

# WESTLAKES SCIENTIFIC CONSULTING LIMITED FREEDOM OF INFORMATION ACT 2000

## GUIDE TO INFORMATION

### 1 Introduction

1.1 The Freedom of Information Act 2000 gives a general right of access to recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A “public authority” is defined in the Act, and includes publicly owned companies. Westlakes Scientific Consulting Limited (the Company) is a publicly owned company. Any person who makes a request to a public authority for information must be informed whether the public body holds that information and, subject to exemptions, be supplied with that information.

In addition to giving the public the right of access to information, all public bodies are required to issue a declaration about what they will routinely publish. The Company has adopted the model Publication Scheme for Publicly Owned Companies as recommended by the Information Commissioner – the information watchdog. Details of the model scheme can be found on the Information Commissioner’s website at [www.ico.gov.uk](http://www.ico.gov.uk)

1.2 This guide to information is set out around seven categories as recommended by the Information Commissioner. These categories are as follows:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services provided by the Company

These categories are described in more detail below under the heading “Classes of Information”.

## **2 How to obtain information and charges**

Where documents are available on our website these will be free to access in that format. We will indicate where hard copies of publications have to be requested and these will incur the following charges:

- 5p per page for copying of paper copies of documents available under the Publication Scheme;
- Postage costs;
- External costs necessarily incurred in providing information under the Scheme, which will be recharged at cost.

To request hard copies of information available through our publication scheme please contact:

**The Chief Operating Officer  
Westlakes Scientific Consulting Limited  
Princess Royal Building  
Westlakes Science & Technology Park  
Moor Row  
Cumbria  
CA24 3LN**

Details of the Company can also be accessed on the Companies House website <http://www.companies-house.gov.uk/>

## **3 How to obtain information not listed here**

Individuals or organisations have the right to request any information held by the Company which is not already available through the publication scheme. Requests should be made in writing to the officer referred to above. The Company will aim to supply the information within 20 working days. A fee may be charged which will be calculated according to the charges structure set out in paragraph 2 above. We will aim to provide the information requested but will not release the information to which an exemption in the Freedom of Information Act applies.

## **4 Feedback**

It is important to the Company that our publication scheme meets your needs and we welcome any comments and suggestions to improve it. Any questions, comments or complaints about this scheme can be forwarded to the Chief Operating Officer whose details are given above.

If you 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**

More information about the Freedom of Information Act is available on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk)

## **5 Copyright**

Reproducing material supplied under the Publication Scheme without the express permission of the Company may be an infringement of copyright. Requests for permission should be addressed to:

**The Chief Operating Officer  
Westlakes Scientific Consulting Limited  
Princess Royal Building  
Westlakes Science & Technology Park  
Moor Row  
Cumbria  
CA24 3LN**

## **6 Office opening hours**

Office opening hours are 9.00 am until 5.00pm Monday to Friday.

## CLASSES OF INFORMATION

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

The Company is a wholly owned subsidiary of CentralLan Holdings Ltd, which is part of the University of Central Lancashire group. The Company is a private limited company which was incorporated on 2<sup>nd</sup> April 1992 and registered at Companies House under Company number 02703128. The Company's principal activities are commercial scientific consultancy and contract research.

Class	Description	Item	Link/Availability
<b>Who we are and what we do</b>			This class contains organisational information, structures, locations and contacts relating to the Company
	<b>Roles and responsibilities</b>	Certificate of Incorporation	Paper copy: On application to the Chief Operating Officer
		Memorandum and Articles of Association	Paper copy: On application to the Chief Operating Officer

<b>Who we are and what we do</b>	<b>Board members</b>	Details of Board members	Paper copy :On application to the Chief Operating Officer
	<b>Senior Executives</b>	Details of Senior Management Team	See website: <a href="http://www.westlakes.org/about/board.php">http://www.westlakes.org/about/board.php</a>
	<b>Contact points</b>	The Chief Operating Officer	See paragraphs 2 and 5 above
<b>What we spend and how we spend it</b>	<b>Annual Accounts</b>		Paper copy :On application to the Chief Operating Officer
	<b>Procurement procedures</b>	Details of procurement procedures	Paper copy :On application to the Chief Operating Officer
	<b>Staff and Directors' allowances and expenses</b>	Details of allowances and expenses	Paper copy :On application to the Chief Operating Officer
<b>What our priorities are and how we are doing</b>	<b>News and Press Releases</b>		See website: <a href="http://www.westlakes.org/news/index.php">http://www.westlakes.org/news/index.php</a>
<b>How we make decisions</b>	<b>Delegated authorities</b>		Paper copy: On application to the Chief Operating Officer
	<b>Minutes</b>	Non-reserved minutes of meetings	Paper copy: On application to the Chief Operating Officer
<b>Our policies and procedures</b>	<b>Policies and procedures</b>		See website: <a href="http://www.westlakes.org/about/ehsq.php">http://www.westlakes.org/about/ehsq.php</a>

	<b>for delivering our services</b>		
	<b>Policies and procedures for recruiting and employing staff</b>		See website: <a href="http://www.westlakes.org/about/vacancies.php">http://www.westlakes.org/about/vacancies.php</a>
	<b>Customer service</b>		See website: <a href="http://www.westlakes.org/about/contact.php">http://www.westlakes.org/about/contact.php</a>
	<b>Records management and personal data policies</b>		See website: <a href="http://www.westlakes.org/information/data_protection.php">http://www.westlakes.org/information/data_protection.php</a>
	<b>Charging regimes and policies</b>		See paragraph 2 above
<b>Lists and registers</b>	<b>Lists or registers that the Company may be required to produce in the conduct of their business</b>	Register of members; company directors; company secretaries and charges	Paper copy: On application to the Chief Operating Officer
	<b>Property asset list</b>	The Company does not own any fixed assets	Not applicable
	<b>Disclosure</b>		Paper copy: On application to the Chief Operating Officer

	<b>logs</b>		
<b>The services the Company offers</b>	<b>Details of the Company's services</b>		See website: <a href="http://www.westlakes.org/index.php">http://www.westlakes.org/index.php</a>
	<b>Statement on services for which the Company is entitled to recover a fee, together with those fees</b>		See website: <a href="http://www.westlakes.org/index.php">http://www.westlakes.org/index.php</a>  Request for quotations for services should be made via application to the Chief Operating Officer or via contact details at <a href="http://www.westlakes.org/about/contact.php">http://www.westlakes.org/about/contact.php</a>
	<b>Press releases</b>		See website: <a href="http://www.westlakes.org/news/index.php">http://www.westlakes.org/news/index.php</a>