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# Newnham College Limited: Publication Scheme

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Newnham College Limited (NCL) is a private company which has been undertaking its present activities since 1999 and whose principal activity is trading in memorabilia relating to the College. As a wholly-owned subsidiary of Newnham College, Cambridge, which publishes its own Publication Scheme, Newnham College Limited is subject to the Freedom of Information Act 2000.

The Publication Scheme follows the model prepared and approved by the Information Commissioner.

This Publication Scheme commits the Company to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Company.

The scheme commits the Company:

- Actively to publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the Company and falls within the classifications below.
- Actively to publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Company makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of Information

The scheme is arranged in the following classes:

- 1. Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7. The services we offer.**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The Company will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Company, information specified in this scheme will be provided on its website. Where it is impracticable to make information available on its website or when an individual reasonably does not wish to access the information by the website, the Company will indicate how the information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Company is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Company for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. [Charges](#) may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written Requests

Information held by the Company that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Publication Scheme for Newnham College Limited

### I. Who we are and what we do

Organisational information, structures, locations and contacts

#### I.1 Roles and Responsibilities

The purpose of the Company is trading in memorabilia relating to the College. The policy of the Company is to transfer its taxable profits by Gift Aid to the College.

#### I.2 Articles of Association

The Memorandum and Articles of Association of the Company may be obtained by writing to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or by e-mail to: [foi@newn.cam.ac.uk](mailto:foi@newn.cam.ac.uk). A small charge will be made.

They may also be obtained from Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ, [enquiries@companies-house.gov.uk](mailto:enquiries@companies-house.gov.uk).

#### I.3 Board Membership

The Directors of the Company are:

Dame Carol Black, Principal of Newnham College (Chairman)

Ms Jenny Raine, Bursar of Newnham College (Executive Director)

The Company Secretary is:

Mr Graham Gale, College Accountant, Newnham College

#### I.4 Senior Executives

Ms Raine acts as Executive Director of the Company and her services are provided to the Company for that purpose by Newnham College.

#### I.5 Staff Structure

The Company does not employ any staff. The Company purchases services from Newnham College for the conduct of its day-to-day operations.

## 1.6 Contact Points

The Company Secretary is Mr Graham Gale (College Accountant of Newnham College) (telephone: 01223 335786; e-mail: [accountant@newn.cam.ac.uk](mailto:accountant@newn.cam.ac.uk)).

The Registered Office of the Company is the Bursary, Newnham College, Cambridge CB3 9DF.

## 2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit

### 2.1 Annual Accounts

The Annual Accounts of the Company may be obtained by writing to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or by e-mail to: [foi@newn.cam.ac.uk](mailto:foi@newn.cam.ac.uk). A small charge will be made.

They may also be obtained from Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ, [enquiries@companies-house.gov.uk](mailto:enquiries@companies-house.gov.uk).

### 2.2 Loans sanctioned

Details of the Company's creditors may be found in its Annual Accounts.

### 2.3 Procurement Procedures

The Company procures supplies from a range of printers and manufacturers.

### 2.4 Staff and board members' allowances and expenses

Board members do not claim for any out-of-pocket expenses. The Company has no staff.

### **3. What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews

#### 3.1 Any reports indicating main priorities and progress against them

Priorities and progress against them is discussed as necessary at the meeting of the Board and recorded in the minutes.

#### 3.2 Annual Report

The Company's Annual Report may be found in its Annual Accounts [see 2.1].

### **4. How we make decisions**

Decision making processes and records of decisions

#### 4.1 The minutes of meetings of the Board are available as paper documents three months after confirmation by contacting the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or by e-mail at [foi@newn.cam.ac.uk](mailto:foi@newn.cam.ac.uk).

### **5. Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

#### 5.1 Policies and procedures for conducting departmental business

The Company has no staff and is not organised in departments.

#### 5.2 Policies and procedures for delivering our services

The Company delivers its services, where appropriate, in consultation with its shareholder, Newnham College.

#### 5.3 Policies and procedures for recruiting and employing staff

The Company has no staff.

## 5.4 Customer Service

Information concerning the Company's sales and services may be found at [www.newn.cam.ac.uk/about/merchandise/](http://www.newn.cam.ac.uk/about/merchandise/).

## 5.5 Complaints procedure

5.5.1 If you have a complaint about this Publication Scheme please write to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF, or e-mail to [foi@newn.cam.ac.uk](mailto:foi@newn.cam.ac.uk)

5.5.2 If you have put a complaint in writing to the Freedom of Information Officer and are not content with the response, you may refer the issue to the Office of the Information Commissioner, the independent body which oversees the Freedom of Information Act: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, [ico.org.uk/concerns/](http://ico.org.uk/concerns/).

## 5.6 Records management and personal data policies

The Company outsources its records management to the College. Personal data is managed in accordance with Newnham College Data Protection Policy which may be found at [www.newn.cam.ac.uk](http://www.newn.cam.ac.uk).

## 5.7 Charging regimes and policies

5.7.1 The Company sets its selling prices to reflect the market for this type of goods.

5.7.2 Information about charges for information provided under this Publication Scheme may be found at [www.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/#accordion-7](http://www.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/#accordion-7)



## **6. Lists and registers**

Any information we are currently legally required to hold in publicly available registers

### **6.1 Any lists or registers we are required to produce in the conduct of our business**

There are none.

### **6.2 Any property asset list**

The Company holds no property assets.

### **6.3 Disclosure logs**

The Company does not maintain a disclosure log.

## **7. The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters.

### **7.1 Details of company services**

The Company provides services principally to the alumnae of Newnham College.

### **7.2 Services for which the company is entitled to recover a fee, together with those fees**

The Company does not provide services other than those relating to its sale of memorabilia.

### **7.3 Leaflets**

The Company's leaflets may be found on its webpage, [www.newn.cam.ac.uk/about/merchandise/](http://www.newn.cam.ac.uk/about/merchandise/)

### **7.4 Media Releases**

The Company does not issue press releases.