

SENATE HOUSE SERVICES LIMITED PUBLICATION SCHEME

Introduction to Senate House Services Limited (SHS)

SHS is committed to the Model Publication Scheme for *Wholly owned companies* as defined by the Information Commissioner's Office:

http://www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx

SHS is a Private Limited Company which is wholly owned by the University of London. The company is the trading subsidiary of University of London which is a charity. The Company was created to provide non educational services to the Colleges of the federal University of London and to others consisting primarily of construction services, computing and library services. In this context the SHS Publication Scheme complements the University of London's Scheme reflecting the company's role as a subsidiary.

Unless otherwise stated, the activities of SHS are executed as part of the University of London and consequently any associated information may be accessed via the University of London's Publication Scheme: www.london.ac.uk/foi.html

**University of London Subsidiary:
Senate House Services Limited Publication Scheme**

Description	Format	Review
Who we are and what we do Information about the Company and details of its structure and origin		
Name and Registered Office	www.companieshouse.gov.uk	-
Memorandum and Articles of Association	or in hardcopy from:	-
Company Number	University of London Finance Division Malet Street, London WC1E 7HU. Tel: 0207 862 8000	-
Date of Incorporation		-
Country of Origin		-
Company Type		-
Nature of Business		-
Annual Meeting of Directors, Minutes and Last Members List		Annually
What we spend and how we spend it Information concerning the Company's strategy and management of financial resources		
Accounting Reference	www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000	-
Accounts	www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000	Annually
Returns	www.companieshouse.gov.uk or hard copy from University of London Finance Division. Tel: 0207 862 8000	Annually
Position in University of London Annual Report and Accounts	www.london.ac.uk/988.html www.london.ac.uk/financial_reports00.html Tel: 0207 862 8000	Annually
What our priorities are and how we are doing Senate House Services Limited has the same strategy, performance information, plans, assessments, inspections and reviews as the University of London, as reflected in the University of London's Publication Scheme: www.london.ac.uk/foi.html		
How we make decisions Senate House Services Limited's policy proposals and decision making correspond directly with the University of London. Minutes and meetings concerning SHS are executed as part of the University of London and specific reference to which is available via the University of London's Publication Scheme. http://www.london.ac.uk/foi.html		

<p>Our policies and procedures Senate House Services Limited is accountable to the same policies and procedures as the University of London, as detailed in the University of London's Publication Scheme: www.london.ac.uk/foi.html</p>		
Estates and Facilities policies and procedures	www.london.ac.uk or hard copy from University of London Estates and Facilities Division, Senate House, London. Tel: 0207 862 8000	Annually
Staff policies and procedures	www.london.ac.uk or hard copy from University of London Human Resources Division, Senate House, London. Tel: 0207 862 8000	Annually
Further information concerning the freedom of Information Act 2000, Data Protection Act 1998 and the Code of Practice on Access to Government Information	Ministry of Justice www.justice.gov.uk/index.htm Information Commissioner's Office www.ico.gov.uk/ Office of Public Sector Information www.opsi.gov.uk/	Annually
<p>Lists and registers All Information held in registers and other lists corresponds with the University of London, as detailed in the University of London's publication scheme: www.london.ac.uk/foi.html</p>		
<p>The services we offer Senate House Services Limited's services are executed as part of the University of London and, as such, are reflected in the University of London's publication scheme: www.london.ac.uk/foi.html</p>		