

Innovate UK



Freedom of Information Act Publication Scheme

Innovate UK

Polaris House, North Star Avenue, Swindon, SN2 1FL

innovateuk.ukri.org

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Introduction

Innovate UK is part of [UK Research and Innovation](#). This publication scheme concerns information held by Innovate UK and should be read in conjunction with [UK Research and Innovation's publication scheme](#).

This publication scheme commits Innovate UK to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Innovate UK.

The scheme commits Innovate UK:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Innovate UK and falls within the classifications outlined
- to specify the information that is held by Innovate UK and falls within the classifications outlined
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update on a regular basis the information Innovate UK makes available under this scheme
- to produce a schedule of any fees charged for access to information that is made proactively available
- to make this publication scheme available to the public

Classes of information

Who we are and what we do

- [roles and responsibilities](#)
- [organisational structure](#)
- [information relating to organisations with which Innovate UK works in partnership](#)
- [Innovate UK Council members](#)
- [location and contact details](#)

What we spend and how we spend it

Details of financial statements, reports and procedures are available online as they are produced.

- [Annual Report and Accounts](#)
- [list of all transactions of £25,000 and over](#)
- [Innovate UK funded projects](#)
- Executive team and board member expenses
 - [Financial year 2017 to 2018](#)
 - [Financial year 2016 to 2017](#)
 - [Financial year 2015 to 2016](#)
 - [Financial year 2014 to 2015](#)

What our priorities are and how we are doing

- [Innovate UK delivery plan 2017 to 2018](#)

- [Innovate UK delivery plan 2016 to 2017](#)

How we make decisions

- [legacy governing board minutes](#)

Our policies and procedures

- [general competition guidance for applications](#)
- [working for us](#)
- [complaints procedure](#)

Lists and registers

- **Gifts and hospitality register**
 - [2017 to 2018 gifts and hospitality register](#)
 - [2016 to 2017 gifts and hospitality register](#)
 - [2015 to 2016 gifts and hospitality register](#)
 - [2014 to 2015 gifts and hospitality register](#)
 - [2013 to 2014 gifts and hospitality register](#)
 - [2012 to 2013 gifts and hospitality register](#)
 - [2011 to 2012 gifts and hospitality register](#)
 - [2010 to 2011 gifts and hospitality register](#)
 - [2009 to 2010 gifts and hospitality register](#)
 - [2008 to 2009 gifts and hospitality register](#)

- [2007 to 2008 gifts and hospitality register](#)
- [register of board members' interests](#)

The services we offer

- [innovation funding](#)
- [support](#)

Classes of information generally not included

- information for which the disclosure is prevented by law, or exempt under the Freedom of Information Act 2005, or is otherwise properly considered to be protected from disclosure
- information in draft form
- information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons
- information on unsuccessful applicants. Innovate UK keeps this information confidential and is unable to supply any details or copies of applications

Methods by which information will be made available

Innovate UK will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Innovate UK, information will be provided [on our website](#). Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, Innovate UK will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges that may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Innovate UK for routinely published material will be justified, transparent and kept to a minimum.

Material that is published and accessed on our website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to providing the information.

Written requests for information

Information held by Innovate UK that is not published under this scheme can be requested. This must be requested in writing when its provision will be considered in accordance with the Freedom of Information Act.

Contact details

Information Manager
Innovate UK

Email: FOI@ukri.org

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