bbsrc.ac.uk/about/openness-transparency/complaints/>

FREEDOM OF INFORMATION ACT 2000:

PUBLICATION SCHEME FOR THE BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL (BBSRC)

PART 2: CLASSES OF INFORMATION

The Publication Scheme contains broad topic areas to help individuals find the information they are looking for. Within each topic area, there are identifiable classes of information that the BBSRC publishes or intends to publish:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing?
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information that falls into the classes above will be retained in line with BBSRC's retention and disposal schedules, in accordance with Public Record Office guidelines.

2.1 Who we are and what we do

Information about BBSRC's organisation, structures, locations and contacts

Class	Information and Format available
Roles and responsibilities	BBSRC Royal Charter or photocopy available upon request from the Council Secretariat BBSRC's mission BBSRC's remit BBSRC Executive
Organisational structure	BBSRC Structure BBSRC Council: BBSRC Council Handbook for Council, Board, Panel and Committee Members Code of Practice for Council Members BBSRC Boards:

Class	Information and Format available
	<p>Appointments Board</p> <p>Audit Board</p> <p>Remuneration Board</p> <p>BBSRC Strategy (Advisory) Panels</p> <p>BBSRC Strategy (Advisory) Panels</p> <p>BBSRC Committees:</p> <p>Research Committees A-E</p> <p>Institutes and centres strategically funded by BBSRC</p> <p>BBSRC Institutes and Centres</p>
<p>Legislation and guidance relevant to BBSRC's functions</p>	<p>Financial Reporting Manual</p> <p>Managing Public Money</p> <p>Green Book</p>
<p>BBSRC's partners</p>	<p>Government Departments and Agencies:</p> <p>Department for Business, Innovation and Skills</p> <p>Department for Environment, Food and Rural Affairs</p> <p>Department for International Development</p> <p>Department of Health</p> <p>Food Standards Agency</p> <p>Parliamentary Office for Science and Technology</p> <p>Scottish Executive</p> <p>UK Space Agency</p> <p>Research Councils:</p> <p>Research Councils UK (RCUK)</p> <p>Arts and Humanities Research Council</p> <p>Economic and Social Research Council</p> <p>Engineering and Physical Sciences Research Council</p> <p>Medical Research Council</p> <p>Natural Environment Research Council</p> <p>Science and Technology Facilities Council</p> <p>UK Shared Business Services</p> <p>UK Research Office (UKRO)</p> <p>Non-Departmental Public Bodies:</p>

Class	Information and Format available
	<p>Innovate UK</p> <p>Higher Education Funding Council for England</p> <p>UK Atomic Energy Authority</p> <p>Institutes and centres strategically funded by BBSRC</p> <p>BBSRC Institutes and Centres</p> <p>UK Collaborative on Development Sciences</p> <p>BBSRC and Strategically funded Institutes Concordat</p> <p>Research and Technology Clubs:</p> <p>Research and Technology Clubs</p> <p>Collaborative Programmes of Research</p> <p>Independent Organisations:</p> <p>British Science Association</p> <p>British Council</p> <p>Innovate UK</p> <p>National Centre for the Replacement, Refinement and Reduction of Animals in Research</p> <p>Rainbow Seed Fund</p> <p>Royal Society</p> <p>Royal Society of Edinburgh</p> <p>International Organisations:</p> <p>European Molecular Biology Organisation</p> <p>European Science Foundation</p> <p>Human Frontier Science Program</p> <p>Universities, Research Institutions and Companies:</p> <p>BBSRC funds research and training in UK universities and research institutions. Information on funding awarded can be found in the BBSRC Portfolio Analyser</p>
CE's or Council members' meetings with Ministers and external organisations	<p>CE's Blog</p> <p>Council minutes</p>
Senior staff and management boards	<p>BBSRC Executive</p> <p>BBSRC Council</p> <p>BBSRC Appointments Board</p>

Class	Information and Format available
	BBSRC Audit Board BBSRC Strategy (Advisory) Panels BBSRC Research Committees A-E
Location and contact details for BBSRC	BBSRC Swindon Office

2.2 What we spend and how we spend it

Financial information relating to BBSRC's projected and actual income and expenditure, tendering, procurement and contracts.

Class	Information and Format Available
Financial statements, budgets and variance reports	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied) Research Councils' Pension Schemes Accounts Data of BBSRC's expenditure above £25,000 Data of BBSRC's Government Procurement Card expenditure over £500 data.gov.uk
Capital programmes	BBSRC Annual Reports and Accounts
Spending Reviews	BBSRC Delivery Plans earlier documents may be available upon request (a charge may apply) BBSRC Scorecards: Deliverables and Targets earlier documents may be available upon request (a charge may apply)
Financial audit reports	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied)
Senior staff and board members' allowances and expenses	Allowances for BBSRC Staff BBSRC Travel Policy: hard copy available upon request from the Finance Group BBSRC Travel and Subsistence Guidelines for Council, Boards, Panels and Committees: Handbook Allowances and expenses paid to senior staff and Board Members: available upon request Executive Directors' salaries and allowances (available in annual reports)

Class	Information and Format Available
Pay and grading structures	BBSRC Pay and Allowances BBSRC Salary Bands BBSRC Transparency of Salaries Senior staff salaries are available in BBSRC Annual Reports and Accounts
Procurement and tendering processes	UK SBS delivers shared business services to BBSRC in the area of finance, procurement, HR and ICT
Financial statements for projects and events	Events
BBSRC's internal financial regulations	<p>Management Statement and Financial Memorandum:</p> <p>The Combined Management Statement and Financial Memorandum between BBSRC and BIS is included in the Code of Practice for Council Members</p> <p>Grant Agreements with Institutes strategically funded by BBSRC:</p> <p>Babraham Institute</p> <p>John Innes Centre</p> <p>Rothamsted Research</p> <p>The Pirbright Institute</p> <p>Insitute of Food Research</p> <p>The Genome Analysis Centre</p>

2.3 What are our priorities and how we are doing

Information about BBSRC's strategy and performance, plans, assessments, inspections and reviews.

Class	Information and Format Available
Strategic Plans	BBSRC Strategic Plans or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC Business Interaction Strategy BBSRC Evaluation Strategy for Research Programmes and Schemes Joint Funder Strategies

Class	Information and Format Available
Annual business plan	BBSRC Delivery Plans earlier documents may be available upon request (a charge may apply) BBSRC Scorecards: Deliverables and Targets earlier documents may be available upon request (a charge may apply)
Annual Reports and Accounts	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied) Research Councils' Pension Schemes Annual Reports and Accounts
Internal and external performance reviews	BBSRC Operational Reviews Reviews of Scientific Areas Reviews of Working with Business Activities Research Evaluation Impact reports earlier documents may be available upon request (a charge may apply) Consultations
Reports to Parliament	Evidence to Inquiries and Consultations
Inspection reports where BBSRC is subject to formal inspection	None
Privacy impact assessments	Available upon request (a charge may be applied)
Service standards	BBSRC Service First Statement BBSRC Complaints Procedure
Statistics	Information on BBSRC Spending Analysis, Top-funded Universities, Funding to Institutes, Efficiency Savings can be found in the Annual Report
Public service agreements	BBSRC Service First Statement BBSRC Complaints Procedure

2.4 How we make decisions

Information about BBSRC's policy proposals and decisions, decision-making processes, internal criteria and procedures, and consultations.

Class	Information and Format Available
Major policy proposals and decisions	Policies and standards
Background information relating to major policy proposals and decisions	Reviews and Consultations
Public consultations	BBSRC Guidance on the Process of Consultation Open Consultations and Reviews from Previous Consultations
Minutes of senior-level meetings	<p>BBSRC Council minutes and papers for previous 3 years are available through the link below. Earlier minutes and papers are available upon request from Council Secretariat (a charge may apply):</p> <p>Minutes of BBSRC Council</p> <p>Minutes of BBSRC Strategy (Advisory) Panels</p> <p>BBSRC Research Committees:</p> <p>The minutes of Research Committee meetings are not currently made publicly available but information on applications awarded funding can be found via the following links:</p> <p>BBSRC Portfolio Analyser</p> <p>Application Success Rates</p>
Reports and papers provided for consideration at senior-level meetings	<p>BBSRC Council:</p> <p>BBSRC Council: Agendas and Papers</p>
Internal BBSRC communications guidance and criteria used for decision-making	<p>Applications for BBSRC Research Grants:</p> <p>Application guidance</p> <p>Information for reviewers</p> <p>Applications for BBSRC Fellowships:</p> <p>BBSRC Fellowships</p> <p>Information for reviewers</p> <p>Applications for BBSRC Studentships:</p>

Class	Information and Format Available
	<p>BBSRC Studentships</p> <p>Expressions of Interest for memberships of the Pool of Experts and Strategy (Advisory)</p> <p>BBSRC Appointments Board: Appointment Guidelines</p> <p>Peer Review</p> <p>Information for reviewers</p>

2.5 Our Policies and procedures

Information about BBSRC's current written protocols for delivering its functions and responsibilities.

Class	Information and Format Available
<p>Policies and procedures for the conduct of BBSRC business</p>	<p>BBSRC Research Funding:</p> <p>BBSRC Research Grants Guide</p> <p>BBSRC Statement on Safeguarding Good Scientific Practice</p> <p>BBSRC Data Sharing Policy</p> <p>Responsibility in the Use of Animals in Bioscience Research or hard copy available upon request from the External Relations Unit (a charge may be applied)</p> <p>BBSRC Fellowships and Studentships:</p> <p>BBSRC Research Fellowships Handbook</p> <p>Training Grants FAQs</p> <p>Information for reviewers</p> <p>Intellectual Property:</p> <p>BBSRC Impact</p> <p>BBSRC Knowledge Exchange and Commercialisation Policy</p> <p>Operational Policies:</p> <p>BBSRC Environmental Policy</p> <p>BBSRC Energy Policy</p> <p>BBSRC Policy for Implementing the Freedom of Information Act 2000 and Environmental Information Regulations 2004</p> <p>BBSRC Privacy Policy</p> <p>BBSRC Ethical Monitoring Process</p>

Class	Information and Format Available
Policies and procedures for the provision of services	BBSRC Service First Statement BBSRC Complaints Procedure
Policies and procedures for the recruitment and employment of staff	<p>Working for BBSRC:</p> BBSRC Employment Code Employment Statistics <p>Recruitment:</p> Current Vacancies <p>Diversity and Equal Opportunities:</p> BBSRC Equality and Diversity Strategy
Customer Service	BBSRC Service First Statement BBSRC Complaints Procedure
Records management and personal data policies	BBSRC Privacy Policy BBSRC Information and Records Management Policy BBSRC Data Protection Policy
Fileplans	None
Charging regimes and policies	<p>BBSRC's Publication Scheme:</p> <p>As stated in the BBSRC Policy for Implementing the Freedom of Information Act 2000 and Environmental Information Regulations 2004, information in BBSRC's Publication Scheme is either free of charge or made available for a reasonable charge in line with Information Commissioner's advice.</p> <p>Freedom of Information Requests:</p> <p>For information requested under the Freedom of Information Act 2000, BBSRC will follow the Information Commissioner's advice on the application of the appropriate limit and fees.</p> <p>If BBSRC makes a charge for information, a fees notice will be issued to the applicant. The fee must be paid to BBSRC within a period of three months, beginning with the day on which the notice is issued.</p> <p>Data Protection Subject Access Requests:</p> <p>As stated in the BBSRC Privacy Policy, BBSRC may charge a fee for a copy of the information it holds about a living individual.</p>

2.6 Lists and registers

Information held by BBSRC in registers required by law and other lists and registers relating to BBSRC's functions.

Class	Information and Format Available
Public registers and registers held as a public record	Not applicable
Asset registers and information asset register	Capital Asset Register: hard copy available upon request from Finance Group Information Asset Register: available upon request (a charge may be applied)
CCTV	Not applicable
Disclosure logs	BBSRC responses under the Freedom of Information Act
Register of gifts and material hospitality	Register of gifts and material hospitality for BBSRC staff: hard copy available upon request from the Council Secretariat BBSRC Guidance on Gifts and Material Hospitality For Board members' gifts and material hospitality please refer to section below
Registers of declared interests	<p>BBSRC Council: BBSRC Council: Register of Members' Declared Interests</p> <p>BBSRC Senior Staff: BBSRC Senior Staff: Register of Members' Declared of Interests</p> <p>BBSRC Boards: Appointments Board: Register of Members' Declared Interests Audit Board: Register of Members' Declared Interests</p> <p>BBSRC Strategy (Advisory) Panels: Agriculture and Food Security: Register of Members' Declared Interests Bioscience for Health: Register of Members' Declared Interests Exploiting New Ways of Working: Register of Members' Declared Interests Industrial Biotechnology and Bioenergy: Register of Members' Declared Interests Bioscience for Industry Strategy Panel: Register of Members' Declared Interests Bioscience Skills and Careers Strategy Panel Register of Members'</p>

Class	Information and Format Available
	Declared Interests Bioscience for Society Strategy Panel: Register of Members' Declared Interests BBSRC Research Committees: Research Committee A: Register of Members' Declared Interests Research Committee B: Register of Members' Declared Interests Research Committee C: Register of Members' Declared Interests Research Committee D: Register of Members' Declared Interests Research Committee E: Register of Members' Declared Interests

2.7 The services we offer

Information on advice and guidance provided by BBSRC, booklets and leaflets, transactions and media releases and a description of services offered by BBSRC.

Class	Information and Format Available
Regulatory responsibilities	Office for National Statistics
Services for public authorities	<p>Joint Building and Office Services (JBOS), hosted by BBSRC, provides efficient, cost-effective and timely services to meet the agreed needs of the seven Swindon-based Research Councils.</p> <p>Joint Superannuation Services (JSS), hosted by BBSRC, administers the Research Councils' Pension Scheme.</p> <p>Audit and Assurance Services Group (AASG), hosted by BBSRC, provides independent, objective audit and consulting services to the Research Councils.</p>
Services for industry	<p>Working with Business</p> <p>Flyers, leaflets, books and posters on a number of schemes for partnership with industry are available upon request from the Business and Innovation Unit</p>
Services for other organisations	<p>Schools:</p> <p>Schools and Young People</p> <p>Applying for BBSRC Funding:</p> <p>How to apply for research funding</p> <p>BBSRC Grants Guide</p>

Class	Information and Format Available
	BBSRC's Portfolio BBSRC Schemes for Collaborative R&D BBSRC Schemes for Commercialisation BBSRC Fellowship Schemes BBSRC Studentship Schemes International Research Opportunities
Services for members of the public	Impact of BBSRC-funded Research: BBSRC Impact Public Engagement: Public engagement strategy and funding BBSRC Public Exhibitions BBSRC Attitude Studies BBSRC Dialogue Activities Public accountability Events
Services for which BBSRC is entitled to recover a fee	The Genome Analysis Centre UK Research Office (UKRO) is hosted by BBSRC and provides advice and information about EU funding for research and higher education
Leaflets, booklets and newsletters	BBSRC Business or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC Corporate Brochures BBSRC News
Advice and guidance	BBSRC Research Grants Guide BBSRC Research Fellowships Handbook BBSRC Guide to Studentship Eligibility
Media releases	News, events and publications