

Cambridge University Press

Freedom of Information Act 2000

Publication Scheme: Guide to Information

Introduction

Cambridge University Press (the “Press”) is a department of the University of Cambridge and as such is covered by the University’s Publication Scheme Guide to Information. This may be found at the link below:

<https://www.admin.cam.ac.uk/univ/information/foi>

The Press’ Guide provides some further information in addition to that found on the University of Cambridge’s Publication Scheme Guide to Information.

Format

This Guide contains information grouped into the following seven categories, as set out by the Information Commissioner:

- 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
- The services we offer

Charges

Most of the material referred to in this guide is published and can be downloaded from our website free of charge. The Press reserves the right to make a small reasonable charge for printed copies of some documents to cover administrative costs.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Press that is not published under this Guide can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Please address any written requests to: General Counsel, Cambridge University Press, University Printing House, Shaftesbury Road, Cambridge, CB2 8BS or by email to legalservices@cambridge.org.

Guide to Information

Information grouped according to the Information Commissioner's categories

1. Who We Are and What We Do:

Organisational information, locations and contacts, constitutional and legal governance.

History:-

The Press is the publishing house of the University of Cambridge founded by Letters Patent in 1534 and is now a long-established international business.

It is governed by Statute J of the Statutes and Ordinances of the University of Cambridge and is managed by the Press Syndicate. The constitution of the Syndicate is established by Ordinance and the membership of the Syndicate is published in the University Reporter.

The Press has its own charitable status separate from that of the University. It is an educational charitable enterprise dedicated to printing and publishing for the advancement of knowledge, education and learning worldwide. The Press is not a registered charity as it is classed as being an exempt charity and is regulated by the Higher Education Funding Council for England.

Structure and Locations:-

The Press has over 50 offices throughout the world, some of which are regional branches, and some of which are sales offices. These regional branches and sales offices are owned and run by either The Syndicate of the Press of the University of Cambridge or the Press' main holding company, Cambridge University Press (Holdings) Limited.

Cambridge University Press (Holdings) Limited is a wholly owned corporate subsidiary of the Press Syndicate, and was formed for the purpose of facilitating the establishment of branches and/or subsidiaries of the Press outside the United Kingdom. Cambridge University Press (Holdings) Limited is registered in England and Wales, registration no. 4606950, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Cambridge University Press (Holdings) Limited are available for inspection at the registered office.

Details of the Press' other subsidiary and holdings companies can be found in the Notes section of the University of Cambridge's Annual Accounts:

<http://www.admin.cam.ac.uk/offices/finance/accounts/>

Further details of the Press' other subsidiary and holdings companies are also available on written request from: General Counsel, Cambridge University Press, University Printing House, Shaftesbury Road, Cambridge, CB2 8BS or by email to legalservices@cambridge.org.

Publishing Business:-

The Press website includes information about the Press' publishing businesses, an online catalogue of Press publications, information for prospective authors and details of employment possibilities.

The Press website may be found at: www.cambridge.org

Further information is available online as follows:

- About us: www.cambridge.org/about
- The Syndicate is listed in the University Reporter: www.admin.cam.ac.uk/reporter
- Press releases: www.cambridge.org/press
- How to find us, including contact details of all our branches and representative offices worldwide can be found at: www.cambridge.org/about-us/contact-us
- Management structure:
<http://www.cambridge.org/about-us/who-we-are/press-board>
- Academic publishing: www.cambridge.org/knowledge
- Education: <http://education.cambridge.org>
- Cambridge English: www.cambridge.org/elt
- Bibles: www.cambridge.org/bibles
- Cambridge Journals: <http://journals.cambridge.org>
- Global contacts: www.cambridge.org/about-us/contact-us
- Statute J may be found as an appendix to the annual report or at: www.admin.cam.ac.uk/univ/so

2. What We Spend and How We Spend It:

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

The Annual Report and Accounts of the Press are published independently, and may be downloaded from the Press website (www.cambridge.org/annualreport).

The Executive Summary of the Report and Accounts is published on the website and in the Cambridge University Reporter. Printed copies of the Annual Report and Accounts are distributed to subscribers of the Reporter and may be purchased from the Press Bookshop at 1 Trinity Street, Cambridge, CB2 1RP, or direct from the Press.

Finance information beyond the annual report is not published on the internet.

3. What Our Priorities Are and How We Are Doing:

Strategy and performance information, plans, assessments, inspections and reviews.

The Annual Report may be found at: www.cambridge.org/annualreport

4. How We Make Decisions:

Policy proposals and decisions, decision making processes, internal criteria and procedures and consultations.

The Press Syndicate is the governing body of the Press and consists of 18 members who oversee the Press' business and formally approve titles for publishing.

Further information on the role of the Syndicate may be found in the Annual Report:
www.cambridge.org/annualreport

5. Our Policies and Procedures:

Current written protocols for delivering our functions and responsibilities.

a) Governance:-

Conduct of Press business under Statute J of the University Statute and Ordinances: www.admin.cam.ac.uk/univ/so

b) Compliance:-

Rights and Permissions: www.cambridge.org/rights

Copyright: www.cambridge.org/about-us/terms-use/copyright

Privacy, FOI and Data protection:

<http://www.cambridge.org/about-us/terms-use/privacy-policy>

c) Ethics:-

The Press' Code of Ethics Policy which includes our Anti Bribery and Corruption Policy can be found at: <http://www.cambridge.org/about-us/who-we-are/cambridges-ethics>

d) HR:-

Careers: www.cambridge.org/careers

Global HR Policies and Guidelines are published on the Press intranet accessible by username and password only. Please apply for a hard copy.

e) Environment

Environmental Policy:

www.cambridge.org/about-us/community-and-environment/environmental-management

6. Lists and Registers:

Information held in registers required by law and other lists and registers relating to the function of the Press.

A list of the Press Board may be found at:

<http://www.cambridge.org/about-us/who-we-are/press-board>

7. The Services We Offer:

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services to be offered.

a) Publications

Press publications currently in stock may be viewed at the Press Bookshop. A variety of brochures on Cambridge University Press and its publications are also available from the Bookshop. Press Bookshop: www.cambridge.org/bookshop

b) Services for Staff

- Alumni discounts
www.cambridge.org/about-us/individuals
- Community Work
The Press actively supports its local communities through a Community Involvement Programme. The Press works to:
 - identify local / educational / community projects which might benefit from help
 - encourage employees to contribute by offering their practical and professional skills
 - recognise employee involvement through a Volunteer Hours programme, through which staff are eligible to take up to seven paid 'volunteer hours' per calendar year

The Volunteer Hours programme works best when several staff members put their joint efforts towards projects. This means that collectively and over time we can build longer-term relationships and make a real difference to local educational and community projects.

Further information can be found at:

<http://www.cambridge.org/about-us/community-and-environment/volunteering/>

c) Services open to external customers

Pitt Building: www.cambridge.org/pittbuilding

Cass Centre: www.cambridge.org/casscentre