



publication scheme

under the requirements of the Freedom of Information Act 2000

September 2004

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Part 1

1. Who we are and what we do

Arts Council England is the national development agency for the arts. Between 2003 and 2006, we are investing £2 billion of public funds in the arts, including funding from the National Lottery. This is the bedrock of support for the arts in England.

Our vision is to promote the arts at the heart of national life, reflecting England's rich and diverse cultural identity.

We believe that the arts have the power to transform lives and communities, and to create opportunities for people throughout the country.

Our six ambitions are:

- supporting the artist
- enabling organisations to thrive, not just survive
- championing cultural diversity
- offering opportunities for young people
- encouraging growth
- living up to our values

Current Council members:

Sir Christopher Frayling (*Chair*)

Sir Norman Adsetts

Tom Bloxham

Deborah Bull

Paul Collard

Deborah Grubb

Sue Woodford Hollick

Professor Alan Livingston

Stephen Lowe

Sir Brian McMaster CBE

Elsie Owusu

William Sieghart

Professor Stuart Timperley

Dorothy Wilson

Council meets five times a year.

Each region has a regional council which makes decisions about policy and how money is spent in its own area.

Regional council chairs are members of the national Council.

Decisions of Council and the day-to-day running of the Arts Council are carried out by a team of paid staff headed by Chief Executive Peter Hewitt, and an Executive Board composed of national and regional executive directors. The Arts Council's national office is in London and there are regional offices in the nine regions of England. A list of regional council members and executive directors is available on the Arts Council website or by telephoning the enquiry line.

How to contact us

In the first instance, contact the Arts Council office for your region. If you do not know who to speak to, our general enquiry and information line is 0845 300 6200, which you can also use to get in touch with any member of staff if you do not know their direct telephone number. A list of all staff contact telephone numbers is available on our website, in the section 'About us'. We can also be contacted by email: enquiries@artscouncil.org.uk and our website is www.artscouncil.org.uk

Our national office is:

Arts Council England

14 Great Peter Street

London

SW1P 3NQ

Phone: 0845 300 6200

Fax: 020 7973 6590

Textphone: 020 7973 6564

Our regional offices are:

Arts Council England, East

(Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Luton, Norfolk, Peterborough, Southend-on-Sea, Suffolk, Thurrock)

Eden House

48–49 Bateman Street

Cambridge CB2 1LR

Phone: 0845 300 6200

Fax: 0870 242 1271

Textphone: 01223 306893

Arts Council England, East Midlands

(Derby, Derbyshire, Leicester, Leicestershire, Lincolnshire – excluding North and North East Lincolnshire, Northamptonshire, Nottingham, Nottinghamshire, Rutland)

St Nicholas Court

25–27 Castle Gate

Nottingham NG1 7AR

Phone: 0845 300 6200

Fax: 0115 950 2467

Textphone: 020 7973 6564

Arts Council England, London
(City of London and all London boroughs)

2 Pear Tree Court
London EC1R 0DS
Phone: 0845 300 6200
Fax: 020 7608 4100
Textphone: 020 7608 4101

Arts Council England, North East
(Darlington, County Durham, Gateshead, Hartlepool, Middlesbrough, Newcastle upon Tyne, North Tyneside, Northumberland, Redcar & Cleveland, South Tyneside, Stockton-on-Tees, Sunderland)

Central Square
Forth Street
Newcastle upon Tyne NE1 3PJ
Phone: 0845 300 6200
Fax: 0191 230 1020
Textphone: 0191 255 8500

Arts Council England, North West

(Blackburn with Darwen, Blackpool, Bolton, Bury, Cheshire, Cumbria, Halton, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, Salford, Sefton, St Helens, Stockport, Tameside, Trafford, Warrington, Wigan, Wirral)

Manchester House

22 Bridge Street

Manchester M3 3AB

Phone: 0845 300 6200

Fax: 0161 834 6969

Textphone: 0161 834 9131

Arts Council England, South East

(Bracknell Forest, Brighton and Hove, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Milton Keynes, Oxfordshire, Portsmouth, Reading, Slough, Southampton, Surrey, West Berkshire, West Sussex, Windsor & Maidenhead, Wokingham)

Sovereign House

Church Street

Brighton BN1 1RA

Phone: 0845 300 6200

Fax: 0870 242 1257

Textphone: 01273 710659

Arts Council England, South West

(Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire)

Bradinch Place

Gandy Street

Exeter EX4 3LS

Phone: 0845 300 6200

Fax: 01392 229229

Textphone: 01392 433503

Arts Council England, West Midlands

(Birmingham, Coventry, Dudley, Herefordshire, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Telford & Wrekin, Walsall, Warwickshire, Wolverhampton, Worcestershire)

82 Granville Street

Birmingham B1 2LH

Phone: 0845 300 6200

Fax: 0121 643 7239

Textphone: 0121 643 2815

Arts Council England, Yorkshire

(Barnsley, Bradford, Calderdale, Doncaster, East Riding of Yorkshire, Kingston upon Hull, Kirklees, Leeds, North East Lincolnshire, North Lincolnshire, North Yorkshire, Rotherham, Sheffield, Wakefield, York)

21 Bond Street

Dewsbury

West Yorkshire WF13 1AX

Phone: 0845 300 6200

Fax: 01924 466522 or 0870 242 1267

Textphone: 01924 438585

2. The purpose of this publication scheme

What is a publication scheme?

Under the Freedom of Information Act 2000, public bodies have a duty to produce a publication scheme. A publication scheme is a guide to the information an organisation makes available on a routine basis. Each scheme must describe the information according to the type of information (classification), the format it is available in (for example printed document, online or in alternative formats such as Braille) and whether there is a charge for the information.

Our publication scheme was first published in November 2002, and this revision is dated September 2004.

What is the Freedom of Information Act 2000?

The Freedom of Information Act 2000 gives everyone the right of access to information held by public authorities (with some exceptions). It places the responsibility to provide information on these authorities.

Individuals already have the right to access information about themselves held on computer and in some paper files, under the Data Protection Act 1998. The Freedom of Information Act 2000 extends these rights to allow access to other types of information held by public authorities, whether personal or non-personal. From 2005, enquirers will have the right to request a wide variety of information, to be told whether the information exists, and to receive this information, where possible, in the form requested. To find out more about the Freedom of Information Act 2000 contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Phone: 01625 545 745
Fax: 01625 524 510
Email: data@dataprotection.gov.uk
Website: www.dataprotection.gov.uk

3. How to access information from the publication scheme

Our publication scheme gives details of what information we are committed to make publicly available. We will extend this list in future, whenever it is possible for us to do this. We will not publish information where it is not in the public interest for us to do so. We will make this decision using the Freedom of Information Act 2000 and guidance issued by the Department for Constitutional Affairs.

When we talk about ‘publications’ we mean documents we publish, either in standard printed format, as an online document on our website, or in other formats such as large print or on tape. For each publication, we will tell you how it is published. It is our policy to make information available in Braille, large print and audio CD on request. We refer to these as ‘alternative formats’.

Many of our publications are available in full or summary form on our website, www.artscouncil.org.uk

Some of the items listed in the publication scheme are available from our distributor. This is shown as ‘Marston’ in the column headed ‘availability’ in the scheme. To obtain copies, please contact:

Marston Book Services Ltd
PO Box 269
Abingdon
Oxon OX14 4YN

Phone: 01235 465500
Fax: 01235 465555
Email: directorders@marston.co.uk

Part 2 of this publication scheme explains availability and formats of publications. If you have any queries or difficulties in obtaining publications, please contact:

Information Department
Arts Council England
14 Great Peter Street
London SW1P 3NQ
Phone: 0845 300 6200
Fax: 020 7973 6411
Textphone: 020 7973 6564
Email: enquiries@artscouncil.org.uk

In most cases, information referred to in this publication scheme is available free of charge. There are some exceptions, which are indicated.

4. Review of the publication scheme

We submitted our publication scheme to the Information Commissioner in September 2002. It was approved on 30 October 2002 and published on 29 November 2002. We review our publication scheme regularly. This edition was produced in September 2004.

We are required to re-submit our publication scheme to the Information Commissioner for approval next in November 2006.

Comments and suggestions

Arts Council England is committed to being open and accessible. We welcome comments on the publication scheme, and suggestions for additions to it. Please send your comments to the Director, Information, at the national office address on page 5.

The Arts Council operates a complaints procedure. If you feel that your request for information has not been dealt with properly, you may wish to make a complaint. Information on our complaints procedure is available on our website.

5. What sort of information we publish

Our publication scheme makes information available under a number of classifications:

About our organisation

Agreements with the Department for Culture, Media and Sport

Planning and strategy

Organisation structure and compliance

Corporate policy

Council minutes

Finance and funding

 Annual financial reports and accounts

Public affairs

 Newsletters

 Journals/magazines

 Annual reports/reviews

 Press releases

 Consultations and public meetings

Information technology

Human resources

 Human resources policies

 Jobs and recruitment

Grants for the arts

How to apply for funding

Advice and guidance on funding programmes

Development

Information resources

Research reports

Reviews

Education and continuous professional development

Notes:

- some documents contain more than one type of information so may appear under more than one classification
- classifications are intended to assist users in finding the information they require; they are not definitive. Not all classifications currently contain information; this is because the scheme will be reviewed regularly and new content will be added as appropriate

Part 2

6. Full list of what we publish under the Freedom of Information Act 2000

Availability

Most publications are available online from our website www.artscouncil.org.uk or in print from our distributor (see page 13). A small number of publications are only available from a regional Arts Council office, usually because they are specific to that region. In those cases please contact the stated office to obtain copies.

Format

Information about availability in print or online – please enquire about online formats that are suitable for you. ‘Website’ means that the information is available on www.artscouncil.org.uk. ‘Online’ means it is available in electronic form from our website or it can be emailed to you on request. Occasionally we may publish material on other organisations’ websites – in which case the address will be given. ‘Other languages’ means that the information is available in languages appropriate to the region in which it is published – please enquire for details. We may be able to get information translated for you if it is not published in an appropriate language.

Cost

Where no cost is shown, the publication is available free of charge. Where there is a charge, this is applicable to the printed copy available through our distributor. The title can be downloaded free of charge from our website in most cases.

About our organisation

Agreements with the Department for Culture, Media and Sport

Title	ISBN	Availability	Format	Cost
Accounts directions		national office	print	
Financial memorandum		national office	print	
Funding agreement		national office	print	
Management statement		national office	print	

Planning and strategy

Title	ISBN	Availability	Format	Cost
The Arts Council corporate plan summary		website	website	
Creative Partnerships business plan		national office	print, online	
Creative Partnerships policy framework		national office	print, online	

Organisation structure and compliance

Title	ISBN	Availability	Format	Cost
Arts Council England annual review 2003	0-7287-1002-1	Marston	print, online	
Arts Council England publication scheme	0-7287-0905-8	website	online	
Arts Council England publications catalogue, issue 2	0-7287-1006-4	Marston	print, online	

Corporate policy

Title	ISBN	Availability	Format	Cost
Ambitions for the arts 2003–2006	0-7287-0909-0	Marston	print, online	
Ambitions into action	0-7287-1009-9	Marston	print, online	
Ambitions for the arts in the North West	0-7287-1034-X	Marston	print, online	

Ambitions for the arts in Yorkshire	0-7287-1035-8	Marston	print, online	
A new era for the arts in East England 2003–2006	0-7287-0970-8	website	online	
Arts Council England, North West creative industries policy	0-7287-1007-2	website	online	
A vision for the arts in the North East	0-7287-0971-6	Marston	print, online	
A vision for the arts in the West Midlands 2003–2006	0-7287-1040-4	Marston	print, online	
The case for the arts	0-7287-1037-4	Marston	print, online	
Beyond boundaries: the arts after the events of 2001	0-7287-0872-8	Marston	print, online	
Towards 2006: ambitions for the South West	0-7287-0993-7	Marston	print, online	
Disability access: a good practice guide for the arts	0-7287-0978-3	website	online	
Opening doors: action plan for disability arts touring	0-7287-0895-7	website	online	
Keeping arts safe (a guide to child protection)	0-7287-0941-4	Marston	print, online	
Local government and the arts	0-7287-0916-3	Marston	print, online	
Making a complaint		national office	print, online	
A strategy for children's literature	0-7287-0998-8	Marston	print, online	
Eclipse: developing strategies to combat racism in theatre	0-7287-0875-2	Marston	print, online	
National policy for theatre in England	0-7287-0847-7	Marston	print, online	
Strategy and report on circus	0-7287-0868-X	Marston	print, online	
Strategy and report on street arts	0-7287-0867-1	Marston	print, online	
Street arts and circus: a snapshot. Size, activities and relationship with the funding system	0-7287-0869-8	Marston	print, online	£8

Council minutes

Title	ISBN	Availability	Format	Cost
Minutes of national Council		national office	online	
Minutes of regional councils		regional offices	online	

Finance and funding

Title	ISBN	Availability	Format	Cost
Accounts directions		national office	print	
Financial memorandum		national office	print	
Funding agreement		national office	print	
Grants for the arts for individuals, organisations and national touring (application pack)		website	print, online, alternative formats	
Grants for the arts for individuals, organisations and national touring (information leaflet)		website	print, online, 8 additional languages, alternative formats	
New Audiences Programme – list of awardees		New Audiences www.newaudiences.org	online	
Regularly funded organisations – list of awardees		website	online	
Grants for the arts for individuals and organisations – list of awardees April 2003–March 2004		website	online	
Stabilisation – list of awardees		DCMS website	online	
A statistical survey of regularly and fixed term funded organisations, 2001/02	0-7287-1014-5	website	print, online	
Annual financial reports/accounts The annual financial report and accounts, for grant-in-aid and lottery funding, is combined with our annual review				
Annual review 2003	0-7287-1002-1	Marston	print, online	

Public affairs

Title	ISBN	Availability	Format	Cost
Architecture Week guide		national office	print, online	
Funding mark guidelines		website	online	
Newsletters				
'News from...' the Arts Council newsletter is produced in nine regional editions. Contact your regional office for information about frequency and how to join the mailing list. During 2004/05, we will adopt a common production schedule across all regional offices		regional offices	print, online	
Journals/magazines				
We are reviewing the publication of journals and magazines by and on behalf of our regional offices. Contact your regional office for more information		regional offices		
Press releases				
Produced by national office press team and regional offices communications officers		website	online	
Consultations and public meetings				
A customer satisfaction survey is being carried out during summer/autumn 2004. Results will be published late 2004				

Information technology

Title	ISBN	Availability	Format	Cost
Information technology strategy		national office	website	

Human Resources

Title	ISBN	Availability	Format	Cost
Arts Council England employee handbook <ul style="list-style-type: none"> • pay • London pay • salary advances • sickness absence policy • transport difficulties • disciplinary procedure • grievance procedure • car allowances scheme • child and dependent care allowance • professional subscriptions • workplace social events support • car loan • bicycle loans • season tickets and travel loans • expenses • mobile phone • relocation • career break policy • overtime policy • first aid policy • promotion policy 		national office	online	

Grants for the arts

Title	ISBN	Availability	Format	Cost
Grants for the arts for individuals, organisations and national touring (application pack)		website	print, online, alternative formats	
Grants for the arts for individuals, organisations and national touring (information leaflet)		website	print, online, 8 additional languages, alternative formats	
Grants for the arts: stabilisation and recovery		national office	print, online	
National promoter development fund		national office	print, online	
freefall: Arts Council England International Artists Fellowships 2001–2003	0-7287-0987-2	Marston	print, online	£15
New audiences for the arts	0-7287-1033-1	Marston		
The New Audiences Programme 1998–2003. Executive summary	0-72871032-3	website	online	
The New Audiences Programme 1998–2003. Summary of projects funded	0-7287-1031-5	website	online	
New audiences for the arts. The New Audiences Programme 1998–2003	0-7287-1030-7	website	online	
Spending plan 2003–06 for regularly funded organisations		national office	online	

Spending plan 2003–06 for regularly funded organisations <ul style="list-style-type: none"> • East • East Midlands • London • North East • North West • South East • South West • West Midlands • Yorkshire 		national office	online	
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Development

Information resources

Title	ISBN	Availability	Format	Cost
Information sheets: a new range of information sheets on a variety of topics will be produced during 2004. Some will be nationwide in scope and others specific to regions		website	online	
Arts and older people regional handbook and directory	0-904659-13-5	Yorkshire	print	
Local authority arts contacts directory		East	print, website	
Model memorandum and articles of association	0-7287-0882-5	website	online	
Online arts venues and resources guide		www.arts-venues.co.uk		
Online register of arts consultants [also includes trainers]		run by private consultant	(www.arts-consultants.org.uk)	

Research reports

Research is commissioned on a variety of topics and results are published and widely disseminated. Please check the Research section of the 'Information & publications' listing on our website for a full list of available reports		Marston	print, online	
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Education and continuous professional development

Artsmark application materials		national office (0800 0560 196)	print, online	
Action for access. A practical resource for arts organisations	0-7287-1029-3	Marston	print, online	
Handbook of good practice: employing disabled people	0-7287-0794-2	Marston	print, extract online	£15

7. Charges, copyright and data protection

Postage and packing for publication requests within the UK is free of charge. Please contact our distributor for mailing charges to other destinations.

All publications are copyright of Arts Council England, unless stated otherwise within the publication itself.

We aim to comply with all relevant data protection and privacy legislation. Personal and individual contact data will not be made available to third parties without consent.

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14 Great Peter Street
London SW1P 3NQ
Phone: 0845 300 6200
Fax: 020 7973 6590
Textphone: 020 7973 6564
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You can get this publication in Braille, in large print and on audio CD. Please contact us if you need any of these formats

We are committed to being open and accessible. We welcome all comments on our work. Please send these to the Director, Information, at the above address