

Uclan Business Services Limited
FREEDOM OF INFORMATION ACT 2000

GUIDE TO INFORMATION

1 Introduction

1.1 The Freedom of Information Act 2000 gives a general right of access to recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A “public authority” is defined in the Act, and includes publicly owned companies. Uclan Business Services Limited is a publicly owned company. Any person who makes a request to a public authority for information must be informed whether the public body holds that information and, subject to exemptions, be supplied with that information.

In addition to giving the public the right of access to information, all public bodies are required to issue a declaration about what they will routinely publish. The Company has adopted the model Publication Scheme for Publicly Owned Companies as recommended by the Information Commissioner –the information watchdog. Details of the model scheme can be found on the Information Commissioner’s website at www.ico.gov.uk

1.2 This guide to information is set out around seven categories as recommended by the Information Commissioner. These categories are as follows:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services provided by the Company

These categories are described in more detail below under the heading “Classes of Information”. In each of these classes, there is a link to the University of Central Lancashire’s website to find out more about this type of information and how it can be accessed. Also on this website, you can browse the different categories of information, or use the search facility to look for something in particular.

2 How to obtain information and charges

We are committed to publishing documents on our website where this is possible and these will be free to access in that format. We will indicate where hard copies of publications need to be requested and these will incur no charge.

To request hardcopies of information available through our publication scheme please contact :

Company Secretary

**Strategic Development Service
University of Central Lancashire
Preston
PR1 2HE
Tel No 01772 892552**

Details of the Company can also be accessed on the Companies House website <http://www.companies-house.gov.uk/>

3 How to obtain information not listed here

Individuals or organisations have the right to request any information held by the Company which is not already available through the publication scheme. Requests should be made in writing to the officer referred to above. The Company will aim to supply the information within 20 working days. A fee may be charged which will be calculated according to the fees regulations. We will aim to provide the information requested but will not release the information to which an exemption in the Freedom of Information Act applies.

4 Feedback

It is important to the Company that our publication scheme meets your needs and we welcome any comments and suggestions to improve it. Any questions, comments or complaints about this scheme can be forwarded to the Company Secretary whose details are given above.

If you are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

**Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

More information about the Freedom of Information Act is available on the Information Commissioner's website at www.ico.gov.uk

5 Copyright

Reproducing material supplied under the Publication Scheme without the express permission of the Company may be an infringement of copyright. Requests for permission should be addressed to:

**Company Secretary
Strategic Development Service
University of Central Lancashire
Preston PR1 2HE**

6 Office opening hours Office opening hours are 9.30 am until 4.30pm Monday to Thursday, 9.30 am until 4pm Friday.

CLASSES OF INFORMATION

1. Who we are and what we do

Uclan Business Services limited is a publicly owned company being a subsidiary company within the University of Central Lancashire Group. The Company is a private limited company which was incorporated on 26th January 1989 and registered at Companies House under Company number 2340053. The Company's principal activities are consultancy, education and training. All support services for the Company are provided by the University of Central Lancashire whose publication scheme can be accessed at <http://www.uclan.ac.uk/>

Further information is available at: http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php

Class	Description	Item	Link/Availability
<u>Who we are and what we do</u>			This class contains organisational information, structures, locations and contacts relating to the Company
	Roles and responsibilities		
		Certificate of Incorporation	Paper copy: On application to Company Secretary
		Memorandum and Articles of Association	Paper copy: On application to Company Secretary
		Corporate Structure	See website for wholly owned companies structure: http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php
	Board members	Details of members	Paper copy: On application to Company Secretary
		List of Directors	See website for list of Directors : http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php
		Register of Allotment of Shares	Paper copy: On application to Company Secretary
<u>What we spend and how we spend it</u>			
	Annual Accounts	Statutory Accounts	Paper copy :On application to Company Secretary

	Procurement Procedures	Financial regulations of the University Group	See website: http://www.uclan.ac.uk/information/services/finance/help_support/financial_regulations.php Paper copy: On application to Company Secretary
<u>What our priorities are and how we are doing</u>			
	Annual report	Annual return	Paper copy: On application to Company Secretary
<u>How we make decisions</u>			
	Minutes	Confirmed public minutes of meetings & resolutions passed by shareholders for last 3 years	Paper copy: On application to Company Secretary
<u>Our Policies and Procedures</u>			
	Financial Regulations	Financial regulations of the University Group	See website: http://www.uclan.ac.uk/information/services/finance/help_support/financial_regulations.php Paper copy: On application to Company Secretary
<u>Lists and Registers</u>	Lists or registers that the Company is legally required to hold in publicly available registers	The Company holds registers of members, directors and secretaries	Paper copy: On application to Company Secretary
<u>The services the Company offers</u>	Details of the Company's services	The Company provides consultancy, education & training services	

