

Royal Armouries
Publication Scheme
Rev. October 2014

The Royal Armouries has produced this Publication Scheme under Section 19 of the Freedom of Information Act 2000.

The Royal Armouries is the National Museum of Arms and Armour and was established by the National Heritage Act 1983. The Act laid down that the Trustees of the Museum must:

- care for, preserve and add to the objects in their collections
- secure that the objects are exhibited to the public
- secure that the objects are available for study and research
- maintain a record relating to their collections, to arms and armour in general, and to the Tower of London
- generally promote the public's enjoyment and understanding of arms and armour

The Museum currently operates three sites, at Leeds, the Tower of London and Fort Nelson, near Fareham.

1. The purpose of the scheme

The purpose of the Royal Armouries' Publication Scheme is to set out:

- information the Museum will make available to the public as a matter of course
- how and when it will do so, and
- whether or not this information will be made available free of charge or on payment of a fee

The Royal Armouries undertakes to:

- ensure that a significant amount of information about the Museum is made available to the public through its Publication Scheme
- provide an easy method of accessing this information, and
- review the contents of the Publication Scheme on a regular basis

The Royal Armouries also undertakes to:

- provide access to other information not included in the Publication Scheme on request, and
- in cases where information is covered by an exemption, consider whether or not the information should be released

2. Responsibility for the scheme

Responsibility for ensuring that the Museum complies with the terms of the Freedom of Information Act, for maintaining the Publication Scheme on a day-to-day basis, and for reviewing any appeals or complaints received lies with the Freedom of Information Officer.

The current Freedom of Information Officer is Philip Abbott.

3. The scope of the scheme

The scheme applies to the Royal Armouries; the Royal Armouries, Leeds; the Royal Armouries, Tower of London; and the Royal Armouries, Fort Nelson.

The scheme will contain the most current and up-to-date information available. Requests for non-current and out-of-date information can be made to the Museum's Library and Archives Service.

The scheme will be selective. It will not list all of the information that may be available, and, generally, will not contain information that is retrospective (for example, summaries of past meetings may not be available). Specific requests for other information not listed in the scheme can be made to the Museum's Library and Archives Service.

4. The format of the scheme

The scheme is available in two formats: as a downloadable file from the Museum's website, and on paper.

5. What information will be published

The scheme lists the classes of information which the Museum publishes or intends to publish. In all cases, the class is defined as the most specific level of entry. The classes are arranged within a hierarchical structure to make it easier to find information. They have been divided into seven main categories:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

6. How will information be published

The information listed in the publication scheme will be made available in a number of ways:

- From the Museum's website, either as website pages or as a downloadable file. When information is available as a downloadable file on the Museum's or

another organisation's website the web address will be given and a link provided.

- By email. Where possible information will be sent by email on request, free of charge. Requests should be sent to the contact details below. Information will normally be dispatched within 20 working days from the receipt of any request.
- By post. Information will be posted on request, following the receipt of any applicable fee. Requests should be sent to the contact details below. Information will normally be dispatched within 20 working days from the receipt of any request and the applicable fee.
- From the Royal Armouries' Library (Leeds). Information is available in the Museum's Library at Leeds. The Library is open from 10.30 to 4.30, Tuesday to Friday, a prior appointment is required.
- From the Royal Armouries Shop (Leeds), Information available for sale on a commercial basis can be purchased from the Royal Armouries' Shop.

Please note that:

- information is not necessarily made available in all these ways; see individual classes for details of which options are available, and
- the Museum's website may contain further information not listed in the publication scheme.

7. Charges

Some information is available free; for others a charge may be applicable. The charges will vary according to how the information is made available:

- By downloadable file. Information is provided free of charge (unless otherwise specified).
- By email. Information is provided free of charge (unless otherwise specified).
- By post. Information provided by post will be charged at the cost of 10p per A4 sheet (unless otherwise specified) plus postage and packing.
- From the Royal Armouries' Library (Leeds). Information can be viewed free of charge, copies are available at the cost of 10p per A4 sheet (unless otherwise specified).

8. Exemptions

Some of the information held by the Royal Armouries may be regarded as exempt information; any exemptions which apply will be noted in the relevant section of the Publication Scheme.

9. Copyright

Unless otherwise specified the copyright of materials, information and images made available through the publication scheme resides with the Board of Trustees of the Armouries or is administered by the Armouries (e.g. Crown Copyright).

10. Additional Notes

Data Protection Act 1998

Individuals already have the right to request access to personal information held about them by the Royal Armouries under the terms of the Data Protection Act 1998.

Environmental Information Regulations 1992

Information relating to the environment can be requested under the Environmental Information Regulations 1992 (Statutory Instrument 1992 No. 3240). Some environmental information is made available through the Publication Scheme, and where information is not included in the scheme, it will be made available.

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Who we are and what we do

Organisational information, structures, locations and contacts.

- Roles and responsibilities
- Organisational structure
- Trustees, management board members and senior staff
- Locations of and public access arrangements
- Contact details for the authority
- Subsidiary bodies

What we spend and how we spend it

This section contains financial information relating to our projected and actual income and expenditure, procurement, contracts and financial audit.

- Funding agreement / income
- Financial statements, budgets and variance reports
- Information on contracts and expenditure
- Forward plans for purchasing exhibits and the forward exhibitions
- Spending reviews
- Grants and donations
- Financial audit reports
- Senior staff and board members' allowances and expenses
- Pay and grading structures
- Procurement and tendering procedures
- Financial statements for projects and events

What our priorities are and how we are doing

This section contains our strategies and plans, performance indicators, audits, inspections and reviews.

- Strategic plans
- Annual business plan
- Annual report
- Internal and external reviews of the organisation's performance
- Funding agreement reports

- Privacy impact assessments (in full or summary format)
- Service standards
- Visitor figures and audience research

How we make decisions

The section relates to our decision making processes and records of decisions.

- Minutes of senior level meetings
- Reports and papers provided for consideration at senior level meetings
- Public consultations

Our policies and procedures

This section contains our current written protocols, policies and procedures for delivering our services and responsibilities.

- Policies and procedures for the conduct of business
- Policies and procedures for the provision of services
- Policies and procedures for the recruitment and employment of staff
- Customer service
- Records management and personal data policies
- Charging regimes and policies

Lists and registers

This section contains information relating to our.

- Asset registers
- CCTV
- Disclosure logs
- Register of gifts and hospitality provided to trustees, Board members and senior staff
- Register of interests

The services we offer

This section contains information about the services we currently provide relating to the collections held.

- Information about the collection and access to it
- Exhibitions

- Services for which fees are charged and details of those charges
- Opportunities for volunteers
- Educational services
- Publications, leaflets, booklets and newsletters
- Advice and guidance
- Media releases
- Publication for the purposes of Part 6 of the Tribunals, Courts and Enforcement Act 2007.