

OU SUBSIDIARY COMPANIES



Here you will find a guide to the Subsidiary Companies publication scheme which consists of four groups of classes of information.

The site also contains information about the FoI Act and its implementation.

INTRODUCTION to FoI

Freedom of Information Act 2000

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. It establishes a general right of access to information held by public authorities, subject to certain exemptions.

It will provide a statutory right of access to information about the Open University's operations (subject to certain exemptions)

Implementation

Full access rights will come into force in January 2005, with publication schemes being phased in on a sector by sector basis.

Publication Schemes

One of the aims of the Freedom of Information Act is that public authorities should be clear and proactive about the information they make available to the public. The Act requires all public authorities to produce publication schemes, setting out what information they will make available as a matter of course, and when and how they will make it available.

CHARGES

The majority of information in the publication scheme is available free; for others a charge may be levied. The charges will vary according to how information is made available, which is specified for each class within the scheme. Charges will apply as follows:

- **Website:** free of charge unless otherwise specified;
- **Email:** free of charge unless otherwise specified.
- **Copies of information by post:** Paper copies of the OU publication scheme will be provided free of charge. We will provide up to 24 pages of information contained in the publication scheme free of charge. For a charge of £5 + postage we will provide 25 pages with an additional charge of 20 pence for each additional page requested. Multiple requests from the same individual or organisation will be treated as a single request and the appropriate charge levied.

We do not provide printouts of other people's websites;

- **OU library:** information can be viewed free of charge, photocopies can be made for 20 pence per copy;
- **OU or other vendor:** commercial prices will apply as specified

CODES OF PRACTICE

The Freedom of Information Act provides for the Lord Chancellor to issue two Codes of Practice.

The Code of Practice issued under section 45 sets out the practices to be followed by authorities when dealing with requests for information. Much of the code will not be applicable until January 2005, when the Act's general right of access provisions come into force, but issuing the code early enables public authorities to see what is expected of them and to develop internal guidance and training material accordingly. This code is available on the Lord Chancellor's Department website <http://www.lcd.gov.uk/foi/codepafunc.htm>.

The Code of Practice issued under section 46 sets out good practice in records management to all authorities subject to the Freedom of Information Act. The Code will not be generally applicable until January 2005 but issuing it early enables authorities to see what is expected of them and develop their records management accordingly.

The Records Management Code <http://www.dca.gov.uk/foi/codesprac.htm> is on this website.

A Model Action Plan to help authorities prepare for implementation of the Freedom of Information Act is also available.

<http://www.dca.gov.uk/foi/map/modactplan.htm>

Who is covered by the FOI Act?

The legislation covers a wide range of public sector bodies - Government departments, non-departmental public bodies, the armed forces, the National Health Service, local government, the police, colleges and universities, schools. It also includes a number of other public bodies that do not fall within these categories. Some private sector organisations are included, insofar as they undertake public sector functions; a full list is in Schedule I of the Act <http://www.legislation.hmsso.gov.uk/acts/acts2000/20000036.htm>.

Does it cover the whole of the UK?

The Act applies to England and Wales, to Northern Ireland, and to information held by UK wide authorities listed in schedule I. It applies to authorities in Scotland only when they are exercising UK-wide functions.

When will the FOI Act apply?

Implementation of the Act is being divided into two phases:

- the first phase is a rolling programme to introduce publication schemes. This started with central government in November 2002, moving on to other types of public authorities every few months, concluding in June 2004 with those not already covered.

the second phase brings the rights of access and associated provisions, which will be in January 2005.

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**Head of Intellectual Property
The Open University
Walton Hall
Milton Keynes
MK7 6AA**

FOI CONTACT ADDRESSES

Requests for the provision of information contained in this scheme (other than via the university's website) should be sent to the Freedom of Information Manager at:

PO Box 497
The Open University
Walton Hall
Milton Keynes
MK7 6AA

or email

Freedom-of-Information@open.ac.uk

Feedback

We would appreciate your comments on how easy you found this site to navigate, any tips for improvement and whether the information you were looking for is included.

Email

Freedom-of-Information@open.ac.uk

Complaints and Appeals

If you are not satisfied with the way we have handled your request, with the fee we have charged, or with the reasons we have given for not providing information, you have the right to appeal.

The Information Commissioner is responsible for enforcing the operation of the publication scheme. In the case of a failure to deliver information through the scheme, you may also appeal directly to the Information Commissioner at any time.

Appeals to the Information Commissioner should be sent to data@dataprotection.gov.uk, or by post to:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

PUBLICATION SCHEMES

Under section 19 of the FOI Act, each public authority must produce a publication scheme. This has to set out what information it will make available as a matter of course, how and when it will do so, and whether or not this information will be made available free of charge. The authority must then release the information as promised in its scheme.

The scheme should make sure that a significant amount of information is readily available to the public. Publication schemes are also intended to develop a greater culture of openness within organisations. The Open University has adopted the model publication scheme developed for the Higher Education sector and is therefore committed to publishing the information it describes.

Some basic facts about our scheme:

We provide our scheme in two formats: on the Open University's Subsidiary Companies website (from which a printable version is available - see below) and on paper.

The scheme lists four groups of classes of information. In all cases, the class is defined as the most specific level of entry. The groups of classes are arranged in a way to make it easier to find information. They have been divided into four broad categories:

1. Legal Framework
2. Finance
3. Minutes of Board Meetings
4. Directors

By 'publication' we mean information available on our website, one-off printed documents from a desktop computer, electronic documents and reports.

How we make information available, and what charges may apply:

Website: when information is available on the OU or another website the web address will be given and a link provided. Note that when the link is to another organisation's website, provision of the information is the responsibility of that organisation and not of the OU;

By post: information will be posted on request, following receipt of any fee applicable (see charges section).

Requests for the provision of information contained in this scheme (other than via the university's website) should be sent to the Freedom of Information Manager at:

PO Box 497
The Open University
Walton Hall
Milton Keynes
MK7 6AA

or email

Freedom-of-Information@open.ac.uk

We aim to despatch the information within 20 working days from receipt of your request and the fee. We do not provide printouts of other people's websites.

OU LIBRARY

Some information is made available in the Open University Library at Walton Hall, Milton Keynes.

Opening Hours

The library building at Walton Hall Campus is open during normal public opening hours.

The library is closed for Bank Holidays and for the University closure period at Christmas. At certain times of the year the library will open at 10am on Friday mornings to allow for staff training.

Library Contact Details

Address
The Open University Library The Open University Walton Hall Milton Keynes MK7 6AA United Kingdom
Telephone
Tel: 00-44-(0)1908 653138 Minicom only: 00-44 (0)1908 655455 Fax: 00-44-(0)1908-653571
E-mail
E-mail: lib-help@open.ac.uk Renewals: library-circulation@open.ac.uk

Access to personal information under the Data Protection Act 1998

The Data Protection Act 1998 provides living individuals with a right of access to personal information held about them. The right applies to all Open University information held in computerised form and also to non-computerised information held in filing systems structured so that specific information about particular individuals can be retrieved readily. The right extends also to those archives that meet these criteria. However, the right is subject to exemptions which will affect whether information is provided and requests will be dealt with on a case by case basis.

Please send requests for access to information under the Data Protection Act ('data subject access requests') to the Data Protection Co-ordinator at:

PO Box 497
The Open University
Walton Hall
Milton Keynes
MK7 6AA

or email data-protection@open.ac.uk

Please provide as much detail as possible to help us find the information.

Note that the Data Protection Act does not give third parties rights of access to personal information for research purposes.

USEFUL WEBSITES

More information is available from the following:

The Department of Constitutional Affairs
<http://www.dca.gov.uk/legist/foi.htm>

The Information Commissioner
<http://www.informationcommissioner.gov.uk>

The Joint Information Systems Committee (JISC) has produced an issues briefing paper entitled Freedom of Information Act 2000: implementation & practice:
http://www.jisc.ac.uk/index.cfm?name=pub_ib_foi

Code of Practice on the Discharge of the Functions of Public Authorities under Part I of the Freedom of Information Act 2000
<http://www.lcd.gov.uk/foi/dftcp00.htm>

Code of Practice on the Management of Records under s46 of the Freedom of Information Act 2000
<http://www.dca.gov.uk/foi/codesprac.htm>

Model Action Plan for Achieving Compliance with the Lord Chancellor's Code of Practice on the Management of Records for further and higher education
http://www.jisc.ac.uk/uploaded_documents/modelactionplan.pdf

Campaign for Freedom of Information
<http://www.cfoi.org.uk>

OU PROPERTIES (BRISTOL) LIMITED

Legal Framework

The company was incorporated as Tideplant Limited on 10 October 2000, but did not trade before it was acquired by The Open University on 4 January 2001 and its name changed to OU Properties (Bristol) Limited. The company is wholly-owned by The Open University, is an exempt charity and is a private company limited by shares (company no. 4087160). The company's registered office is at PO Box 77, Open University, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6BT.

The purpose of the company is to provide funds for the advancement of education through The Open University. The company owns a property in Bristol which is currently leased to The Open University.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

Previous years' Financial Statements are available at no charge.

The annual financial statements for the period ended 31 July 2006 can be found here:

Minutes of Board Meetings

To be available by July 2004

Directors

The sole director of the company is The Open University.

BOOKHIRE LIMITED

Legal Framework

The company was incorporated on 13 August 1999 as a company limited by guarantee (company no. 3825045) and has since operated with one member - The Open University. The company's registered office is: The Open University, Walton Hall, Milton Keynes, Buckinghamshire MK7 6BT.

The purpose of the company is the advancement of education at The Open University by the provision of facilities for the use of The Open University and its students, and to make grants for charitable purposes. The company currently provides library services to The Open University.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

Previous years' Financial Statements are available at no charge.

The annual financial statements for the period ended 31 July 2006 can be found here:

Minutes of Board Meetings

To be available by July 2004

Directors

The company has two directors: Miles S Hedges and Roger J Hall

OU ENTERPRISES LIMITED

Legal Framework

The company was incorporated as Cogoctagon Limited on 14 June 2002 (company no. 4461492), but did not trade before it was acquired by The Open University on 25 September 2002 and its name changed to Open University Enterprises Limited. The company is wholly-owned by The Open University, is an exempt charity, and is a private company limited by shares. The company's registered office is: Walton Hall, Milton Keynes, Buckinghamshire MK7 6BT.

The purpose of the company is the advancement of education by the provision of assistance and benefit for the educational purposes of The Open University. The company has not yet traded since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The following Financial Statements are available in hard copy only:

- Period ended 31 July 2003 (available Spring 2004)

Minutes of Board Meetings

To be available by July 2004

Directors

The company has a sole director – The Open University

OU ENVIRONMENTAL BODY LIMITED

Legal Framework

The company was incorporated on 19 November 2002 (company no. 4594014). The company is a private company limited by guarantee and has one member – The Open University. The company's registered office is: PO Box 77, Walton Hall, Milton Keynes, Buckinghamshire MK7 6BT.

The purpose of the company is to carry out research and development for the purpose of encouraging the use of more sustainable waste management practices, and for the development of products from waste and the development of markets for recycled waste. The company has not yet traded since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The following Financial Statements are available in hard copy only:

- Period ended 31 July 2003 (available Spring 2004)

Minutes of Board Meetings

To be available by July 2004

Directors

The company has six directors – Dr Stephen J Burnley, Miles S Hedges, Dr Andrew Lane, Christopher J Murphy, Professor Andrew Porteous, and John G Shaughnessy.

OU PROPERTIES (WALTON DRIVE) LIMITED

Legal Framework

The company was incorporated as Cogobstruct Limited on 14 June 2002 (company no. 4461493), but did not trade before it was acquired by The Open University on 15 July 2002 and its name changed to OU Properties (Walton Drive) Limited. The company is wholly-owned by The Open University, is an exempt charity and is a private company limited by shares. The company's registered office is: PO Box 77, Walton Hall, Milton Keynes, Buckinghamshire MK7 6BT

The purpose of the company is the advancement of education by the provision of assistance and benefit for the educational purposes of The Open University. The company currently owns premises at Walton Hall, Milton Keynes which are occupied by The Open University and one of its subsidiary companies.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

Previous years' Financial Statements are available at no charge.

The annual financial statements for the period ended 31 July 2006 can be found here:

Minutes of Board Meetings

To be available by July 2004

Directors

The company has one director – The Open University

OPEN UNIVERSITY BUSINESS SCHOOL LIMITED

Legal Framework

The company was incorporated as Open University Trading Company Limited on 22 November 1994 (company no. 2995193). The name of the company was changed in 1998 to Open University Business School Limited. The company is wholly-owned by The Open University and is a private company limited by shares. The company's registered office is: The Open University, PO Box 77, Walton Hall, Milton Keynes, Buckinghamshire MK7 6BT.

The purpose of the company is to provide printed materials to The Open University. The company has not traded in recent years.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The following Financial Statements are available in hard copy only:

- Period ended 31 July 1995
- Year ended 31 July 1997
- Year ended 31 July 1999
- Year ended 31 July 2000
- Year ended 31 July 2001
- Year ended 31 July 2002
- Year ended 31 July 2003

Minutes of Board Meetings

To be available by July 2004

Directors

The company has a sole director – Miles S Hedges.

OUEE Ltd

Legal Framework

The company was incorporated as Open University Worldwide Limited on 8 July 1996, its name was changed to Open University Educational Enterprises Limited on 1 August 1997. The company is wholly-owned by The Open University and is a private limited company (company no. 03221609). The company's registered office is at Open University, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6BT.

The company is dormant, and has been dormant since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The annual financial statements for the period ended 31 July 2002 can be found here:

Attachment of Financial Statements is available

Minutes of Board Meetings

To be available by July 2004

Directors

The sole director of the company is Karen Doncaster.

OU International Ltd

Legal Framework

The company, Open University International Limited, was incorporated on 8 July 1996. The company is wholly-owned by The Open University and is a private limited company (company no. 03221613). The company's registered office is at Open University, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6BT.

The company is dormant, and has been dormant since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The annual financial statements for the period ended 31 July 2002 can be found here:

Financial Statements are separate attachment

Minutes of Board Meetings

To be available by July 2004

Directors

The sole director of the company is Karen Doncaster.

OUW Learning Ltd

Legal Framework

The company, Open University Worldwide Learning Limited, was incorporated on 9 July 1996. The company is wholly-owned by The Open University and is a private limited company (company no. 03221926). The company's registered office is at Open University, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6BT.

The company is dormant, and has been dormant since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The annual financial statements for the period ended 31 July 2002 can be found here:

Separate attachment available for Financial Statements

Minutes of Board Meetings

To be available by July 2004

Directors

The sole director of the company is Karen Doncaster

Worldwide OU Ltd

Legal Framework

The company, Worldwide Open University Limited, was incorporated on 8 July 1996. The company is wholly-owned by The Open University and is a private limited company (company no. 03221606). The company's registered office is at Open University, Walton Hall, Milton Keynes, Buckinghamshire, MK7 6BT.

The company is dormant, and has been dormant since incorporation.

Finance

Information on the company's management of financial resources can be found from the Annual Financial Statements.

The annual financial statements for the period ended 31 July 2002 can be found here:

Separate attachment available

Minutes of Board Meetings

To be available by July 2004

Directors

The sole director of the company is Karen Doncaster