

# LeNSE Ltd. Publication Scheme

*Version 1.0  
December 2003*

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# 1 Preliminary Details

## 1.1 Contact information

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<b>Postal Address</b>	LeNSE Ltd <b>George Edwards Building,</b> University of Surrey, Guildford, GU2 7XH
<b>Telephone</b>	01483 686969
<b>Fax</b>	01483 689500
<b>Email</b>	admin@lense.net.uk
<b>Website</b>	<a href="http://www.lense.net.uk">http://www.lense.net.uk</a>

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## 1.2 Document control

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<b>Version</b>	<b>History</b>
Draft Version 0.1	Original by Terry Hanson, based on the scheme by Paul Kentish for the Kentish MAN

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## 1.3 Definitions

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<b>Term</b>	<b>Meaning</b>
FEC	Further Education College
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
JOD	JANET Operations Desk (operated by ULCC, <a href="http://www.ulcc.ac.uk">http://www.ulcc.ac.uk</a> )
MAN	Metropolitan Area Network (now referred to as a Regional Network)
RNO	Regional Network Operator (e.g. LeNSE Ltd.)
RPAN	Regional Partner Academic Network (e.g. LeNSE)
SJ4	SuperJANET4 – the national academic and research backbone
UKERNA	UK Education and Research Networking Association ( <a href="http://www.ja.net/">http://www.ja.net/</a> )

## 1.4 Copyright

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## 2 Introduction

The Freedom of Information Act received Royal Assent on 30 November 2000. The Act requires all public bodies to adopt and maintain a publication scheme. LeNSE Ltd. is a public body for the purposes of this legislation, since it is a company wholly owned by bodies that are public authorities: viz. UK higher education institutions with campuses located across south-east England.

The purpose of the scheme is to ensure that a significant amount of information is available to the general public, without the need for a specific request to be made to the company. The scheme does not limit in any way other rights that people may have to information, nor does it limit in any way the amount of information that LeNSE Ltd. otherwise publishes outside the scheme.

This document constitutes the publication scheme of LeNSE Ltd.

## 3 Use of the Publication Scheme

### 3.1 Access to the scheme

This version of the scheme is published as a printed document. This document is also available on the LeNSE Ltd. web site, details of which are set out in a subsequent section of this document.

### 3.2 Structure of the scheme

In order to inform the public as to what information will be automatically, or routinely, made available by LeNSE Ltd, the different classes of information are:

<i>Class</i>	<i>Title</i>	<i>Definition</i>
1	Company Governance	The company's corporate governance framework
2	Company Organisation	The organisation of the company and details of its management structure.
3	Planning and development	Documents relating to the planning and development process
4	Company Finances	The financial position of the company.
5	LeNSE Services	Details of the services provided by the company and information related to these services.
6	Policy	Information relating to policies for connection to and use of the LeNSE network.
7	Communicating with LeNSE Ltd.	The procedures for reporting operational and other problems and making complaints to the Company.

The content of each class of information is separately detailed in this document. The scheme gives the title of the piece of information, details of the format in which it is available, and details of the class of information into which it is classified.

Some information provided by LeNSE Ltd and included within the classes in the publication scheme may not have originated from within the company. Although every attempt has been made to ensure that the current version of such information is available, in such cases readers should contact the originator of the information if in any doubt.

### 3.3 Requests for Information

The publication scheme and the documents to which it refers are available in English. Given the nature of the company's business, LeNSE Ltd seeks to make the majority of the information that it disseminates available on its website (<http://www.lense.net.uk>). Documents which are published on the web site can normally be made available in printed format.

### 3.4 Charges

At present, LeNSE Ltd does not generally charge for its printed material, although charges may be levied on a case by case basis, based on recovering the costs of printing. Charges are likely to be levied where multiple copies of a document are requested. Information available on the web site is available free of charge, although users are liable for their own costs of Internet access to the site and for any costs incurred in printing information available on the web site.

The company wishes to continue to make as much information as possible available on a free of charge basis. However, this policy will be kept under review and the institution of a wider charging regime is not precluded for the future.

### **3.5 Copyright**

It should be noted that the information made available via the publication scheme is copyright and may not be reproduced without the permission of the copyright holder.

### **3.6 Changes to the scheme**

LeNSE Ltd. intends to review the contents of the scheme on an annual basis.

## 4 Further Information

The Company Chairman is responsible for the company's compliance with the Freedom of Information Act.

The LeNSE office staff are responsible for the maintenance of the publication scheme.

In circumstances where a particular item of information is not available on the company's web site, where there are difficulties with access to the site, or where there are other areas where particular assistance is required, application should be made to:

LeNSE Limited  
George Edwards Building  
University of Surrey  
Guildford  
GU2 7XH

Tel: 01483 686969  
Fax: 01483 689500

Email: [admin@lense.net.uk](mailto:admin@lense.net.uk)

## 5 The information

### 5.1 Class 1: Corporate governance framework

Ref	Title	Format/Location
1.01	Memorandum and Articles of Association	Printed document/ Company Office
1.02	Company Registration Details	Printed document/ Company Office

### 5.2 Class 2 : Company Organisation: the organisation of the Company and details of its management structure

Ref	Title	Format/Location
2.01	Membership of the Board of Directors	Website
2.02	Membership and Terms of Reference of the Executive Committee	Website
2.03	Minutes of Board Meetings, AGMs and EGMs (limited to last two years)	Website
2.04	Minutes of the Executive Committee (limited to last two years)	Website
2.05	Membership and Terms of Reference of the Remuneration Committee	Website
2.06	Agendas and supporting papers for committee and sub-committee meetings-limited in each case to the previous meeting.	Website

**Exclusions – Minutes of Meetings, Agendas and Supporting Papers:** All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged. Detailed information about the configuration of the network equipment is also excluded where it could be used unlawfully to affect the service being provided by the company. Personal data, which is classified as such under the Data Protection Act 1998.

### 5.3 Class 3: Planning and Development

Ref	Title	Format/Location
3.01	Strategic Plan: 2003 – 2005	Website
3.02	Network Development Plan 2004	Website
3.03	Disaster Recovery Plan	Website

**Exclusions – Planning and Development** All commercially sensitive information. Personal data, which is classified as such under the Data Protection Act 1998.

## 5.4 Class 4: Company Finances: the financial position of the Company

Ref	Title	Format/Location
4.01	Annual Report and Accounts, including Auditors' Report	Printed document/ Company Office
4.02	Assets Register	Printed document/ Company Office
4.03	VAT Records– limited to the last financial year	Printed document/ Company Office
4.04	Financial Standing Orders and Regulations	Printed document/ Company Office
4.05	Risk Management Strategy	Website
4.06	Risk Register	Website

**Exclusions – Audit and Accounts** All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, e.g. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

## 5.5 Class 5: LeNSE Services: Details of the services provided by the company and information related to these services.

Ref	Title	Format/Location
5.01	Network map	Website
5.02	Aggregated network traffic data (limited to last two years)	Website

**Exclusions – Network configuration data** where this could be used unlawfully to affect the service being provided by the company.

## 5.6 Class 6: Policy: Information relating to policies for connection to and use of LeNSE

Ref	Title	Format/Location
6.01	Internet Service: Terms and conditions	Website
6.02	Internet Service: Service Level statement	Website

## 5.7 Class 7: Communicating with LeNSE Ltd: The procedures for reporting problems and making complaints to the Company

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Ref	Title	Format/Location
7.01	Complaints procedure	Website

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**Exclusions – communicating with LeNSE Ltd.** Some telephone numbers and other contact details are restricted for use by named contacts at sites being served by LeNSE. These numbers and details are not made public as their misuse by unauthorised persons may jeopardise the service being provided to the connected sites on the network.