

THE INSTITUTE OF CANCER RESEARCH

Freedom of Information Act 2000

GUIDE TO INFORMATION

The Institute's [Publication Scheme](#) is supported by this Guide to Information which describes in more detail:

- the information we will routinely make available;
- how the information can be accessed; whether available on the internet or by requesting a hard copy from the relevant department;
- whether or not a charge will be made for it under published [Fee Charges](#)

Where information is not available on our website, a request to the relevant department will be replied to within five working days. Where a request covers a large amount of information, it may be provided over an appropriate period of time, proportionate to the amount of information. In this instance, we will contact you to ask what information you are particularly interested in and whether you would prefer to receive it in any particular order.

The guide and the operation of the scheme will be reviewed annually.

What about information not covered by the publication scheme?

You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its Publication Scheme.

Requests need to be made in writing. We have 20 working days to respond. We may charge a fee, which will have to be calculated according to [Fee Charges](#). We are not required to release information to which an exemption in the Act legitimately applies.

To request information **not** available through our publication scheme, please contact:

Ms Rosnah Dempster
Information Manager
The Institute of Cancer Research
123 Old Brompton Road
London SW7 3RP
Tel: 020 7153 5112
Email: foi@icr.ac.uk

Complaints

Any questions, comments or complaints about this scheme should be sent in writing to the above address.

The Institute has a [Complaints Procedure For Access Rights Under The Freedom Of Information Act 2000](#).

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Who we are and what we do

This section covers **current** information relating to organisational information, structures, locations and contacts.

Class	Description	Manner	Fee
Legal framework	<ul style="list-style-type: none"> Memorandum and Articles of Association 	Hard copy from Information Manager, Secretariat	Nil
How The Institute is organised	<ul style="list-style-type: none"> Corporate Governance including membership of the Governing Body and sub-committees Terms of Reference for the Governing Body and the sub-committees that report to the Governing Body Management structure and responsibilities of senior personnel Research structure and key personnel Education structure and key personnel 	Corporate Governance Hard copies from Information Manager, Secretariat Management Structure Research Education	Nil
Location and contact details	<ul style="list-style-type: none"> Staff contacts Addresses and directions to The Institute's three sites 	Contact Us Getting here	Nil
Subsidiary companies	<ul style="list-style-type: none"> Subsidiary companies 	Annual Accounts	

What we spend and how we spend it

This section covers financial information relating to The Institute's projected and actual income and expenditure, procurement, contracts and financial audit. **Financial information is available for the current year and previous two financial years.**

Class	Description	Manner	Fee
Funding/Income	<ul style="list-style-type: none"> Infrastructure funding Institute's income summary Institute's expenditure summary 	Infrastructure Funding Institute's Income Institute's expenditure Hard copies from directoroffinance@icr.ac.uk	Nil
Research Funding	<p>Internal</p> <ul style="list-style-type: none"> Research funding <p>External</p> <ul style="list-style-type: none"> Annual grant analysis return to HEFCE Annual grant analysis return to HESA 	Research Funding HEFCE Return Hard copy from directoroffinance@icr.ac.uk	Nil
Budgetary and account information	<ul style="list-style-type: none"> Annual Report and Accounts 	Annual Accounts Hard copies from directoroffinance@icr.ac.uk	Nil
Financial regulations and procedures	<ul style="list-style-type: none"> Investment Policy Reserves Policy Standing Financial Instructions Procedures for travel, subsistence and hospitality A guide for members to USS pension scheme 	Hard copies from directoroffinance@icr.ac.uk Hard copy from HR Manager (Ops), Human Resources	Nil
Procurement and tender procedures	<ul style="list-style-type: none"> Purchasing policies and procedures 	Hard copies from Purchasing Manager, Facilities	Nil
Contracts	<ul style="list-style-type: none"> Current and forthcoming Purchasing contracts of a value above £50k 	Contracts Hard copy from Purchasing Manger, Facilities	

What are our priorities and how are we doing

This section covers strategies and plans, performance indicators, audits, inspections and reviews.
Information is available for the current year and the previous three years.

Class	Description	Manner	Fee
Institute strategies and reports	<ul style="list-style-type: none"> Strategic Plan Scientific Strategy Annual Review Annual Research Report <ul style="list-style-type: none"> Teaching & Learning Strategy Academic Framework 	<p>Strategic Plan Scientific Strategy Annual Review Annual Research Report</p> <p>Hard copies from Information Manager, Secretariat</p> <p>Learning & Teaching Strategy</p> <p>Hard copies from Deputy Director, Academic Services</p>	Nil
Review information	<p>Internal</p> <ul style="list-style-type: none"> Terms of Reference for the Quality Assurance of Learning & Teaching Committee <p>External</p> <ul style="list-style-type: none"> Outcome of the Funding Council's Research Assessment Exercise Report by the Quality Assurance Agency 	<p>Hard copies from Deputy Director, Academic Services</p> <p>RAE Outcome QAA Report</p>	Nil

How we make decisions

Information relating to decision making processes and records of decisions. **Information is available for the current year and the previous three years.**

Class	Description	Manner	Fee
Minutes	<ul style="list-style-type: none">• Board of Trustees• Academic Board• Corporate Management Group Summaries • Quality Assurance of Learning & Teaching Committee	<p>Hard copies from Information Manager, Secretariat</p> <p>Hard copies from Deputy Director, Academic Services</p>	Nil

Our Policies and Procedures

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

Class	Description	Manner	Fee
Access to information	<ul style="list-style-type: none"> • Procedures for handling requests for information • Freedom of Information complaints procedure • Freedom of Information Fees Regulations 	Requests FOI Complaints FOI Fee Policy	Nil
Governance	<ul style="list-style-type: none"> • Procedures for appointment to the Governing Body • Board of Trustees • Code of best practice for members of the Governing Body • Public interest disclosure policy and procedure 	Hard copies from Information Manager, Secretariat	Nil
Academic Services	<ul style="list-style-type: none"> • Procedure for the award of honorary degrees • ICR regulations on general academic examinations and course regulations 	Hard copy from Information Manager, Secretariat Hard copies from Deputy Director, Academic Services	Nil
Student Services	<ul style="list-style-type: none"> • Admissions policy • Code of practice for research degrees including internal discipline, complaint and appeals procedures • MSc student handbook • MSc student discipline and complaint procedures • Procedures for the restriction of access to the thesis 	Hard copies from Deputy Director, Academic Services	Nil
Human Resources	<ul style="list-style-type: none"> • Policies and procedures relating to conditions of employment • Grievance policy and procedure • Disciplinary policy and procedure • Bullying and harassment policy and guidelines • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff • Policies on upgrades and promotions • Salary scales 	Hard copies from HR Manager (Ops), Human Resources	Nil
Recruitment	<ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment 	Hard copies from HR Manager	Nil

	<ul style="list-style-type: none"> • Job vacancies 	(Ops), Human Resources Vacancies	
Equality & Diversity	<ul style="list-style-type: none"> • Policies, schemes and annual reports relating to Equal Opportunities, Race Equality, Gender Equality and Disability Equality 	Equality & Diversity	Nil
Health & Safety and Estates Management	<p>External</p> <ul style="list-style-type: none"> • EcoCampus Environmental Scheme <p>Internal</p> <ul style="list-style-type: none"> • Draft Environmental Policy • Waste Disposal Policy • Statement of Institute Safety Policy • Management of Health & Safety at Work 	EcoCampus Hard copies from Facilities: Project Manager Site Manager Chief Health & Safety Officer	Nil
Information Governance	<ul style="list-style-type: none"> • Information security policies • Records management and archiving policies • Data protection policies 	Hard copies from Information Manager, Secretariat	Nil
Research Policy & Strategy	<ul style="list-style-type: none"> • Intellectual property policy and procedures • General information relating to technology transfer and spin-out companies • Knowledge Transfer Strategy • Declaration of competing financial interests in published research policy • Terms of reference for Joint Research Committee • Procedure for the investigation and management of complaints arising from fraud or misconduct in medical and scientific research • Policies and procedures for good practice in clinical research • Policy for the removal, storage, use and disposal of human tissue for research available early 2009 	Hard copy from Business Development Manager, Enterprise Unit Technology Transfer Knowledge Transfer Strategy Hard copies from Information Manager, Secretariat Hard copies from Deputy Director, Academic Services	Nil

List and Registers

Currently maintained lists and register

Class	Description	Manner	Fee
Publicly available registers	<ul style="list-style-type: none">• Declaration of Interests of Governing Body members	Hard copy from Information Manager, Secretariat	Nil
Register of gifts and hospitality	<ul style="list-style-type: none">• Guidance on Acceptance of Gifts, Reward and Hospitality	Hard copy from Information Manager, Secretariat	Nil
Register of interests	<ul style="list-style-type: none">• Memorandum and Proforma for Declaration of Interests• Consultancy Policy	Hard copies from Information Manager, Secretariat	Nil

The services we offer

Current information about the services we offer

Class	Description	Manner	Fee
Services	• Prospectus	Postgraduate Prospectus	Nil
	• Student Committee (Student Union)	Student Committee	Nil
	• Course content	PhD Studentships MSc in Oncology	Nil
	• Media releases	News	Nil
	• Interactive education	Interactive Education	Modules only available as per website
	• Publications database	Publications Hard copies of only open source papers available from Information Manager, Secretariat	Disbursement costs charged as per Fee Policy

Approved by the Corporate Management Group 25.11.2008 Minute Reference CMG/11/08/43

Secretariat 24.11.2008 PS.GuidetoInfo.20009.Final