

Kingston University Press
Limited (KUP)

Freedom of Information Act
2000

Publication Scheme

December 2008

Freedom of Information Act 2000

The Freedom of Information Act 2000 (the Act) gives a right, with some exemptions, for access to all types of recorded information held by Kingston University Press Limited (KUP). Any person who makes a request to KUP must be informed if the Company holds it and, subject to exemptions, be supplied with it.

The Act extends individual rights granted by the Data Protection Act 1998 to allow public access to all types of information held.

Under the Act, the Company is required to maintain a "Publication Scheme" which provides a guide to information that it makes routinely available. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

Legal Requirements

Maintaining a publication scheme is a requirement of the Act. The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include companies wholly owned by universities.

The 'Model' Publication Scheme for Wholly Owned Companies

KUP has developed its publication scheme in accordance with the Definition Document for the Model Publication Scheme for Wholly Owned Companies, and is therefore committed to publishing the information that the Definition Document describes.

Accessing Information Covered by the Publication Scheme

The classes of information we publish are described in the second part of the scheme.

For each class we have listed the types of information that are routinely available. To request copies of information available through our publication scheme please contact:

Gail Laughlan, Freedom of Information Officer, Information Services, Kingston University, Penrhyn Road, Kingston upon Thames, Surrey, KT1 2EE

E-mail: freedomofinformation@kingston.ac.uk; Telephone: 020 8417 2090

Documents sent electronically via an e-mail attachment from the Freedom of Information Officer will be supplied free of charge. A charge of £1 per CD-ROM will be made where the size(s) of electronic file(s) requested is sufficiently large for it not to be possible to send the requested information by e-mail, or where the information has been specifically requested in this format. A charge will not be made for hard copy paper documents, except where a total of 100 or more pages has been requested, in which case a charge of 2p per page will be made to cover photocopying costs. KUP reserves the right to amend this charging policy at any time. Any charges payable will be notified to the applicant, and payment required, prior to the request being fulfilled.

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme?

You have the right under the Act, to request any information held by a public authority which it has not already made available through its publication scheme.

Requests have to be made available in writing and, in general, public authorities have 20 working days to respond. They may charge a fee, which will be calculated according to Fees Regulations. They are not required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved.

If you are unhappy with the service that you have received in relation to either this publication scheme or any other request that you have made to KUP under the Act, and wish to make a complaint or request a review of KUP's decision, please contact:

Dr Chris Ince, Head of Secretariat, Kingston University, River House, 53-57 High Street, Kingston upon Thames, Surrey, KT1 1LQ

E-mail: c.ince@kingston.ac.uk

If we are unable to resolve any complaint, you can complain to the Information Commissioner's Office, the independent body that oversees the Freedom of Information Act:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further Information

More information about the Act is available on the ICO's website at:

www.ico.gov.uk

1. Who we are and what we do

Organisational information, structures, locations and contacts.

1.1 Roles and responsibilities

KUP is a publisher of high quality commercial and academic titles. Its books reflect the diverse nature of the student and academic bodies at Kingston University in ways which are designed to impact on debate, to generate mutual understanding and to complement the values to which the University is committed.

The press is located in the Faculty of Arts and Social Sciences, a flourishing academic and educational centre which embraces numerous disciplines.

Drawing on the links established by Faculty courses such as Creative Writing, Publishing Studies, History, English Literature etc. and reflecting the work of the Faculty's Centres of Excellence, particularly in Human Rights, Suburban Studies and Live Narratives, KUP will publish across a broad range of subject areas but will favour titles which lend themselves to a wide distribution in the book trade as well as those which have an academic market.

KUP is a wholly owned subsidiary of the University that was incorporated in February 2008. The Company's registration number is 06504362 and its place of registration is England. In addition to KUP, the Company also trades under KU Press.

KUP does not have its own staff, but is operated by staff of Kingston University.

Day-to-day management of KUP is undertaken by the Executive Committee, whose membership is as follows:

Philip Spencer – KUP Director

David Rogers – KUP Director

Siobhan Campbell – KUP Managing Editor

(Biographical details at: <http://fass.kingston.ac.uk/faculty/staff/cv.php?staffnum=356>)

The Executive Committee is responsible to the Board of KUP for:

- Managing the company's business within financial and other plans approved from time to time by the Board;
- Identifying and commissioning works for publication dealing with authors and other third parties as necessary;
- Submitting to the Board (normally by email) proposals for individual publication clearly identifying the business case and any significant features such as financial or other risk or ways in which the contract differs from the standard approved by the Board;
- Making recommendations to the Board for KUP's annual and longer term strategy;
- Managing all aspects of the company's day-to-day business establishing standard operating procedures as necessary;

- Ensuring that proper accounts are maintained and preparing (with support from the KU Finance Office) annual accounts for approval by the Board;
- Preparing an annual report for the Board for submission to the Kingston University Board of Governors.

1.2 Articles of Association

Publication Code	Publication Title
1.2.1	Memorandum and Articles of Association

1.3 Board membership

The KUP Board of Directors' membership is:

Donald Beaton – University Secretary, Kingston University

Terry Butcher – Finance Director, Kingston University

Dr David Rogers – Head of School of Humanities, Faculty of Arts and Social Sciences, Kingston University

(Biographical details at: <http://fass.kingston.ac.uk/faculty/staff/cv.php?staffnum=110>)

Philip Spencer – Associate Dean, Faculty of Arts and Social Sciences, Kingston University

(Biographical details at: <http://fass.kingston.ac.uk/faculty/staff/cv.php?staffnum=66>)

1.4 Senior executives

See 1.1 above.

1.5 Staff structure

See 1.1 above.

1.6 Contact points

KUP Managing Editor: Siobhan Campbell

Business address:

Kingston University Press, Faculty of Arts and Social Sciences, Kingston University,
Penrhyn Road, Kingston upon Thames, Surrey, KT1 2EE

Tel: 020 8417 9000

Company Secretary: Kate Allan

Registered Office Address:

River House, 53-57 High Street, Kingston Upon Thames, Surrey, KT1 1LQ

Tel: 020 8417 3126; Fax: 020 8417 3014

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

2.1 Annual accounts

KUP does not currently hold any information under this category.

2.2 Loans sanctioned

KUP does not currently hold any information under this category.

2.3 Procurement procedures

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

2.4 Staff and board members' allowances and expenses

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

3.1 Any reports indicating main priorities and progress against them

KUP does not currently hold any information under this category.

3.2 Annual Report

KUP does not currently hold any information under this category.

3.3 Minutes of meetings of the Board

Publication Code	Publication Title
3.3.1	Board Meeting Minutes – 2008

4. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

4.1 Policies and procedures for conducting departmental business

Publication Code	Publication Title
4.1.1	KUP Operating Procedures

4.2 Policies and procedures for delivering our services

Publication Code	Publication Title
4.2.1	KUP Business Plan

4.3 Policies and procedures for recruiting and employing staff

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

4.4 Customer service

If you are unhappy with the service that you have received in relation to either this publication scheme or any other request that you have made to KUP under the Freedom of Information Act 2000, and wish to make a complaint or request a review of KUP's decision, please contact:

Dr Chris Ince, Head of Secretariat, Kingston University, River House, 53-57 High Street, Kingston upon Thames, Surrey, KT1 1LQ; c.ince@kingston.ac.uk

In the event that you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by KUP. The Information Commissioner can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

4.5 Records management and personal data policies

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

4.6 Charging regimes and policies

Freedom of Information Charging Policy: Documents available electronically via an e-mail attachment from the Freedom of Information Officer will be supplied free of charge. A charge of £1 per CD-ROM will be made where the size(s) of electronic file(s) requested is sufficiently large for it not to be possible to send the requested information by e-mail, or where the information has been specifically requested in this format. A charge will not be made for hard copy paper documents, except where a total of 100 or more pages has been requested, in which case a charge of 2p per page will be made to cover photocopying costs. KUP reserves the right to amend this charging policy at any time. Any charges payable will be notified to the applicant, and payment required, prior to the request being fulfilled.

5. Lists and registers

Any information we are currently legally required to hold in publicly available registers.

5.1 Any lists or registers that may be required to produce in the conduct of their business

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

5.2 Any property asset list

KUP is subject to Kingston University's procedures with respect to this category. Information relating to these is available through the University's publication scheme.

5.3 Disclosure logs

KUP does not currently maintain a disclosure log.

6. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

6.1 Details of company services

See 1.1 above.

Publication Code	Publication Title
6.1.1	KUP Website - http://fass.kingston.ac.uk/kup

6.2 Services for which the company is entitled to recover a fee, together with those fees

KUP does not currently hold any information under this category.

6.3 Leaflets

KUP does not currently hold any information under this category.

6.4 Media Releases

KUP does not currently hold any information under this category.