

ED DEVELOPMENTS LIMITED

PUBLICATION SCHEME

December 2003

ED DEVELOPMENTS LIMITED

PUBLICATION SCHEME

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INTRODUCTION

The ED Developments Limited publication scheme has been produced under section 19 of the Freedom of Information Act 2000. It aims to help you find information about the Company easily and quickly.

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.

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 ED Developments Limited is a private limited company (Company Number 03747081), incorporated on the 7 April 1999. The Company is wholly owned by St Edmund's College and its publication scheme should be read in the context of the St Edmund's College publication scheme, available from The Freedom of Information Officer, Ed Developments Limited, St Edmund's College, Mount Pleasant, Cambridge, CB3 0BN. Telephone 01223 336126
E-mail bursar@st-edmunds.cam.ac.uk

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, a charge will be made for the costs of photocopy and postage. We will let you know the relevant charge at the time of your request, and the charge will be payable in advance.

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

The Freedom of Information Officer
ED Developments Limited
St Edmund's College
Mount Pleasant
Cambridge, CB3 0BN
E-mail: bursar@st-edmunds.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. ED Developments Limited may charge a fee, which will have to be calculated according to Fees Regulations. If a fee is required, it must be paid in advance. If the fee is not paid within three months of requesting it then the request will lapse. Please note that in accordance with section 12 of the Freedom of Information Act, ED Developments Limited reserves the right to refuse a request where the cost of researching, extracting or copying the information is disproportionately high.
- 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 an adequate description of the information required to allow that information to be identified; and when requests are vexatious or repeated.
- 5.4 ED Developments Limited will not be required to release information to which an exemption in the Act legitimately applies. However, we may be required to explain to the applicant why we are not releasing information and we may also have to justify this to the Information Commissioner. These exemptions include:
- 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. Certain information is supplied to us in confidence. The Act obliges us to hold this information confidentially and not to disclose it.
 - Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
 - Information which might endanger the physical or mental health or personal security of any individual.
 - Investigations and proceedings conducted by public authorities.
 - 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.

Please note that there are twenty-three exemptions included in the Act. For a full list please contact the Information Commissioner's website www.informationcommissioner.gov.uk

6. Copyright

- 6.1 ED Developments Limited owns the copyright to 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 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 Freedom of Information Officer
ED Developments Limited
St Edmund's College
Mount Pleasant
Cambridge
CB3 0BN
E-mail: bursar@st-edmunds.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

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

THE PUBLICATION SCHEME

Please note that the Companies House web site 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.

Companies House, PO Box 29019, 21 Bloomsbury St, London WC1B 3XD
<http://www.companieshouse.gov.uk/>

Information which would be likely to prejudice the commercial interests of the Company or an individual is exempt from publication under the Freedom of Information Act 2000.

Class	Description	Manner	Fee
1. Legal framework and governance structure	<ul style="list-style-type: none"> ▪ Memorandum of Association ▪ Articles of Association ▪ Certificate of Incorporation 	<p>Paper</p> <p>Also from Companies House in various formats</p>	£
2. Objectives	Memorandum of Association	<p>Paper</p> <p>Also from Companies House in various formats</p>	£
3. Management structure	<ul style="list-style-type: none"> • Information about current Directors, Secretary and Shareholders • Minutes of Directors' meetings and Annual General Meetings 	<p>Paper</p> <p>Also from Companies House in various formats</p>	£
4. Financial resources	Last Statement of Accounts and accompanying Directors' Report	<p>Paper</p> <p>Also from Companies House in various formats</p>	£