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, requests for hard copies should be made to the ICR at the address below and 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.

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 hard copies or information **not** available through our publication scheme, please contact:

Head of Information Governance
The Institute of Cancer Research
123 Old Brompton Road
London SW7 3RP Tel: 020 7153 5412
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

Last reviewed 13th April 2023

CONTENTS

Information	Documentation	Web link
Who we are and what we do; Organisational information structures, locations and contacts.		
Legal framework	Memorandum and Articles of Association	https://www.icr.ac.uk/about-us/how-we-are-structured/corporate--governance
How the institution is organised	Corporate Governance including membership of the Governing Body and sub-committees	https://www.icr.ac.uk/about-us/how-we-are-structured/corporate--governance
	Terms of Reference for the Governing Body and the sub-committees that report to the Governing Body	Hard copy only
	Management structure and responsibilities of senior personnel	https://www.icr.ac.uk/about-us/how-we-are-structured
	Research structure and key personnel	https://www.icr.ac.uk/our-research/research-divisions
		https://www.icr.ac.uk/our-research/researchers-
	Education structure and key	https://www.icr.ac.uk/studying-and-training
Location and contact details	Staff contacts	https://www.icr.ac.uk/contacts
	Addresses and directions to The Institute's sites	
Lists of and information relating to organisations which the HEI has responsibility for, those it works in partnership with, those it sponsors and companies wholly or partially owned by it.	Subsidiary companies found in Annual Accounts	http://www.icr.ac.uk/about-us/how-we-are-funded/annual-reports

Student activities	Student Committee terms of reference	Available on request
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.		
Funding / income.	Institute's income summary	http://www.icr.ac.uk/about-us/how-we-are-funded
	Institute's expenditure summary	http://www.icr.ac.uk/about-us/how-we-are-funded/income-and-expenditure
Financial statements, budgets and variance reports including audit and capital programme information	Annual Report and Accounts	http://www.icr.ac.uk/about-us/how-we-are-funded/annual reports
Financial regulations and procedures	Investment Policy	Hard copy only
	Reserves Policy	
	Standing Financial Instructions	
	A guide for members to The Institute pension scheme	Hard copy only
Staff allowances and expenses	Procedures for travel, subsistence and hospitality	Hard copy only
Staff pay and grading structures	Salary scales	Hard copy only
Register of suppliers	Suppliers report	Hard copy only
Procurement and tender procedures and reports	Purchasing policies and procedures	Hard copy only

	Ratification /Tender Reports	Hard copy only
Contracts		https://in-tendhost.co.uk/icr/aspx/Home
Research funding	Research funding including grants income	https://www.icr.ac.uk/about-us/how-we-are-funded/annual-reports

What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.		
Annual report	Strategic Plan	https://www.icr.ac.uk/about-us/strategy-2022-27
Corporate and business plans	Annual Review	Hard copy only
	Annual Reviews for Development	Hard copy only
Teaching and learning strategy	Teaching & Learning Strategy	https://www.icr.ac.uk/about-us/strategy-2022-27/inspiring-tomorrow's-leaders
Academic quality and standards	Academic Framework	http://www.icr.ac.uk/studying-at-the-icr/resources-and-support/policies-and-strategies/quality-assurance
Data Protection Impact Assessments	Data Protection Impact Assessments summary	Hard copy only
External and internal audit; review information	<u>Internal</u>	
	Terms of Reference for Academic Board *(Academic Board approve teaching*	Hard copy only
	<u>External</u>	
	Outcome of the Research	https://www.icr.ac.uk/about-us/our-achievements/our-academic-excellence
	Report by the Quality	https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Institute-

Corporate relations	Consultancy Policy	Hard copy only
Government and regulatory reports	Quality Assurance Agency Institutional Review (as above)	https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Institute-of-Cancer-Research
The HEI's compliance with its duties under the Equality Act 2010	Annual Equalities Report	https://www.icr.ac.uk/about-us/strategy-2022-27/equality-and-diversity

How we make decisions		
Decision making processes and records of decisions.		
Agendas, officers' reports, background papers and minutes from governing body, Council / Senate, academic boards, steering groups and committees	Board of Trustees agenda and minutes	Hard copy only
	Academic Board	Hard copy only
	Executive Strategy Board Summaries	Hard copy only
Teaching and learning committee minutes	Academic Board minutes	Hard copy only
Appointment committees and procedures	Procedures for appointment to the Governing Body	Hard copy only
	Whistle Blowing Policy	Hard copy only
Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities.		
Policies and procedures for conducting HEI business Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included.	HEFCE Financial Memorandum	Hard copy only

Procedures and policies relating to academic services	Procedure for the award of honorary degrees	Hard copy only
	ICR regulations on general academic examinations and course regulations	Hard copy only
Procedures and policies relating to student services	Admissions policy	https://www.icr.ac.uk/studying-and-training/phds-for-science-graduates/entry-requirements
	Code of practice for research degrees including internal discipline, complaint and appeals procedures	https://www.icr.ac.uk/studying-and-training/resources-and-support/policies-and-strategies
	MSc student handbook	https://www.icr.ac.uk/studying-and-training/resources-and-support/policies-and-strategies
	MSc student discipline and complaint procedures	https://www.icr.ac.uk/studying-and-training/resources-and-support/policies-and-strategies
	Procedures for the restriction of access to the thesis	Hard copy only

Procedures and policies relating to human resources	Policies and procedures relating to conditions of employment	Hard copy only
	Grievance policy and procedure	Hard copy only
	Disciplinary policy and procedure	Hard copy only
	Bullying and harassment policy and guidelines	Hard copy only
	Induction – details of areas coved and procedures	Hard copy only
	Policies and procedures relating to probation	Hard copy only
	Policies and procedures pertaining to appraisal	Hard copy only
	Policies and procedures relating to the on-going development of staff	Hard copy only
	Policies on upgrades and promotions	Hard copy only

Pay policy statement	Pay Policy for Senior Staff included in Annual Report	https://www.icr.ac.uk/about-us/how-we-are-funded/annual-reports
Procedures and policies relating to recruitment	Policies, statements, procedures and guidelines relating to recruitment	Hard copy only
	Job vacancies	https://www.icr.ac.uk/careers
Code of Conduct for members of governing bodies	Code of best practice for members of the Governing Body	Hard copy only
Equality and Diversity policies; Equality Scheme	Policies, schemes and annual reports relating to Equal Opportunities, Race Equality, Gender Equality and Disability Equality	https://www.icr.ac.uk/about-us/strategy-2022-27/equality-and-diversity
Health and Safety	Health, Safety and Environment Policy	Hard copy only
Estate management	ISO 14001 Environmental Management (replacing Eco Campus Scheme)	Hard copy only
	Environmental Policy	Hard Copy only
	Waste Disposal Policy	Hard Copy only
	Estates Strategy	Hard Copy only
	Waste Index	Hard copy only
	B&M Maintenance Strategy containing Maintenance Policy	Hard copy only

	15 years Maintenance Plan (active working document)	Hard copy only
Complaints policy	Freedom of Information complaints procedure	https://www.icr.ac.uk/about-us/strategy-2022-27/responsibility/freedom-of-information
Charging regimes and policies	Freedom of Information Fees Regulations	https://www.icr.ac.uk/about-us/strategy-2022-27/responsibility/freedom-of-information
Records management and personal data policies	Information security policies	Hard copy only
	Records management and archiving policies	Hard copy only
	Data protection policies	Hard copy only
Fileplans	Record retention schedules	Hard copy only
Research policy and strategy	General information relating to technology transfer and spin-out companies	https://www.icr.ac.uk/working-with-industry
	Knowledge Transfer Strategy	https://www.ukri.org/wp-content/uploads/2022/11/RE-031122-KnowledgeExachangeBusinessCommercialisation.pdf https://www.ukri.org/what-we-offer/browse-our-areas-of-investment-and-support/higher-education-innovation-fund/
	Intellectual property policy and procedures	Hard copy only
	Declaration of competing financial	Hard copy only

	Terms of reference for Joint Research Committee	Hard copy only
	Procedure for the investigation and management of complaints arising from fraud or misconduct in medical and scientific research	https://www.icr.ac.uk/media/docs/default-source/corporate-docs-accounts-and-annual-reports/annual-accounts/misconduct-in-research.pdf
	Policies and procedures for good practice in clinical research	Hard copy only
	Policy for the removal, storage, use and disposal of human tissue for research	Hard copy only
Lists and registers		
Any information we are currently legally required to hold in publicly available registers	Declaration of Interests of Governing Body members	Hard copy only
Asset registers	Estates Strategy	Hard copy only
Information asset register	Information asset register	Hard copy only
CCTV	Spreadsheet stating location of each individual camera on the Sutton Site	Hard copy only
Any register of interests kept in the HEI	Memorandum and Proforma for Declaration of Interests	Included in annual reports and accounts

Register of gifts and hospitality provided to senior staff	Guidance on Acceptance of Gifts, Reward and Hospitality	Hard copy only
Senior staff's declaration of interests	Conflicts of Interests	Hard copy only
The services we offer Information about the services we offer, including leaflets, guidance and newsletters.		
Prospectus	Education webpages	https://www.icr.ac.uk/studying-and-training
E-Learning	E-learning	https://www.icr.ac.uk/studying-and-training/resources-and-support/e-learning
Publications database	Repository	https://repository.icr.ac.uk/
Course content	MSc module guides	https://www.icr.ac.uk/studying-and-training/opportunities-for-clinicians/msc-in-oncology/course-modules
Course fees	Tuition fees table	https://www.icr.ac.uk/studying-and-training/resources-and-support/tuition-fees
Funding, such as grants and bursaries, available to students from the HEI	Studentship webpages	https://www.icr.ac.uk/studying-and-training/phds-for-science-graduates/how-to-apply
Services for which the university is entitled to recover a fee together with those fees	Fee charges	https://www.icr.ac.uk/studying-and-training/resources-and-support/tuition-fees
Welfare and counselling services	Staff welfare	https://www.icr.ac.uk/careers/working-at-the-icr/staff-benefits
	Student welfare	https://www.icr.ac.uk/studying-and-training/resources-and-support/welfare-and-disability-support

Health including medical services	Staff welfare	https://www.icr.ac.uk/careers/working-at-the-icr/staff-benefits
Careers	Careers at ICR webpage	https://www.icr.ac.uk/careers
Chaplaincy services	Available through the Royal Marsden	Not applicable
Sports and recreational facilities	Site facilities page	https://www.icr.ac.uk/careers/working-at-the-icr/our-sites
Museums, libraries, special collections and archives	Library pages	https://www.icr.ac.uk/studying-and-training/resources-and-support/library-and-information-services
Advice and guidance	Factsheets	Available on the website
	Policy statements	Available on the website
	Reports on ICR research	Available on the website
Media releases	Press pages	https://www.icr.ac.uk/news-features