

Design Council publication scheme

Freedom of Information Act 2002

**Updated:
November 2006**

01_ Identity

This scheme is operated by the Design Council, 34 Bow street, London, WC2E 7DL.

02_ Design Council responsibilities

The responsibilities of the Design Council are set out in the Royal Charter.

03_ Scheme purpose

The purpose of the scheme is to provide information about the documents held by the Design Council and provide a mechanism by which interested parties can access these documents for the purposes of the Freedom of Information Act 2002.

04_ Scheme operation responsibilities

Leigh Amor, Web Publishing Assistant for the Design Council, has the responsibility for the scheme on behalf of the Design Council and she also has responsibility for monitoring it on a day to day basis. She can be contacted at:

Design Council
34 Bow Street
London
WC2E 7DL
United Kingdom

Telephone
+44 (0)20 7420 5200
Facsimile
+44 (0)20 7420 5300
Website
www.designcouncil.org.uk

Design Council
34 Bow Street
London
WC2E 7DL

Telephone: 020 7420 5200
Fax: 020 7420 5300
Email: leigh.amor@designcouncil.org.uk

05_ Classes of information

The scheme contains the following classes of information:

- 5.1 Annual Reports (and accounts) for each year from 2000 onwards
- 5.2 Minutes of Meetings of Design Council (Note: these documents, or some of them, may contain information which is subject to one or some of the exceptions from publication for reasons relating to personal information, formalisation of

Government policy, legal professional privilege, committee interests and/or information provided in confidence.)
5.3 Promotional publications concerning design.

06_ Overview of approach

The approach taken in the formulation of the scheme is to assist access by the public to information held by the Design Council whilst protecting the interests of individuals working for and with the Design Council.

07_ Document access

The table below details the documents available, the format in which they are presented and where the information can be accessed. There is no charge for any of these publications.

Strategic Management

This section contains references to documents referring to the Design Council structure, corporate and business strategy, annual results and operating activities:

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| Publication name | Open Government Status (available to public) | Format | Date available |
|---|--|----------------|------------------|
| Annual Review 2001 | Fully open | Printed | November 2002 |
| Annual Review 2002 | Fully open | Printed | November 2003 |
| Annual Financial Statement | Fully open | Printed | November 2002 |
| Design Council – Council Agenda | Fully open | Printed | November 2002 |
| Design Council – Council Minutes | Fully open | Online | November 2002 |
| Royal Charter | Fully open | Printed | November 2002 |
| Management Statement | Fully open | Printed | November 2002 |
| Design Council Organisational Structure | Fully open | Printed | November 2002 |
| Corporate Plan 2002-5 Edited version | Fully open | Printed | From spring 2003 |
| Business Plan 2002 Edited version | Fully open | Printed | Spring 2003 |
| Financial Statements 2005 | Fully open | Printed online | 2005 |

Industry Research

This section refers to research the Design Council either conducts internally or commissions.

| Publication name | Open Government Status (available to public) | Format | Date available |
|----------------------------|--|----------------|----------------|
| Design in Britain 1999 | Fully open | Printed online | November 2002 |
| Design in Britain 2000 | Fully open | Printed online | November 2002 |
| Design in Britain 2001 | Fully open | Printed online | November 2002 |
| Design in Britain 2002 | Fully open | Printed online | December 2002 |
| Design in Britain 2003-4 | Fully open | Printed online | December 2003 |
| Design in Britain 2004-5 | Fully open | Printed online | December 2004 |
| The Business of Design | Fully open | Printed online | September 2005 |
| Value of Design Factfinder | Fully open | Online | June 2006 |

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Project Publications

This section refers to publications we have printed as outputs of our Business Plan activity. Many of the publications have been prepared jointly with partner organisations.

| Publication name | Open Government Status (available to public) | Format | Date available |
|---|--|----------------|----------------|
| Innovation Potential – 2002 Innovation Survey | Fully open | Printed | May 2002 |
| Directors on Design | Fully open | Printed | November 2002 |
| Living Longer | Fully open | Printed online | November 2002 |
| Inspired Business | Fully open | Printed | November 2002 |
| Competitive Advantage through Design | Fully open | Printed | November 2002 |
| Cracking Crime through Design | Fully open | Printed online | November 2002 |
| Evidence – Case Studies on Design against Crime | Fully open | Printed online | November 2002 |
| Seven Factors for Business Success | Fully open | Printed | November 2002 |
| Do Disturb | Fully open | Printed | November 2002 |
| Meeting of Minds | Fully open | Printed online | November 2002 |

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|--|------------|-------------------|-------------------|
| What Learning Needs | Fully open | Printed online | November 2002 |
| Your Creative Future | Fully open | Printed online | November 2002 |
| Designing an E- future | Fully open | Printed online | November 2002 |
| Kit for Purpose | Fully open | Printed online | November 2002 |
| Stand still? Stand Out | Fully open | Printed online | January 2003 |
| Innovation – Harnessing Creativity for Business Growth | Fully open | Printed online | February 2003 |
| Furniture for the Future | Fully open | Printed online | Spring 2003 |
| Think Thief | Fully open | Printed online | December 2003 |
| Design in Business – Strategic Innovation through Design | Fully open | Printed online | February 2004 |
| Design for Patient Safety | Fully open | Printed online | February 2004 |
| The Practical Power of Design | Fully open | Printed online | August 2004 |
| Touching the State | Fully open | Printed online | October 2004 |
| Red Paper 01 Health | Fully open | Printed online | November 2004 |
| Platform and Incubator: Helping Realise Creative Entrepreneurship | Fully open | Printed online | December 2004 |
| Learning Environments Campaign Prospectus – From the Inside Looking Out | Fully open | Printed online | March 2005 |
| Learning Environments Conference Report – From the Inside Looking Out | Fully open | Printed online | April 2005 |
| Futureproofed | Fully open | Printed online | September 2005 |
| The Business of Design | Fully open | Printed online | September 2005 |
| Design in Technology Research | Fully open | Printed online | December 2005 |
| About Design: Postcards | Fully open | Printed online | December 2005 |

08_ How to request information

The Design Council will accept requests for information in the following forms:

1. Email requests from the website sent to info@designcouncil.org.uk

2. Written requests to:

Leigh Amor, Design Knowledge Team
Design Council
34 Bow Street
London
WC2E 7DL

Please include the following details when you request information from the Design Council:

1. Your name and address

2. The documents you would like to access

3. The way you would like the information to be sent to you (eg. hard copy, via email or on computer disk)

If you have difficulty identifying the information you require our information staff will be pleased to help you. They can be contacted on: info@designcouncil.org.uk

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Unfortunately we are unable to accept telephone requests, under the recommendations of the Freedom of Information Act, we must receive a request in a permanent form.

09_ Information online

We intend that the majority of our information will be available online. Some publications are in a PDF format. To view them you will need to have Adobe Acrobat Reader installed on your computer. If you do not have the software then we will happily send you a printed version following a written request.

10_ Responding to requests

We will respond to your email and written requests in ten working days, where the information is readily available our response will include the information you require.

11_ Are there any charges for the information?

Our aim is to make as much information available to you free of charge. Occasionally, if excess copies of information are required, then we may make a charge.

12_ Complaints procedure

Our policy is to be as open as possible and supply the information you have requested. We may withhold information if we consider its release would cause significant harm.