

## PART 2

### MAIN CATEGORIES

This publication scheme has been written in such a way as to exclude personal data and information, which affect the commercial operations of the institution.

Please note that the Companies House web site <http://www.companieshouse.gov.uk/> includes details of the name and address of the company, company type, nature of business and date of incorporation. Last accounts, last returns and current appointments report are available for a charge. This information can also be obtained by contacting Companies House by post at PO BOX 29019, 21 Bloomsbury Street, London WC1B 3XD.

The main categories in the scheme are:

1. Legal and Governance
2. Financial Resources
3. Human Resources
4. Physical resources
5. Students
6. Teaching, learning and research
7. Information services

The columns used in this MPS are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, i.e. paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

## 1. Legal framework and Governance

### Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law.</p> <p><b>The Møller Centre for Continuing Education Ltd was established as a wholly-owned trading subsidiary of Churchill College, Cambridge in August 1992.</b></p> <p><b>The Centre was incorporated as a private limited company in August 1992.</b></p> <p><b>The Memorandum and Articles of Association, and Certificate of Incorporation are available</b></p>	<p><b>In paper format, on request</b></p> <p><b>Or in various formats from Companies House.</b></p>	<p><b>£</b></p> <p><b>£</b></p>
1.2	Governance structure	<p><b>The Board of the Company is made up of officers of Churchill College, the Director of the Møller Centre, external members and Fellows of the College. The names and Board roles are described in the Memorandum of Association</b></p> <p><b>There is one official committee: the Education Committee which consists of the Directors of the Company and two further fellows of the College.</b></p>	<p><b>In paper format, on request</b></p> <p><b>Also from Companies House in various formats.</b></p>	<p><b>£</b></p>

		<p><b>Minutes of Board Meetings and Education Committee meetings are confirmed at subsequent meetings. Confirmed Minutes (excluding exempt information relating to personal data or commercial interests) are available for 2002 on.</b></p>	<p><b>In paper format, on request.</b></p> <p><b>Also as an MS Word file attachment by email.</b></p>	£
1.3	Information on the institutional context	<p><b>The mission statement and corporate plan explain the objectives and role of the Company and its commercial strategy. This is reviewed annually by the Board.</b>  <i>A significant amount of information in the plan is commercially-sensitive and will not be disclosed under this publication scheme.</i></p> <p><b>Although the Company's main customers are outside the University, it is mentioned in the Cambridge University Continuing Education strategy and does work on a project basis with departments of the University and Churchill College.</b></p> <p><b>The Director presents an annual report to the Governing Body of the College</b></p>	<p><b>Available in paper format on request, or as an MS Word file attachment in email.</b></p> <p><b>Available from University of Cambridge, Old Schools, Trinity Lane, Cambridge.</b></p> <p><b>Available in paper format, on request</b></p>	£  N/a  £
1.5	Management structure	<p><b>The management organisation and key names are described on the Company Web Site,</b></p> <p><b>The roles of senior managers are described in the job descriptions.</b></p>	<p><b>In paper format, on request or</b>  <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></p> <p><b>In paper format, on request.</b></p>	£  £

## **2. Financial Resources**

### **Introduction**

This section covers information on the company's strategy and management of financial resources. The Bursar and Finance Manager of Churchill College provide payroll services and financial and legal advice to help the Company fulfil its statutory responsibilities. All profits earned by the company are donated to Churchill Collage. Information that may damage the Moller Centre's commercial interests will be excluded from publication.



		<p><b>stakeholder pension scheme. Prior to 2000, membership of the Cambridge Colleges Federated Pension Scheme was offered. Details of this scheme are also available.</b></p> <ul style="list-style-type: none"> <li>• Salaries and benefits</li> </ul> <p><b>Salaries and benefits are stated in job particulars for vacancies and benefits are stated in the Staff Handbook.</b></p>	<p><b>For vacancies: in paper format, on request or on the Company's website</b>  <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></p>	£
2.2	Strategic planning	<p><b>The Director and management update the corporate plan annually and this is presented to the Board. This is a commercially sensitive document and will not be published as the information is exempted under the Freedom of Information Act 2000.</b></p>		

### 3. Human Resources

#### Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.1	Employment and employee relations	<p><b>The Company's policy's relating to the employment of staff including disciplinary policy, harassment policy and grievance procedures, data protection, and equal opportunities are in the Staff Handbook.</b></p> <p><b>The Company has a Health and Safety Policy and Health and Safety manager. There are independent Health and Safety advisers employed as well.</b></p> <p><b>Current vacancies can be seen in paper or on the website</b></p>	<p><b>Paper (on request).</b></p> <p><b>Paper (on request)</b></p> <p><b>See <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></b></p> <p><b>Paper (on request)</b></p>	<p><b>£</b></p> <p><b>£</b></p> <p><b>£</b></p> <p><b>£</b></p>
3.2	Management	<p><b>The management structure is described in the Staff Handbook and on the website</b></p>	<p><b>Paper (on request) or See <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></b></p>	<p><b>£</b></p>

**4. Physical Resources**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<p><b>The Company rents its main premises, the Moller Centre, from Churchill College. It owns a second adjacent building, called the Study Centre.</b></p> <p><b>The premises are described in the brochure and on the website.</b></p> <p><b>A location map and a site plan are available on the Moller Centre web site or in paper format.</b></p> <p><b>Single location: Churchill College, Storey's Way, Cambridge CB3 0DS</b></p>	<p><b>Paper (on request) or See</b> <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></p> <p><b>Paper (on request) or See</b> <a href="http://www.mollercentre.co.uk">http://www.mollercentre.co.uk</a></p>	<p>£</p> <p>£</p>
4.2	Site Strategy	<p><b>The Company does not own any freehold land and it is subject to the site strategy for Churchill College (see publication scheme for Churchill College).</b></p>	<p><b>The Churchill College publication scheme is available from The Registrar, Churchill College, Cambridge or by following links on the College web site</b> <a href="http://www.chu.cam.ac.uk/">http://www.chu.cam.ac.uk/</a></p>	



**5. Students**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Students	<b>The Moller Centre for Continuing Education Ltd. does not admit students individually, or examine or award degrees or diplomas.</b>		

**6. Teaching, Learning and Research**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Teaching and research	<b>The Moller Centre for Continuing Education Ltd. does not employ academic staff except on a contract basis to teach on specific courses. No academic research is carried out in the institution.</b>		

**7. Information Services**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Information Services	<b>The Moller Centre for Continuing Education shares the computing infrastructure and library facilities of Churchill College. Details can be found in the Publication Scheme for Churchill College.</b>	<b>The Churchill College publication scheme is available from The Registrar, Churchill College, Cambridge or by following links on the College web site <a href="http://www.chu.cam.ac.uk/">http://www.chu.cam.ac.uk/</a></b>	