

**Edge Hill Enterprises Limited
Freedom of Information Act 2000
Publication Scheme
April 2010**

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 and higher education colleges and sixth form colleges. The definition includes a company wholly owned by a public authority.

2. What is a publication scheme?

- 2.1 A publication scheme is a document that 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. Copyright

Documents available through this publication scheme are protected by copyright. The copyright owner is Edge Hill Enterprises Limited. Documents accessed through this publication scheme may be used for private information or study only. You must not copy, distribute, or publish any material from this publication scheme without the express permission of the copyright owner. Where permission is given appropriate acknowledgment of the copyright owner is required if material is re-published in any format.

4. Who we are

Edge Hill Enterprises Limited is a private company limited by shares and wholly owned by Edge Hill Higher Education Corporation.

Edge Hill Enterprises specialises in four main areas of business, Training, Sports Centre (Sporting Edge), International Students and Conferences.

This publication scheme should be read in the context of the Edge Hill publication scheme, available from the Edge Hill website at <http://www.edgehill.ac.uk/foi> or a hardcopy is available in all Edge Hill Learning Resource Centres or on request from the Strategic Planning & Policy Unit.

The registered office is at Edge Hill University, St Helens Road Ormskirk, Lancashire L39 4QP.

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. Information will be made available by hardcopy posted out to you. We have also indicated whether charges apply to material in each class.
- 5.3 To request hardcopy information available through our publication scheme, we have indicated the contact details next to the relevant class. If you experience any difficulties locating the document you require then please contact:

Mrs L Cobain
Policy Information Officer
Strategic Planning & Policy Unit

Edge Hill University
St Helens Rd
Ormskirk
Lancashire
L39 4QP

Email – foi@edgehill.ac.uk

- 5.4 The Company Secretary has overall responsibility for this publication scheme on behalf of Edge Hill Enterprises Limited
- 5.5 Please note that a publication scheme relates to ‘published’ information. Therefore, material covered has already been prepared in a format ready for distribution.

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

- 6.1 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.
- 6.2 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.

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:

Mrs L Cobain
Policy Information Officer
Strategic Planning & Policy Unit
Edge Hill University
St Helens Rd
Ormskirk
Lancashire
L39 4QP

Email – foi@edgehill.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

1. Management

This section covers information relating to the way Edge Hill Enterprises is managed. It includes information on the legal status of the company, which individual member of staff or group within the company is responsible for specific functions and where they fit in the overall structure of the company. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the company or that may threaten the health and safety of specific individuals. Please see Edge Hill's Publication Scheme for all policies relating to human and physical resources, and finance. This is available from the Edge Hill website at <http://www.edgehill.ac.uk/> or a hardcopy is available in all Edge Hill Learning Resource Centres or on request from the Policy Information Officer.

Ref.	Class	Description	Format Available	Fee	Date Range Available
1.1	Legal framework	<ul style="list-style-type: none"> Memorandum of Association Articles of Association Certificate of Incorporation 	Hard copy from: Strategic Planning & Policy Unit Edge Hill University St Helens Rd Ormskirk Lancashire L39 4QP	Fee Applicable	Current version
1.2	Annual Accounts	Included in the accounts are the names of the directors and company secretary.			Previous 3 financial years
1.3	Governance	Approved minutes of the Annual General Meeting			Previous 3 financial years
1.4	Location	Address of main site and any other locations	Website or for a hardcopy telephone on our Freephone number - 0808 100 60 70	N/A	Current version
1.5	Structure	Documents describing how the individual departments of Edge Hill Enterprises are organised	Hardcopy available by telephoning on our Freephone number - 0808 100 60 70	N/A	Current version
1.6	Administration	Includes opening hours and Health & Safety Policy.	See Edge Hill's Publication Scheme for all other policies		

2. Business Training

This section describes the information available regarding the provision of training courses and consultancy offered by Edge Hill Enterprises. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the company or that may threaten the health and safety of specific individuals.

The Business Training website is available at http://www.edgehill.ac.uk/CommServ/Enterprises/about_us.htm

Ref.	Class	Description	Available From	Fee	Date Range Available
2.1	Training Programmes	Outline course information on current training courses.	Website or for a hardcopy telephone on our Freephone number - 0808 100 60 70	N/A	Current version
2.2	Centre Information	This class includes information on the location and opening hours of the training centers.			
2.3	Training Programme Fees	Information on the cost of training programmes.			
2.4	Consultancy	Information on consultancy services offered.	Website or email Phil Hogan on hoganp@edgehill.ac.uk	N/A	Current version
2.5	Publicity	This class includes course leaflets, press releases and latest marketing campaigns.	For a hardcopy telephone on our Freephone number - 0808 100 60 70	N/A	Current version

3. Sporting Edge

This section describes all the information available from Sporting Edge. Sporting Edge is Edge Hill's sports complex and contains excellent provision for both indoor and outdoor sports. It is open to staff, students and the local community and provides a wide and varied activity programme. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the company or that may threaten the health and safety of specific individuals.

Sporting Edge's website is available at <http://www.edgehill.ac.uk/sportingedge/index.htm>

Ref.	Class	Description	Available From	Fee	Date Range Available
3.1	Pricing and Opening hours	Latest Price Lists and opening hours.	Sporting Edge Website, Or hardcopy on request from: 01695 584745 Or by Writing to: Sporting Edge Edge Hill St Helens Rd Ormskirk Lancashire, L39 4QP	N/A	Current Version
3.2	Facilities, Courses and Clubs	Publicity and information material on all courses and activities offered. See Class 1.5 for location details.			
3.3	Policies and Procedures	Includes Normal Operating Procedure (issued to all staff containing details on Health & Safety, finance procedures, evacuation procedures and first aid. Includes CCTV policies.	Hard copy is available by Writing to: Sporting Edge Edge Hill St Helens Rd Ormskirk Lancashire L39 4QP	N/A	Current Version
3.4	Partnerships	List of partners and brief summary of partnership			

4. Conferences

This section describes the information available on conference bookings. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the company or that may threaten the health and safety of specific individuals.

The Conference booking website is available at <http://www.edgehill.ac.uk/CommServ/Enterprises/Conferences/conferences.htm>

Ref.	Class	Description	Available From	Fee	Date Range Available
	Accommodation and Facilities	Details of all types of accommodation and facilities available	Telephone 01695 584327 or email enterprises@edgehill.ac.uk	N/A	Current Version
4.1	Publicity	Includes Conference brochure	Or write to: Conference Coordinator Edge Hill Enterprises The Hollies St Helens Rd Ormskirk Lancashire L39 4QP		

5. International Students

This section describes the documents to be made available from the International Office of Edge Hill Enterprises who promote Edge Hill courses abroad and support International Students attending the college. In some instances information will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the company or that may threaten the health and safety of specific individuals. For policies on student support and teaching and learning please see the Edge Hill publication scheme. This is available from the Edge Hill website at <http://www.edgehill.ac.uk/> or a hardcopy is available in all Edge Hill Learning Resource Centres or on request from the Policy Information Officer.

The International Office website is available at <http://www.edgehill.ac.uk/Study/InternStu/index.htm>

Ref.	Information	Description	Available From	Fee	Date Range Available
5.1	Course Information	Includes the Academic Programme and course listing.	International Office website. Or contact The International Office Edge Hill University St Helens Road Ormskirk Lancashire UK Tel: 01695 584493 Email: international@edgehill.ac.uk	N/A	Current Version
5.2	Enrollment	Includes contact details for enrollment information.			
5.3	Partners	List of international partner colleges.			