

Class of information and ICO guidance from definition document	Sheffield Hallam University Enterprises Limited (SHUEL) 02143539	Sheffield Hallam Innovation and Enterprise Limited (SHInE) 04502851	SHU Trust 07658891 Registered charity number 1142910	SHU Law Limited 11170526	Collegiate Properties Limited 02790155	Sheffield Institute of Technology Limited (SIT) 10986802	Sheffield Institute of Advanced Technology Limited (SIAT) 10986960
Who we are and what we do - Organisational information, structures, locations and contacts.							
Roles and responsibilities Companies should be providing outline and detailed information about their roles and responsibilities, and the roles and responsibilities of people working in them at senior level. This should indicate the relationship with the public authority or authorities owning the company.	SHUEL is a private limited company incorporated at Companies House 30 June 1987. It is wholly-owned by Sheffield Hallam University and was set-up primarily to conduct business which may be deemed to fall outside of the charitable purposes of SHU.	SHInE is a private limited company incorporated at Companies House 2 August 2002. It is wholly-owned by Sheffield Hallam University and was set-up to hold interests in spin-out and knowledge exchange activities that make use of Sheffield Hallam University Intellectual Property. The company is a holding company and does not trade itself.	SHU Trust is a private company limited by guarantee, incorporated at Companies House 6 June 2011 and registered with the Charity Commission as a charity on 18 July 2011. Sheffield Hallam University is the sole member of the company, which was set-up to further the exclusively charitable purposes of Sheffield Hallam University in particular in connection with advancing education.	SHU Law is a company limited by guarantee incorporated at Companies House 25 January 2018. It is wholly owned by Sheffield Hallam University. SHU Law has been set up to further the Sheffield Hallam University charitable objective of furthering education and will trade as a not for profit organisation so as to allow undergraduate and postgraduate students to have hands on experience of working in real life cases.	Collegiate Properties Limited is a private limited company incorporated at Companies House 15 February 1993. It is wholly-owned by Sheffield Hallam University and was originally set-up for the purpose of a business expansion scheme which concluded over 20 years ago. The company has been retained since to protect its registered name. The company is dormant and does not trade.	SIT is a private limited company incorporated at Companies House 28 September 2017. It is a wholly-owned by Sheffield Hallam University and was set-up in response to government proposals aimed at addressing the technical skills deficiencies in the UK workplace in order to drive economic growth. The company has not yet started to trade.	SIAT is a private limited company incorporated at Companies House 28 September 2017. It is a wholly-owned by Sheffield Hallam University and was set-up in response to government proposals aimed at addressing the technical skills deficiencies in the UK workplace in order to drive economic growth. The company has not yet started to trade.
Articles of Association	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary
Board membership Identification of and biographical details of Board members. Biographical details that are not work-related should be published only with consent.	Directors: Professor Sir Chris Husbands Deborah Harry Company Secretary: Vacant	Directors: Deborah Harry Professor Roger Eccleston Neil MacDonald Lord Kerslake Alex Prince Company Secretary: Vacant	Trustees: Professor Roger Eccleston Deborah Harry Alex Pettifer Pam Liversidge Company Secretary: Vacant	Directors: Deborah Harry Simon Taylor Professor Elizabeth Smart Company Secretary: Vacant	Directors: Professor Sir Chris Husbands Deborah Harry Company Secretary: Vacant	Directors: Professor Sir Chris Husbands Deborah Harry Company Secretary: Vacant	Directors: Professor Sir Chris Husbands Deborah Harry Company Secretary: Vacant
Senior executives Identification of, responsibilities of, and biographical details of those making strategic and operational decisions about providing the company's services. Biographical details that are not work-related should be published only with consent.	Not applicable	Not applicable	Not applicable	Sally Mallinson Ayres - Senior Solicitor and Compliance Officer for Legal Practice Rebecca Draper - Senior Solicitor and Compliance Officer for Finance and Administration	Not applicable	Not applicable	Not applicable
Organisational structure	Link to structure chart	Link to structure chart	Link to structure chart	The SHU Law structure chart is contained within the office manual. A copy of this is available on request: FOI@shu.ac.uk	Link to structure chart	Link to structure chart	Link to structure chart
Location and contact details If possible, named contacts should be given in addition to contact phone numbers and email addresses.	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB	SHU Law 51- 53 Broomgrove Road Sheffield S10 2NA	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB	Secretary and Clerk to the Board Sheffield Hallam University City Campus, Howard Street, Sheffield S1 1WB
What we spend and how we spend it -Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. The minimum we would expect is that financial information for the current and previous financial year should be available. Financial information in enough detail to allow the public to see where money is being spent, where the company is or has been planning to spend it, and the difference between the two. Financial information should be published at least annually and, where practical, we would also expect half yearly or quarterly financial reports to be provided. Revenue budgets and budgets for capital expenditure should be included.							

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Annual accounts	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary	Can be obtained from Companies House or from the Company Secretary
Loans sanctioned	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Financial statements, budgets and variance reports Details of items of expenditure over £25,000, including costs, supplier and transaction information (monthly).	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Financial audit reports	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Staff and board members' allowances and expenses Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses incurred by or paid to individual senior staff and management board members by reference to categories. These categories should be produced in line with the company's policies, practices and procedures and must at least include travel, subsistence and accommodation. The definition of "senior staff" is given below.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company. The staff that work in SHU Law are employed by Sheffield Hallam University and on long term secondment to work in SHU Law.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.	The company has no employees. The officers of the company do not receive payment from the company for the provision of their services to the company.
Pay and grading structure This may be provided as part of the organisational structure and should include senior staff; for the purpose of this document, "senior staff" means staff whose basic annual salary is at least £58,200. For those earning less than £58,200, levels of pay should be identified by salary range. The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Capital programme Information should be made available on major plans for	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

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capital expenditure including any private finance initiative and public-private partnership contracts.							
Procurement and tender procedures and reports Details of procedures used for the acquisition of goods and services. Contracts available for public tender and reports of successful tenders.	Not applicable	Not applicable	Not applicable	SHU Law follows Sheffield Hallam University procedures. Please refer to the Sheffield Hallam University FOI publication scheme.	Not applicable	Not applicable	Not applicable
List of contracts awarded and their value We would normally expect the authority to publish details only of contracts that exceed £25,000.	Not applicable	Not applicable	Not applicable	Not applicable. Contracts entered into with third parties are done so by Sheffield Hallam University and not SHU Law. Please refer to the Sheffield Hallam University FOI Publication Scheme.	Not applicable	Not applicable	Not applicable
What our priorities are and how are we doing - Strategies and plans, performance indicators, audits, inspections and reviews.							
Any reports or plans indicating main priorities and progress against them	Not applicable	Copies of update reports on the activities of the spin-outs (excluding any information that is properly to be regarded as private) from the last 3 years are available from the Company Secretary.	Not applicable	Not applicable	Not applicable	Not applicable	
Annual Report	Annual accounts can be obtained from Companies House or from the Company Secretary	Annual accounts can be obtained from Companies House or from the Company Secretary	Annual accounts can be obtained from Companies House or from the Company Secretary	Annual accounts can be obtained from Companies House or from the Company Secretary	The company is dormant, but annual accounts can be obtained from Companies House or from the Company Secretary	The company has not yet started to trade, but annual accounts can be obtained from Companies House or from the Company Secretary	The company has not yet started to trade, but annual accounts can be obtained from Companies House or from the Company Secretary
Customer Surveys	Not applicable	Not applicable	Not applicable	Not currently applicable	Not applicable	Not applicable	Not applicable
Privacy impact assessments (in full or summary format)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
How we make decisions - Decision making processes and records of decisions.							
Board papers – agenda, supporting papers and minutes of meetings We would expect board minutes and the minutes of similar meetings where decisions are made about providing services to be readily available. This excludes information that is properly regarded as private to the meeting.	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the company's registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the company's registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the company's registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the company's registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the company's registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the companies' registered office. Request from FOI@shu.ac.uk .	Copies of the minutes from Board meetings (excluding any information that is properly to be regarded as private and/or commercially sensitive) from the last 3 years are available for inspection at the companies' registered office. Request from FOI@shu.ac.uk .
Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities.							
Policies and procedures relating to the conduct of the business	The company adheres to the policies and procedures of Sheffield Hallam University.	The company adheres to the policies and procedures of Sheffield Hallam University.	The company adheres to the policies and procedures of Sheffield Hallam University.	The company adheres to the policies and procedures of Sheffield Hallam University save for where regulation dictates	The company adheres to the policies and procedures of Sheffield Hallam University.	The company adheres to the policies and procedures of Sheffield Hallam University.	The company adheres to the policies and procedures of Sheffield Hallam University.

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				otherwise. Where a Sheffield Hallam University Policy does not exist then SHU Law has an office manual containing policies and procedures. A copy of the office manual can be requested from FOI@shu.ac.uk .			
Policies and procedures for delivering the company's services	Not applicable	Not applicable	Not applicable	As above	Not applicable	Not applicable	Not applicable
Policies and procedures for recruiting and employing staff	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Equality and diversity policies	Not applicable	Not applicable	Not applicable	Please see the Sheffield Hallam University FOI Publication Scheme for further details.	Not applicable	Not applicable	Not applicable
Equality Scheme	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Equality impact assessment Codes of practice, memoranda of understanding and similar information should be included. A number of policies, for example equality and diversity, and health and safety, will cover both the provision of services and the employment of staff. If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. Policies and procedures for handling requests for information should be included.	Not applicable	Not applicable	Not applicable	Available upon request from FOI@shu.ac.uk	Not applicable	Not applicable	Not applicable
Customer Service Standards for providing services to the company's customers, including complaints procedures. Complaints procedures will include those covering requests for information and operating the publication scheme.	Not applicable	Not applicable	Not applicable	A copy of the SHU Law office manual is available upon request from FOI@shu.ac.uk .	Not applicable	Not applicable	Not applicable
Records management and personal data policies This will include information security policies, file plans, records retention, destruction and archive policies, and data protection (including data sharing)	Not applicable	Not applicable	Not applicable	Please refer to the Sheffield Hallam University FOI Publication Scheme.	Not applicable	Not applicable	Not applicable

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policies.							
Changing regimes and policies Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated. If the company charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
List and registers - Any information we are currently legally required to hold in publicly available registers.							
Any lists or registers that the company may be required to produce in the conduct of their business	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .	The company's statutory registers are held at its registered office and can be inspected there upon request to the Company Secretary. Request from FOI@shu.ac.uk .
List of main contractors / suppliers	Not applicable	Not applicable	Not applicable	All contractors and suppliers are appointed by Sheffield Hallam University. Please refer to the Sheffield Hallam University FOI Publication Scheme.	Not applicable	Not applicable	Not applicable
Asset registers	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Information asset register	Not applicable	Not applicable	Not applicable	The IAR for SHU Law is available on request from (FOI mailbox address)	Not applicable	Not applicable	Not applicable
Disclosure Log If a department produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Any register of interests kept by the company	Not applicable	Not applicable	Not applicable	Available by inspection only. Request from FOI@shu.ac.uk .	Not applicable	Not applicable	Not applicable
Register of gifts and	Not applicable	Not applicable	Not applicable	Available by inspection only.	Not applicable	Not applicable	Not applicable

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hospitality provided to board members and senior staff				Request from FOI@shu.ac.uk .			
CCTV Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the company. The company should decide on the level of detail which is appropriate. This could be by building, area or more general geographic locations e.g. postcodes or partial postcodes, depending on the security issues raised.	Not applicable	Not applicable	Not applicable	Sheffield Hallam University CCTV on campus. Please see the Sheffield Hallam University FOI Publication Scheme.	Not applicable	Not applicable	Not applicable
The services we offer - Information about the services we offer, including leaflets, guidance and newsletters							
Details of company services	The company was set-up to provide services which may be deemed to fall outside the charitable purposes of Sheffield Hallam University such as consultancy work and the provision of conference facilities.	The company was set-up as a holding company to hold interests in any spin-out and knowledge exchange activities which make use of Sheffield Hallam University intellectual property.	The company is a charity set-up to receive donations provided to further the exclusively charitable purposes of Sheffield Hallam University.	The company provides not for profit legal services designed to further the charitable objective of providing education. Please see the SHU Law Website	The company is dormant and does not trade.	The company has not yet started to trade.	The company has not yet started to trade.
Services for which the company is entitled to recover a fee, together with those fees	Not applicable	Not applicable	Not applicable	http://www.shulaw.co.uk/	Not applicable	Not applicable	Not applicable
Leaflets	Not applicable	Not applicable	Not applicable	Current leaflets are available on request from FOI@shu.ac.uk .	Not applicable	Not applicable	Not applicable
Corporate communications and media releases	Not applicable	Not applicable	Not applicable	http://www.shulaw.co.uk/	Not applicable	Not applicable	Not applicable

SUBSIDIARY COMPANIES STRUCTURE CHART

