

English Institute of Sport Publication Scheme

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Part 1

Introduction

This is the publication scheme operated by the English Institute of Sport. Under the Freedom of Information Act 2000, the English Institute of Sport (EIS) as a public body is required to produce a publication scheme setting out what information it will routinely make available, how and when it will do so, and whether this information will be available free of charge or at a cost.

About the EIS

The EIS provides sports science and medicine services to athletes through a network of sites throughout England.

The EIS receives grant funding from UK Sport through the National Lottery. The EIS is a limited company with UK Sport as its sole member.

Responsibilities for the Scheme

Overall responsibility for the scheme on behalf of the EIS rests with the Head of Information Systems. Day to day responsibility for maintaining the scheme rests with Ian Mulholland, the Information Systems Manager. You can contact us at our National Office:

Freedom of Information
English Institute of Sport
The Manchester Institute of Health
and Performance,
299 Alan Turing Way,
Manchester,
M11 3BS
Tel: +44 (0)1923 636400
Email:
data.protection@eis2win.co.uk

Purpose and Aims of the Publication Scheme

The publication scheme is a guide detailing types of information which are to be made routinely available. It aims to provide the public with a simpler means of obtaining information and reduce the need for EIS to respond to requests for information made under the general right of access to information provided under section 1 of the Freedom of Information Act.

If the information required is not listed under this publication scheme, you may make a request for it. More information on how to make a request is available, or you can contact us directly as above.

The EIS is committed to making the information contained within the scheme routinely accessible, and to review the scheme periodically.

How are items published?

Many items are available to download from our web site, www.eis2win.co.uk and are available in hard copy from the address above. Some items are only available in hard copy at present although we intend to make as much information as possible available electronically.

Feedback

We have published the scheme because it is a requirement of section 19 of the [Freedom of Information Act 2000](#). The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations). It is important therefore that the scheme meets your needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the named person above.

Part 2

Information Classes

Introduction

A publication scheme contains the classes of information that correspond to the main functions carried out by the EIS. Each class shows the manner in which the information is intended to be published, and whether or not a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is easily and routinely available. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

Classes of Information

Class 1 **English Institute of Sport as an organisation**

Information	Format in which it is available	Charge for Supply (yes/no)
Email Newsletter Facts & Figures about EIS Details of members of the Management Team and Board Details of the organisation and its staff Minutes of Board meetings	Website: www.eis2win.co.uk	No
Organisation Charts. The English Institute of Sport Board. Papers prepared for decision making at Board meetings. Annual report.	Hard Copy is available from the named person on request	No
Outline to the EIS (publicity leaflets) A-Z of the EIS (subject to availability due to limited print run)	Hard Copy is available from the named person on request	No

Exemptions – English Institute of Sport as an organisation

Some papers prepared for Board meeting decisions which relate to individuals, or could prejudice contractual confidentiality or competitive advantage.

Class 2 **Financial and audit information**

Information	Format in which it is available	Charge for Supply
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		(yes/no)
Information on financial directions, budgets and financial reporting, services contracted out, annual accounts.	Hard Copy is available from the named person on request	No
Pre-Qualifying Questionnaire for OJEU Contract Notice reference number 119679-2005	Website www.eis2win.co.uk	No

Exemptions – Financial and audit information

All commercially sensitive information, eg. contracts, quotations and tenders, whose disclosure could result in breach of contract, prejudice a legitimate commercial interest or jeopardise ongoing negotiations.

Class 3 Planning and strategy

Information	Format in which it is available	Charge for Supply (yes/no)
Business Plan	Hard Copy is available from the named person on request	No
Strategy and Vision	Website www.eis2win.co.uk	No

Class 4 Approved Policies

Information	Format in which it is available	Charge for Supply (yes/no)
All approved policies including Health and safety Policy Information and Communications Policy Employment Policies	Hard Copy is available from the named person on request	No

Class 5 Staff Vacancies

Information	Format in which it is available	Charge for Supply (yes/no)
Current Job Vacancies	Website www.eis2win.co.uk	No
Job Packs, Job Descriptions	Hard Copy is available from the named person on request	No

Exemptions – Staff Vacancies

Details of applications and candidates, successful or otherwise, which are exempted as being personal data under the Data Protection Act 1998.

Class 6 Press releases

Information	Format in which it is available	Charge for Supply (yes/no)
Archive of Press Releases Latest News	Website www.eis2win.co.uk	No

Class 7 English Institute of Sport Services

Information	Format in which it is available	Charge for Supply (yes/no)
Athlete Case Studies Training and Competition Advice Details of EIS Services and general advice from our experts Interviews with EIS Service Providers Dialogues with the Sports Expert advice to specific technical sports questions	Website www.eis2win.co.uk	No

Exemptions – English Institute of Sport Services

Details of services provided to athletes, which are not case studies and are exempted as being personal data under the Data Protection Act 1998.

Class 8 Freedom of Information Requests

Information	Format in which it is available	Charge for Supply (yes/no)
Log of all requests for information that is not included in the Publication Scheme.	Hard Copy is available from the named person on request	No

Other Classes

Other classes are intended to be published at a later date; these include Published Research, and Publications. These classes are not yet available as the articles are in production and depend on publication timescales.

Also, further classes may be added as a result of requests received under the general right of access in section 1 of the Freedom of Information Act.

Approach

Much of the information is already available from our website, which has been developed specifically to provide information about us, and inform the public about elite sports and our services to them.

Information Classes have been determined by the general areas of who we are, what we do and how our decisions are reached. In addition, classes have been further defined by requests that we have already received, and feedback generated by our website www.eis2win.co.uk

A significant amount of information recorded by EIS is personal data relating to individual athletes and staff; access is controlled through the Data Protection Act 1998, and for this reason this type of information is not included in our Publication Schedule.

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