

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.