



Publication Scheme

May 2023

Arts Council England Publication scheme

The Freedom of Information Act requires all public authorities to have a Publication Scheme. Arts Council England has adopted the Information Commissioner's Model Publication Scheme.¹

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

¹ Model Publication Scheme
Version 1.2
20151023

The Publication Scheme is a document that describes the types of information that we routinely publish, where you can find the information and whether we charge for supplying it. It is not a list of our publications nor is it a list of every document that we hold.

Arts Council England is committed to routinely publishing information and, where possible, providing quick and easy access to material without any need for a formal written request. We do this by publishing as much information as we can through our website, which is designed to function as the key source of our Publication Scheme.

This scheme lists the different types of information that we routinely make available. The scheme is divided into seven categories which describe the general headings under which information is published; each category is further divided into sub-categories for ease of access.

Classes of information

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

Find out about how we are governed, our investment in the arts, museums and libraries, our areas and how to contact us:

<https://www.artscouncil.org.uk/our-organisation>

Find out about our organisation structure:

<https://www.artscouncil.org.uk/our-organisation/our-leadership-structure>

Find out about what we do:

<http://www.artscouncil.org.uk/about-us/supporting-arts-and-culture>

Find out about some of our projects and our work:

<https://www.artscouncil.org.uk/how-we-invest-public-money-o>

<https://www.artscouncil.org.uk/our-strategy-2020-2030>

<https://www.artscouncil.org.uk/lets-create>

Find out about research and data reports recently published and those scheduled to be published in the future:

<https://www.artscouncil.org.uk/research-and-data>

2. What we spend and how we spend it.

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

Find out about how and where we invest public money:

[How we invest public money | Arts Council England](#)

Find out about Arts Council's funding and which individuals and organisations have benefited from our investment:

<https://www.artscouncil.org.uk/how-we-invest-public-money-o>

Find details of all awards offered through Project Grants here:

[Project Grants data | Arts Council England](#)

See our current and previous year's Annual Review (which includes our Accounts):

[Annual reports | Arts Council England](#)

We break down spending into detail so you can see where your money goes, how we're paid and what expenses we claim.

<https://www.artscouncil.org.uk/our-organisation/expenditure-data>

Find out about our procured goods, services and works by either issuing competitive tenders or invitations to quote in line with UK government policy and all relevant legal requirements:

<https://www.artscouncil.org.uk/supplying-arts-council>

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

Find out about Let's Create, our strategy for the next ten years.:

<https://www.artscouncil.org.uk/lets-create>

See our current Annual Reviews (which includes our Accounts):

[Annual reports | Arts Council England](#)

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Find out about our Governance and the terms of reference of our National Council

and Committees:

<https://www.artscouncil.org.uk/our-organisation/our-leadership-structure>

Read the minutes of our National Council:

<https://www.artscouncil.org.uk/our-organisation/national-council>

Find out how we make decisions and invest public money:

<https://www.artscouncil.org.uk/how-we-invest-public-money-o>

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Find guidance on how to apply for Arts Council Funding:

<https://www.artscouncil.org.uk/our-open-funds>

6. Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Not applicable

7. The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Find out more about our different areas of focus below:

<https://www.artscouncil.org.uk/developing-creativity-and-culture>

Find out more about our support for arts, museums and libraries

<https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries>

Browse our news and our publications:

<https://www.artscouncil.org.uk/creative-matters/news>

Find out about conferences and events:

[Events | Arts Council England](#)

Find out about our procedures for dealing with complaints and the sorts of things people can make a formal complaint about:

<https://www.artscouncil.org.uk/making-complaint>

Charging for Information

We make no charge for information available on our website or for providing paper copies of documents requested through the Freedom of Information Act. However, please note if you request multiple copies of the same document, or different documents, a charge may be made.

Freedom of Information Requests

Information held by a public authority that is not published under this scheme or on our website can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Please contact:

The Information Team

Arts Council England

The Hive

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Manchester

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information@artscouncil.org.uk