

LCR Ltd

Freedom of Information Act 2000

LCR Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) requires every public authority to have and maintain a publication scheme in order to provide easy access to certain types of commonly requested information and to provide a guide to the information available.

LCR have adopted the Model Publication Scheme which is available on the [Information Commissioner's Office](#) website.

This document provides a guide to the information available and adopts the categories provided in the Model Publication Scheme issued by the Information Commissioner's Office.

If you require the information in an alternative format, we will do all we reasonably can to help.

2. Charging policy

Paper copies of our information and documents will be provided free of charge or are available online on the LCR website. The following may incur a charge:

- requests for multiple copies
- requests for information in a different format.

You will be told in advance of supplying the information if there will be a charge and how much it will be.

3. Information not already published

Most of the information covered by our publication scheme is contained in this note or available on the LCR website. If you cannot find what you want, you can make a request under the Freedom of Information Act or under the related Environmental Information Regulations (2004). Any request will be considered in the context of the relevant legislation.

All requests for information **specifically** under the FOIA, or under the Environmental Information Regulations 2004, should be clearly marked as such and can be sent to info@lcrhq.co.uk or to LCR at the address below.

LCR
4th Floor
One Kemble Street
London
WC2B 4AN

4. Copyright

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Our Publication Scheme does not generally include information we consider sensitive or commercially sensitive. Some of the documents referred to in our Publication Scheme may contain information that is exempt under the FOIA. Where this is the case, the information will be deleted or redacted or be unable to be supplied.

5. Who we are and what we do?

5.1 Status

LCR is a company limited by shares wholly-owned by the Secretary of State for Transport. It is classified for Government accounting purposes as a Public Non-Financial Corporation. LCR is expected to be run on commercial lines and subject to best practice in corporate governance.

The Company number is 02966054 and registered office is at 4th Floor, One Kemble Street, London, WC2B 4AN. Its Memorandum was signed on 30 August 1994 and the latest amendment to the Articles of Association is dated 28 July 2009.

On 30 September 2013, LCR took over certain assets and staff of BRB (Residuary) Ltd (BRBR) following BRBR's abolition under a Transfer Scheme under the Public Bodies Act 2011.

5.2 Functions

LCR is required to:

- a) manage LCR's interests in strategic property joint ventures at Stratford (The International Quarter) and King's Cross in London, and at Manchester Mayfield.
- b) manage, dispose or promote development of a significant portfolio of non-operational rail related and a few operational properties;
- c) manage a portfolio of three offices and a business park in Derby; and
- d) provide specialist development advice to DfT or other arms of government as requested where LCR's skillset and experience can add value.

Much of the work on the non-operational and office portfolios is handled, under contract, by Lambert Smith Hampton, GVA and Sanderson Weatherall.

Most of the Company's functions are managed at

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WC2B 4AN

5.3 Governance

The LCR Board consists of four independent non-executive directors (including the Chairman) and two executive directors (the Chief Executive and Finance Director). The Chairman is appointed by the Secretary of State for Transport.

The current executive directors of the Company are as follows:-

David Joy	-Chief Executive
Peter Hawthorne	-Finance Director

The current non-executive directors are:

Lorraine Baldry	- Chairman
Tim Garnham	
Mark Russell	
Nicky Wilden	

The Principal Accounting Officer is the Permanent Secretary of the Department of Transport who has appointed the LCR Chief Executive as Senior Accounting Officer.

5.4 On-line access

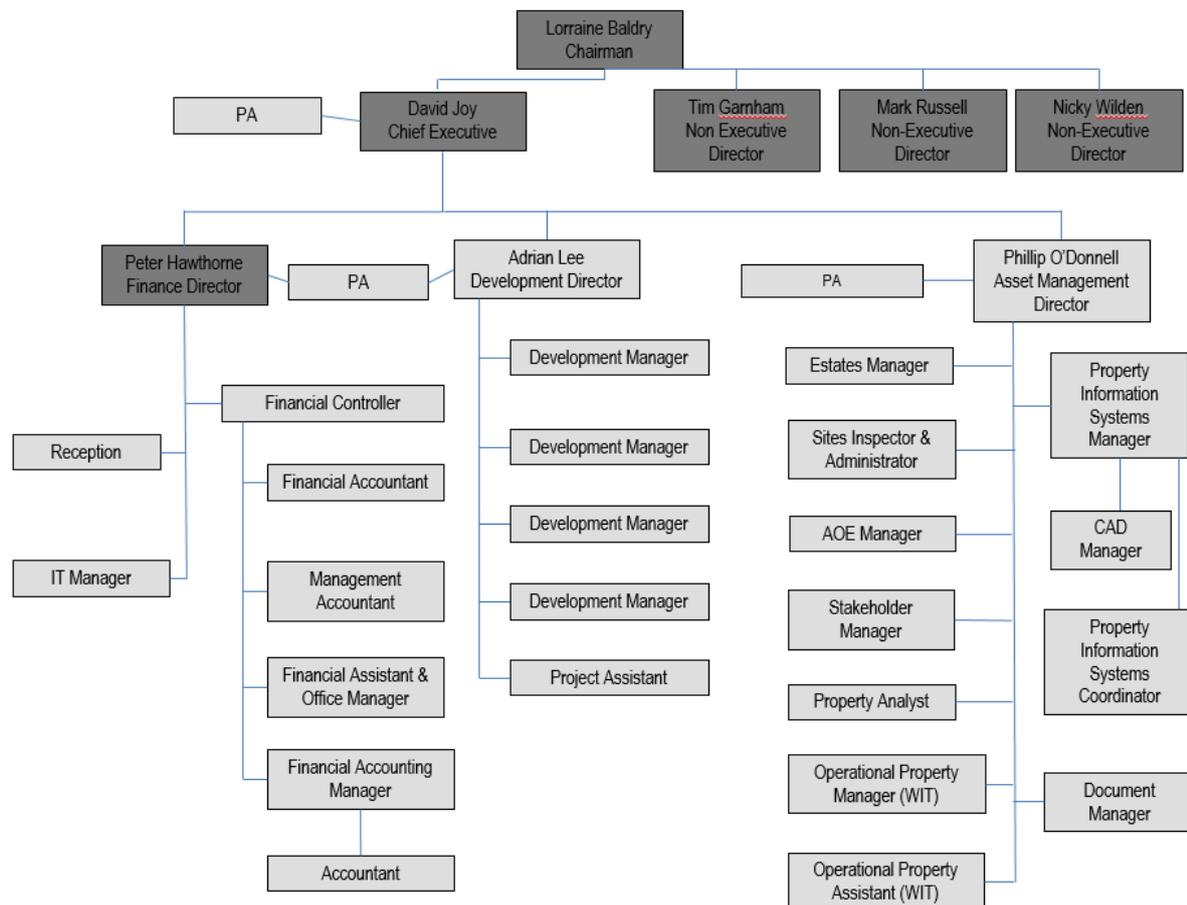
The LCR website is available at www.lcrhq.co.uk.

5.5 Subsidiary companies

Some of the interests for the properties and offices referred to in section 5.2 above, are held in wholly owned subsidiary companies. Additionally, the Company has a number of dormant wholly-owned subsidiaries.

5.6 Organisational Structure

The Company is organised into three functions reporting to the Chief Executive – Development, Asset Management and Finance/Administration as shown on the attached structure chart below.



LCR Organisational Structure

6. What we spend and how we spend it

Details of LCR annual expenditure can be found in the Company's Annual Report. The LCR Accounts for the years ending 31 March 2012, 2013 and 2014 as filed at Companies House are available on the LCR website.

Details of LCR invoice payments and other payment transactions above £500 are published by the Department for Transport in accordance with the Prime Minister's requirement on transparency and subsequent Treasury guidance. The published data excludes personal data such as payroll costs. The information can be found at www.gov.uk/government/publications/monthly-spend-over-500-in-the-department-for-transport-and-over-25-000-in-its-arms-length-bodies.

7. What are priorities are and how we are doing

LCR is required to prepare a five year Business Plan for the Company which is reviewed on an annual basis and agreed by the DfT. The Business Plan sets out the strategic objectives for the company and

how these are to be achieved over the plan period. The key objective of the business is to manage LCR's properties and assets to maximise their value over the medium to long-term through active stewardship, and to support the delivery of homes, jobs and economic growth.

LCR's strategy has been to use its sites as equity to participate in developer's profit and enhanced properties values arising in the longer term from regeneration around the HS1 stations and properties.

LCR will continue careful management of its managed office estate which provides rental income.

8. How we make decisions

The Company and its Directors are obliged to conform to the requirements of the Companies Act. Its Accounts have been prepared and reported on in accordance with International Financial Reporting Standards (IFRS) as adopted by the EU and applicable law.

The key aspects of the relationship between LCR and the Secretary of State/DfT are set out in the LCR and DfT Financial and Governance Framework Agreement.

The Board generally meets every two months.

The Board is also assisted by four Board Committees: These are:

- Audit and Risk Committee – responsible for reviewing and advising on the Company's internal and external financial statements, risks and appropriate internal control systems and other matters relating to the conduct of the Company's financial affairs;
- Remuneration Committee – responsible for determining remuneration policy for the Company's Directors and staff;
- Executive Management Committee – responsible for facilitating the day to day management of the Company's functions.
- Safety Committee – responsible for reviewing and ensuring LCR's compliance with safety legislation and regulations.

The authority of the Board of the Company is restricted under the terms of the Finance and Governance Framework Agreement and certain matters need to be referred to the DfT for approval. Within these parameters, the Company has provided delegations of authority to its senior managers, reserving major decisions to the Board itself.

9. Our policies and procedures

LCR aims to operate in an effective, efficient and structured manner, paying due regard to all relevant legislation and regulations.

LCR is registered with the Information Commissioner's Office in regard to its Data Protection responsibilities and its Register entry is available on the Information Commissioner's web site (registration number Z7477341X)

The Company has a record storage and archiving responsibility in respect of its own activities and its inherited assets, obligations and liabilities. Unless records are required for the on-going management of the Company, the Company's policy is to destroy them after a minimum of seven years.

In keeping with its status, LCR conducts its affairs with probity at all levels and ensures regularity and propriety in the handling of public funds.

Internal policies and procedures are in place covering such matters as:

Safety policy

- Health & safety

Financial Procedures

- Delegated financial authority
- Procedures for payments through LCR bank accounts.
- Receipt of cash, cheques or direct credits
- Petty cash
- Procurement
- Processing invoices
- Process for purchase orders
- Journal entries
- Application for travel facilities
- Raising invoices
- Completion of VAT returns

Other policies

- Insurances
- Prevention of Bribery
- Freedom of Information Act
- Information technology security
- Human resources policies including LCR Employment Handbook

Copies of policies are available on request.

10. Lists and registers

To facilitate the undertaking of its functions, the Company maintains lists/registers of:

- sites within its property portfolio,
- the office properties within its portfolio, including information concerning leases, tenanted occupation and available space;
- organisation charts;
- employees;
- the remits of the Committees listed in section 8 above;
- the duties of Board and senior staff (in the form of job descriptions)
- risk register; and
- stored and archived files, showing their locations.

LCR holds a list of gift and hospitality provided by third parties to Board Members and staff.

11. The services we offer

LCR does not generally offer services directly to the public and operates in the business to business environment

12. Available Documents

LCR is able to provide the following documents:

- Details of sites available for sale from time to time is available on the LCR web site but a paper copy may be obtained on request.
- Details of the administrative office estate in which there may be empty space to let is available on the LCR web site with a link to the relevant property agents marketing the properties.
- The latest published statutory accounts are available on the Company's web site