

CAPEL MANOR LIMITED

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

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 companies wholly owned by universities, further education colleges and sixth form colleges.

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

Capel Manor Limited is a wholly owned subsidiary of Capel Manor College. It is registered at Companies House as number 02795781.

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 All classes are available in paper format. In all cases, a single copy will be provided free of charge but the Company reserves the right to charge a fee of up to £10 per copy for additional copies.

4.3 To request information available through our publication scheme, please contact:

The Company Secretary
Capel Manor Limited
Capel Manor College
Bullsmoor Lane
Enfield
Middlesex EN1 4RQ

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.

5.3 The Freedom of Information Act 2000 also sets out the following circumstances where the duty to disclose information does not arise: When a requester, following prompting and assistance, does not give enough of a description of the information required to allow that information to be identified; and when requests are vexatious or repeated.

5.4 Capel Manor Limited will not be required to release information to which an exemption in the Act applies. There are twenty-four exemptions under the Act, including:

?? Information already available elsewhere. If this is the case we will endeavour to direct you to where you will find the information you require.

?? Information provided in confidence. The Act obliges us not to disclose information supplied to us in confidence.

?? Personal information. This is covered by the Data Protection Act 1998 and is only available to the data subject concerned.

?? Information which might endanger the physical or mental health or personal security of any individual.

?? Information intended for future publication. If we intend to publish the information you want you may have to wait until it is published before you can have access to it.

?? Information which would be likely to prejudice the commercial interests of the Company or an individual.

6. Feedback

- 6.1 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.

The Company Secretary
Capel Manor Limited
Capel Manor College
Bullsmoor Lane
Enfield
Middlesex EN1 4RQ

- 6.2 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

7. Further information

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

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

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Please note that the Companies House web site <http://www.companieshouse.gov.uk/> includes details of the name and address of the company, company type, nature of business and date of incorporation. Last accounts, return and members list, are available for a charge.

Information that may damage the Company's commercial interests will be excluded from publication.

	Class	Description
1	Legal framework and Governance	Memorandum of Association Articles of Association Certificate of Incorporation
2	Objectives	Memorandum of Association
3	Management structure	Directors, Secretary, Shareholders Minutes of Directors' Meetings
4	Financial resources	Latest audited Financial Statements, subject to commercial confidentiality and accompanying Directors' Report