

National Army Museum

Publication Scheme

Introduction

Purpose

The purpose of this Publication Scheme is to demonstrate our commitment to the Freedom of Information Act by publishing and facilitating access to information about the National Army Museum.

What is the Freedom of Information Act?

The Freedom of Information Act, which was passed on 20 November 2000 establishes a right to access to all types of recorded information held by public bodies and imposes obligations on them to disclose information, subject to a range of exemptions.

What is a Publication Scheme?

Section 19 of the Act obliges every public authority to adopt an approved publication scheme. The intention of a Publication Scheme is to ensure all public authorities make certain kinds of information routinely available to the public. The National Army Museum has adopted the model *Publication Scheme for Authorities established to manage museums, libraries, and archives* taking effect from 1 January 2009 in compliance with guidance from the Information Commissioner.

Who is responsible for the scheme?

The Museum Director is responsible for the overall management of the National Army Museum Publication Scheme and the Assistant Director (Collections) is responsible for its maintenance. The Records Officer is responsible for the day-to-day running management of the Publication Scheme. The scheme will be reviewed on an annual basis or when the need arises.

Access to Information

Requests for information must be in writing, with enough detail to help identify the information required. Requests will be answered within twenty working days from the date of receipt. Enquirers can contact the museum at:

Email: info@national-army-museum.ac.uk

Telephone: 0207 730 0717

Post: National Army Museum
Royal Hospital Road
Chelsea
London
SW3 4HT

Copyright

Information that is created by the Museum and included in this Publication Scheme may only be reproduced for the purposes of research or private study. Fees may be charged for reproducing Museum information for other purposes. Authorisation to reproduce material must be obtained from the copyright holder concerned.

Appeal and complaints procedure

If you are not happy with the reply to your request or the way your request has been handled by the National Army Museum, you are entitled to follow the appeal and complaints procedure, First you should seek an internal review conducted by the Museum. Requests for internal reviews should be directed to the Assistant Director (Collections). If you are still unhappy with the Museum's response you may seek an independent review from the Information Commissioner.

Further information or comments

If you would like further information about the Museum Publication Scheme or access to Museum information, or have any comments please contact the Assistant Director (Collections) or Records Officer.

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August 2010

1. Who we are and what we do

	Description	Format of information	Responsibility	Online?
1.1	Roles and Responsibilities			
	National Army Museum Purpose	Text document	Director's Office	online
	Royal Charter	Text document	Director's Office	online
1.2	Organisational Structure			
	Royal Charter	Text document	Director's Office	online
	Museum Organogram	Information available on request	Human Resources	No
1.3	Trustees, management and senior staff			
	Biographies of NAM Council Members: General Sir Jack Deverell KCB OBE The Rt Hon The Lord Freeman PC MA FCA CRAeS Mr Richard Nunnely MBE Major General C G C Vyvyan CB CBE MA MSc Mr Mihir Bose Mrs Judith Anthony Mr Patrick Bradley	Information available on request	Director's Office	No
	Biographies of Senior Staff:	Information available on request	Human Resources	No

	<p>Mrs J Murray</p> <p>Dr P Boyden Mr M O'Connor Mrs D Harris Miss T Scott Mr D Smurthwaite</p> <p>Dr A Massie Ms J Spencer-Smith Mr M Ball Mrs G Brewer</p> <p>Mr G Green</p> <p>Mr D Collens Miss C Byrne (Mr R Kiang) Mr T Langlois Mr I Jones Miss R Hubbard Mr J Dollin</p>			
1.4	Locations and access arrangements for establishments managed by the museum			
	NAM Chelsea: Finding Us	Webpage	PR, Marketing and Events	online
	Royal Military Academy Sandhurst	Text document	Head of Exhibits	online
	Stevenage	Text document	Head of Exhibits	online
1.5	Contact Details			

	Contact Details	Webpage	Computer Services	online
1.6	Subsidiary Bodies			
	NAMTL contact details	Information available on request	Museum Development Officer	No

2. What we send and how we spent it

	Descriptions	Format of information	Responsibility	Online?
2.1	Funding Agreement			
	Financial Memorandum	Information available on request	Assistant Director, Operations	No
2.2	Financial statements and budgets			
	Annual Report and Accounts	Text document	Director's Office	online
2.3	Purchasing Plans			
	Strategic Plan 2008-2013	Information available on request	Director's Office	No
2.4	Spending reviews			
	Annual Report and Accounts	Text document	Director's Office	online
2.5	Grants and Donations			

	Annual Report and Accounts	Text document	Director's Office	online
2.6	Audit reports			
	Financial Report and Accounts	Text document	Director's Office	online
2.7	Staff and board members' allowances and expenses			
	Financial Memorandum	Information available on request	Assistant Director, Operations	No
2.8	Pay and grading structures			
	Recruitment	Information available on request	Human Resources	No
2.9	Procurement and tendering procedures			
		Information available on request	Assistant Director, Operations	No
2.10	Contracts Available for public tender			
		Information available on request	Assistant Director, Operations	No
2.11	List of contracts awarded			
		Information available on request	Assistant Director, Operations	No

2.12	Financial statements for projects and events			
	Annual Report and Accounts	Text document	Director's Office	online
2.13	Internal financial regulations			
	Financial Memorandum	Information available on request	Assistant Director, Operations	No

3. What are our priorities and how we are doing

	Description	Format of information	Responsibility	Online?
3.1	Strategic Plans			
	Strategic Plan 2008-2013	Information available on request	Director's Office	No
3.2	Annual Business Plan			
	Strategic Plan 2008-2013	Information available on request	Director's Office	No
3.3	Annual Report			
	Annual Report and Accounts	Text document	Director's Office	online
3.4	Internal and external reviews of museum performance			
	Annual Review	Text document	Director's Office	online

	National Army Museum Account: Audit Report	Text document	National Audit Office	online
3.5	Funding agreement reports			
	Annual Report and Accounts	Text document	Director's Office	online
3.6	Visitor figures and audience research			
	Visitor Statistics	Information available on request	PR, Marketing and Events	No
3.7	Service Standard			
		Information available on request	Visitors' Services	No
3.8	Complaints procedure			
	Complaints Procedure	Text document	Director's Office	online

4. How we make decisions

	Description	Format of information	Responsibility	Online?
4.1	Minutes of senior level meetings			
	National Army Museum Council: Minutes	Information available on request	Director's Office	No

5. Our policies and procedures

	Description	Format of information	Responsibility	Online?
5.1	For conduct of business			
	Disability Equality Scheme	Text document	Community, Liaison, Equality and Access Officer	online
	Race Equality Scheme	Text document		
	Gender Equality Scheme	Text document		
	Strategy for Equality and Diversity, Access and Inclusion	Text document		
5.2	For provision of services			
	Health and Safety policy	Information available on request	Assistant Director, Operations	No
5.3	For recruitment and employment of staff			
	Recruitment policy	Information available on request	Human Resources	No
	Current vacancies	Webpage	Human Resources	online
5.4	Staff Handbook			
	Staff Handbook	Information available on request	Human Resources	No
5.5	Customer Service			

	Visitor Admissions Regulations	Text document	Director's Office	online
	Complaints procedure	Text document	Director's Office	online
5.6	Records Management and personal data			
	Records Management Policy	Text document	Records Officer	online
	Freedom of Information Policy	Text document	Records Officer	online
	Data Protection Policy (currently under review)	Information available on request	Records Officer	No
	Enquiries Policy	Text document	Assistant Director, Collections	online
	Publication Scheme	Text document	Records Officer	online
5.7	Charging regimes and policies			
	Terms and conditions for Ticket sales at NAM	Text document	PR, Marketing and Events	online
	NAM Picture Library	Webpage	Picture Library	online
	Venue hire	Webpage	PR, Marketing and Events	online
	Freedom of Information and Data Protection charging policy	Information available on request	Records Officer	No
	Terms and conditions for filming and location use at	Information available on	PR, Marketing and	No

	NAM (currently under review)	request	Events	
5.8	Collection and collection care			
	Acquisition and Disposal policy	Text document	Assistant Director, Collections	online
	Loans Out policies	Text document	Assistant Director, Collections	online
	Identification sessions	Text document	Assistant Director, Collections	online
	Online exhibitions	Webpage	Online Content Officer	online
	Templer Study Centre	Webpage	TSC Team Leader	online

6. Lists and registers

	Description	Format of information	Responsibility	Online?
6.1	Asset register			
	Annual Report and Accounts	Text document	Director's Office	online
6.2	Disclosure logs			
	FOI requests received by the Museum	Information available on request	Records Officer	No
6.3	Register of gifts and hospitality provided to			

	Trustees and senior personnel			
		Information available on requests	Director's Office	No
6.4	Register of interests			
	<p>Biographies of NAM Council Members:</p> <p>General Sir Jack Deverell KCB OBE</p> <p>The Rt Hon The Lord Freeman PC MA FCA CRAeS</p> <p>Mr Richard Nunnely MBE</p> <p>Major General C G C Vyvyan CB CBE MA MSc</p> <p>Mr Mihir Bose</p> <p>Mrs Judith Anthony</p> <p>Mr Patrick Bradley</p>	Information available on request	Director's Officer	No

7. The services we offer

	Description	Format of information	Responsibility	Online?
7.1	Information about the collection and related research material			
	Brief outline of the collections	Webpage	Assistant Director, Collections	online
	Galleries and exhibitions	Webpage	Assistant Director, Collections	online

	Templer Study Centre Access to the Collection	Webpage Information available on request	TSC Team Leader Assistant Director, Collections	online No
7.2	Access arrangements			
	Templer Study Centre Access to the collection	Webpage Information available on request	TSC Team Leader Assistant Director, Collections	online No
7.3	Exhibitions			
	Online exhibitions Current exhibitions Past exhibitions	Webpage Webpage Information available on request	Online Content Officer PR, Marketing and Events PR, Marketing and Events	online online No
7.4	Services for which fees are charged and details of those charges			
	Terms and conditions for Ticket sales at NAM NAM Picture Library Venue hire	Text document Webpage Webpage	Retail Services Photographic PR, Marketing and Events	online online online

	Freedom of Information and Data Protection charging policy	Information available on request	Records Officer	No
	Terms and conditions for filming and location use at NAM	Information available on request	PR, Marketing and Events	No
7.5	Opportunities for volunteers			
		Information available on request	Human Resources	No
7.6	Educational Services			
	Primary and Prep	Webpage	Education	online
	Secondary and Sixth	Webpage	Education	online
	Higher and Further	Webpage	Education	online
	Groups	Webpage	Education	online
	Army	Webpage	Education	online
7.7	Publications, leaflets, booklets and newsletters			
	Finding Us	Webpage	PR, Marketing and Events	online
	NAM Publications	Information available on request	Printed Books	No
	Templer Study Centre guides	Webpage	TSC Team Leader	online

	Education	Webpage	Education	online
7.8	Advice and guidance			
	Acquisition and disposal policy	Text document	Assistant Director, Collections	online
	Templer Study Centre guides	Webpage	TSC Team Leader	online
7.9	Media releases			
	Press Releases	Webpage	PR, Marketing and Events	online