

# **CAIUS PROPERTY SERVICES LIMITED**

## **SUBSIDIARY COMPANY PUBLICATION SCHEME**

### **PART ONE**

#### **INTRODUCTION**

The Caius Property Services Ltd. 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. 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 Caius Property Services Ltd. is registered at Companies House (company number 02788625), and was incorporated on 10<sup>th</sup> February 1993.
- 3.2 It is a Private Limited Company.
- 3.3 Caius Property Services Ltd. is wholly owned by Gonville & Caius College, Cambridge. Its publication scheme should be read in the context of the publication scheme for Gonville & Caius College.
- 3.4 Caius Property Services Ltd. handles major collegiate property development activities. It acts as main contractor on behalf of Gonville & Caius College Cambridge and then contracts with building contractors and consultants as

appropriate for the planning, design and implementation of relevant developments. It exists to maximise the efficiency of the financial and taxation arrangements available to the College for such work.

- 3.5 The financial year runs from 1 August to 31 July, and audited accounts are published annually. There are no branches associated with this company. There are no overseas interests associated with this company.
- 3.6 The Directors of Caius Property Services Ltd. comprise the Senior Bursar and the Domestic Bursar of Gonville & Caius College. The company has no employees and the Directors receive no remuneration.
- 3.7 The previous name of the company was M&R 542 Limited, and the change was made on 23<sup>rd</sup> February 1993.

#### **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 general, the supply of printed versions of the hard copy version of publications will incur charges, based on current copying and postage costs. Charges may vary if special circumstances occur.
- 4.3 To request information available through our publication scheme, please contact:

The Freedom of Information Officer  
Gonville & Caius College  
Cambridge  
CB2 1TA

E-mail: [foi@cai.cam.ac.uk](mailto:foi@cai.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. Caius Property Services Ltd. may charge a fee, which will 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 Caius Property Services 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 Freedom of Information Officer at the address in 4.3.

## **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.

The Freedom of Information Officer  
Gonville & Caius College  
Cambridge  
CB2 1TA

E-mail: [foi@cai.cam.ac.uk](mailto:foi@cai.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](http://www.informationcommissioner.gov.uk)