

Kingston University Enterprises Limited (KUEL)

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 Enterprises Limited (KUEL). Any person who makes a request to KUEL 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

KUEL 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, where this is held.

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. KUEL 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 Freedom of Information Act 2000, 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 KUEL under the Act, and wish to make a complaint or request a review of KUEL'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 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

KUEL exists to undertake Kingston University activities which, for legal or commercial reasons, are more appropriately channelled through a limited company, e.g. consultancy. It is a wholly owned subsidiary company of the University incorporated in 1990. The Company's registration number is 02462309 and its place of registration is England.

KUEL does not have its own staff but is operated by staff of Kingston University or people contracted for particular activities.

1.2 Articles of Association

Publication Code	Publication Title
1.2.1	Articles of Association

1.3 Board membership

The KUEL Board of Directors' membership is:

Chair:

Nicholas Badman – Governor, Kingston University

- Nick Badman is a non-executive director of The Hyde Group, a housing business operating across London and the south of England, and of a number of private companies.
- Before this, he was managing director of 3i, the private equity and venture capital group, and head of its UK buyout business. He is a qualified solicitor and started his career practising corporate law with Clifford Chance in London. He is a Fellow of the RSA (Royal Society for the Encouragement of Arts, Manufacture and Commerce).
- Nick is a member of the University's Finance Committee.

Directors:

Terry Butcher – Finance Director, Kingston University

Dr Mark Kierstan – Governor, Kingston University

Deborah Lock – Executive Director of Enterprise, Kingston University

Prof Penny Sparke – Pro Vice-Chancellor (Research and Enterprise), Kingston University

1.4 Senior executives

KUEL does not have its own staff but is operated by staff of Kingston University or people contracted for particular activities.

1.5 Staff structure

KUEL does not have its own staff but is operated by staff of Kingston University or people contracted for particular activities.

1.6 Contact points

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

Publication Code	Publication Title
2.1.1	Report and Financial Statements – Year ended 31 July 2008
2.1.2	Report and Financial Statements – Year ended 31 July 2007

2.2 Loans sanctioned

KUEL does not currently hold any information under this category.

2.3 Procurement procedures

KUEL 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

KUEL 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

KUEL does not currently hold any information under this category.

3.2 Annual Report

See 2.1 above.

3.3 Minutes of meetings of the Board

Publication Code	Publication Title
3.3.1	Board Meeting Minutes – 2008
3.3.2	Board Meeting Minutes – 2007
3.3.3	Board Meeting Minutes – 2006

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

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

4.2 Policies and procedures for delivering our services

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

4.3 Policies and procedures for recruiting and employing staff

KUEL 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 KUEL under the Freedom of Information Act 2000, and wish to make a complaint or request a review of KUEL'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 KUEL. 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

KUEL 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. KUEL 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 publically available registers.

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

KUEL 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

KUEL 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

KUEL 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

KUEL does not currently hold any information under this category.

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

KUEL does not currently hold any information under this category.

6.3 Leaflets

KUEL does not currently hold any information under this category.

6.4 Media Releases

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