

CHURCHILL CONFERENCES Ltd
SUBSIDIARY COMPANY PUBLICATION SCHEME

PART ONE

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges. Associated companies that are wholly owned by public authorities are also defined as public authorities under the Act. A 'company' exists when a separate corporate entity has been formed.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3 Who we are

- 3.1 Churchill Conferences Ltd, was established by Churchill College Cambridge in August 1993 and its formation was minuted by the College Council at a meeting at the end of September 1993. It is registered at Companies House (company number 2843117), and was incorporated on 6 August 1993. It is a Private Limited Company.
- 3.2 Churchill Conferences Ltd. is wholly owned by Churchill College, Cambridge and its publication scheme should be read in conjunction with that of the College.
- 3.3 Churchill Conferences Ltd markets and develops conference and meeting activity to gain revenue for the College from the use of its physical resources. Its customers are largely VAT-registered and the company is in a VAT group with the College.
- 3.4 The financial year runs from 30 June to 1 July, and audited accounts are published annually. There are no branches associated with this company. There are no overseas interests associated with this company.
- 3.5 The Board of Churchill Conferences Ltd currently comprises the Bursar, the Domestic & Conference Bursar, and another Fellow of the College.

4 Accessing information covered by the publication scheme

- 4.1 The classes of information we publish are described in the second part of the scheme.
- 4.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class. In classes where a £ sign is shown in the Fee column, it will be necessary to supply the Freedom of Information Officer with a stamped addressed envelope with a £1 stamp affixed. If the costs of photocopying and postage are significantly higher, we will contact you with a request for additional payment.
- 4.3 To request information available through our publication scheme, please contact the Freedom of Information Officer and specify the medium in which you wish to receive the information from:

Registrar (Freedom of Information Officer)
Churchill College
Storey's Way
Cambridge
CB3 0DS

E-mail: information@chu.cam.ac.uk

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

5. What about information not covered by the publication scheme?

- 5.1 From 1 January 2005 you will 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.
- 5.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be 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.

6. Copyright

- 6.1 Churchill Conferences Ltd. owns copyright in publications within this scheme. Copies of these publications may be made for purposes of private study or research without permission, in accordance with the Copyright, Designs and Patents Act 1988. Applications for commercial reproduction should be made in writing to the Registrar (Freedom of Information Officer) at the address in 5.3.

7. Feedback

- 7.1 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. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

Registrar (Freedom of Information Officer)
Churchill College
Storey's Way
Cambridge
CB3 0DS

E-mail: information@chu.cam.ac.uk

- 7.2 If we 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

8. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk