

## **Publication Scheme for Emmanuel College**

This publication scheme follows the model prepared and approved by the Information Commissioner.

This College makes information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

The College intends:

- to publish or otherwise make available as a matter of routine, information which is held by the authority and falls within the classifications below;
- to specify the information which is held by the College and falls within the classifications below;
- to publish or otherwise make available as a matter of routine, information described in this scheme;
- to publish the methods by which information is routinely made available so that it can be easily identified and accessed by members of the public;
- to review and update on a regular basis the information the authority makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made available;
- to make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do.**

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

#### **What we spend and how we spend it.**

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

#### **What our priorities are and how we are doing.**

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

#### **How we make decisions.**

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

#### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

#### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the College.

### **The Services we Offer.**

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

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the College's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

### Who we are and what we do

Organisational information, structures, locations and contacts.

- **Legal framework**

An abbreviated transcription in English of the Charter of the College is available free of charge on request

The Statutes of the College are available from the College website. The Statutes describe: the membership and responsibilities of the governing Body and the College Council; the election and duties of the Master and Vice-Master; the election, admission and removal of Fellows; the appointment and duties of College Officers; student discipline; financial powers and arrangements; and procedures for the employment and dismissal of academic staff.

The College is listed in the Education (Listed Bodies) Order currently in force, compiled and published under section 216 of the Education Reform Act 1988. It is a constituent college of the University of Cambridge, which is authorised to grant degrees. Legislation is available from: [www.legislation.hmso.gov.uk/acts.htm](http://www.legislation.hmso.gov.uk/acts.htm)

‘A History of Emmanuel College Cambridge’ by S. Bendall, C. Brooke and P. Collinson (1999) is published by Boydell Press, Woodbridge.

This publications scheme must be read in conjunction with the University of Cambridge’s own publication scheme.

- **How the institution is organised**

The College Statutes provide for the constitution and government of the College and are available from the College website.

A list of Fellows of the College is printed at the start of each academic year in a special number of the Cambridge University Reporter available from [www.admin.cam.ac.uk/reporter](http://www.admin.cam.ac.uk/reporter)

The principal officers of the College include the Master, the Bursar, the Senior Tutor, the Tutors and the Dean, who are subject to the duties specified in the Statutes of the College. The

educational work of the College is performed by Directors of Studies and Supervisors. A list of College Officers is available free of charge on request.

The University telephone and e mail directory provides contact details for Fellows and Heads of Departments. It is available at [www.cam.ac.uk/global/search/](http://www.cam.ac.uk/global/search/)

The Governing Body appoints from amongst the Fellowship various standing and *ad hoc* committees, whose membership is available free of charge on request.

The College Statutes should be read along side the University of Cambridge Statutes and Ordinances. The University Statutes and Ordinances are available at [www.admin.cam.ac.uk/cam-only/univ/so/](http://www.admin.cam.ac.uk/cam-only/univ/so/)

Executive powers lie with the College Council and the Executive Officer of the College Council is the Bursar.

A copy of the College organisational chart is available free of charge on request.

- **Location and contact details**

The College's main buildings occupy a single site located on St Andrew's Street in Cambridge. Its post code is CB2 3AP. Accommodation for Fellows and students is provided on site and in College-owned houses nearby. A site map is available on request.

The College can be contacted by telephone on Cambridge (012223 334200).

- **Lists of and information relating to organisations for which the College has responsibility, those it works in partnership with, those it sponsors and companies wholly owned by it**

The College wholly owns the following registered company:

Blue Lion Ltd:

This is a company which undertakes various trading activities.

- **Student activities**

The principal student associations in the College are the Emmanuel College Student's Union (comprising both undergraduates and graduate students) and the Middle Common Room (comprising graduate students). Both associations have websites which can be accessed via the College website and details of their constitutions can be found there..

The College also has a number of clubs and societies. Many societies provide annual reports to the College Magazine and to the Emmanuel College Student's Union. A copy of the current edition of the College Magazine is available on request although a fee will be charged.

The College's code of practice under section 22 of the Education Act 1994 is available from the College website.

## **What we spend and how we spend it**

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

Financial information for the current financial year is available from the College accounts which are available on the College website. Information for earlier years is available on application to the Bursar. College accounts are also published by the University in March each year and are available on the University website at [www.admin.cam.ac.uk/reporter/](http://www.admin.cam.ac.uk/reporter/)

- **Funding/income**

The framework for financial management is laid down in the College Statutes, especially Statutes XLV, and Statutes LI to LIX.

The funding of the College derives from College fees, charges to senior and junior members, the College's investment portfolio and donations.

The income and expenditure of the College is described in further detail in the College Accounts the most recent financial year's accounts being available from the College website.

- **Staff pay and grading structures**

Staff related matters are discussed in the Staff Handbook which is available on request from the Bursar. The Staff Handbook includes: a statement of commitment to equal opportunities and fair employment practices (including race equality policies as required under the Race Relations Amendment Act of 2000); general terms of employment, information, and procedures; the induction policy; the policy relating to probationary periods; procedures for annual staff reviews; details of the 'whistle blowing' policy; disciplinary rules and procedures; the grievance procedure; the policy and guidance on harassment; and the health and safety policy.

The College's General regulations and Conditions of Employment of College Staff are also available on request.

University stipend scales are published on the University website at [www.admin.cam.ac.uk/offices/personnel/salary/](http://www.admin.cam.ac.uk/offices/personnel/salary/)

- **Register of suppliers**

The College does not have an approved list of suppliers, but in order to obtain best value for money engages in various consortium purchasing arrangements. The details of those arrangements are not included in this publication scheme for reasons of commercial confidentiality.

- **Procurement and tender procedures and reports**

The College is not a public authority for the purpose of European Law relating to tendering requirements. Its normal practice in relation to capital works is to procure them through a tendering process.

- **Contracts**

The College does not publish details of its commercial contracts.

- **Research funding**

The College funds its own scheme of Research Fellowships. Details of the annual Research Fellowship Competition may be found on the College website. The College has funding schemes to assist the

research of its Fellows and students.

## **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

- **Annual report**

The College accounts provide an annual review of the College's activities. The Emmanuel College Magazine provides a further review of recent activities and the current edition is available for purchase on application to the Bursar.

- **Corporate and business plans**

Financial planning and resource allocation are controlled by the College Council acting on the advice of the Finance and Investments Committee.

- **Teaching and learning strategy**

Statute XXII(15) states that the Governing Body of Emmanuel College will promote the College 'as a place of education, religion, learning and research'. The College Regulations, Supervision Information, Student's Complaints Procedure, Disability Letters, Data Protection Policy and Harassment Policy are available from the College website. The document 'The Educational Provision of the Cambridge Colleges' describes the role of the colleges as educational institutions and is available at: [www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc\\_educational\\_provision.pdf](http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf)

The College's undergraduate admissions prospectus and supplements is available from the College website.

The Cambridge University Undergraduate Admissions Prospectus is available at [www.cam.ac.uk/cambuniv/undergrad/](http://www.cam.ac.uk/cambuniv/undergrad/)

UCAS provides information on admissions to Cambridge University at [www.ucas.ac.uk/instit/i/c08/](http://www.ucas.ac.uk/instit/i/c08/)

The Cambridge University Board of Graduate Studies provides information relating to Graduate admissions at [www.admin.cam.ac.uk/offices/gradstud/](http://www.admin.cam.ac.uk/offices/gradstud/)

- **Academic quality and standards**

The academic assessment of students at the College is conducted through Tripos and other University examinations (for undergraduates) and through the Board of Graduate Studies of the University (for graduate students). Information may be found on the University's website at [www.cam.ac.uk](http://www.cam.ac.uk).

- **External review information**

The Tomkins Table, an independent comparison of the performance of Colleges in undergraduate examinations, is published annually.

Annual admissions statistics are available from the University Reporter at [www.admin.cam.ac.uk/reporter/](http://www.admin.cam.ac.uk/reporter/)

Statistics relating to employment outcomes for graduates are available from the Cambridge University Careers Service at [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk)

General statistics to the previous year are provided centrally at [www.hesa.ac.uk](http://www.hesa.ac.uk)

- **Government and regulatory reports**

The College's annual Public Benefit Report will be produced and will be provided along with the annual College accounts following charity registration.

### **How we make decisions**

Decision making processes and records of decisions.

- **Minutes from Governing Body, College Council and College Committees**

Unreserved minutes of the Governing Body and the College Council will be provided on request without charge.

- **Minutes of staff / student consultation meetings**

Minutes of the Staff Liaison Committee will be provided on request without charge. Minutes of the meetings of the Emmanuel College Student's Union and the Middle Combination Room are available from their respective websites.

- **Appointment committees and procedures**

The procedures for the appointment of College Officers are set out in the College Statutes. Advertisements for employment within the College, and the relevant appointment procedures, are shown as appropriate on the College website.

### **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Policies and procedures for conducting College business**

The College Statutes are available from the College website. The College's procedures for handling requests for information under the terms of the Freedom of Information Act are available from the College website. Requests for information should be directed to the Bursar.

The College Admissions Prospectus and supplements, available from the College website, provide information on admission requirements, how to apply, the admission process and fees.

- **Procedures and policies relating to academic services**

The College Regulations, Supervision Information, Student's Complaints Procedure, Disability Letters, Data Protection Policy and Harassment Policy are available from the College website.

The College distributes an induction booklet to freshers which is available on request.

Cambridge University's publication scheme and website should be consulted for information about central record keeping.

- **Procedures and policies relating to student services**

Domestic Matters, the Student Health and Safety Handbook, the College Regulations and the Student's Complaints Procedure are available from the College website. The College website also includes all documents relating to admissions procedures and policies.

- **Procedures and policies relating to human resources**

The College's human resources policies and procedures, including terms and conditions of employment, grievance, disciplinary, harassment, bullying, public interest disclosure, staff development (such as induction, probation, appraisal) policies, are set out in the Staff Handbook which is available on request.

- **Procedures and policies relating to recruitment**

Current vacancies at the College are advertised on the College website.

- **Code of Conduct for members of governing bodies**

The College's code relating to conflict of interests is available on request.

- **Equality and Diversity**

The College is committed to equal opportunities in the recruitment of its Fellows, students and staff. The College's Equal Opportunities Policy is available from its website. The University Equal Opportunities Policy is available from the University website.

The University Disability Resource Centre provides advice to students at [www.cam.ac.uk/cambuniv/disability/](http://www.cam.ac.uk/cambuniv/disability/)

- **Health and Safety**

The College's Student Health and Safety Booklet may be found on the College website. The Staff Health and Safety policy is contained within the Staff Handbook.

- **Estate management**

A plan of the College site and details of the organisational structure relating to repairs and maintenance are available from the college website. Domestic Matters, also available from the college website, includes details of the rooms allocation policy and other matters relating to the occupation of rooms by students.

The College's CCTV policy is available from the College website.

- **Complaints policy**

A note of advice to those applying for information under the terms of the Freedom of Information Act, including a complaints procedure, is available from the College website.

The College Statutes contains details of the disciplinary and grievance procedure applying to academic staff.

The College Staff Handbook contains the staff grievance procedure.



The Student's Complaints Procedure is available from the College website.

Any complaints by members of the public should be made in the first instance to the Bursar.

- **Records management and personal data policies**

The Data Protection Policy is available from the College website.

- **Research policy and strategy**

Emmanuel College is committed to freedom of thought and speech and academic freedom. The College appoints a number of Research Fellows each year and provides financial support for the research undertaken by Fellows and students.

- **Charging regimes and policies**

### **Lists and registers**

- **Any information we are currently legally required to hold in publicly available registers**

There is none.

- **Asset registers**

In addition to its main site, the College owns a number of properties within Cambridge which are used for operational purposes, principally the provision of accommodation for Junior Members. Further details are available on request.

- **Disclosure logs**

The College does not maintain a disclosure log.

- **Register of gifts and hospitality provided to senior personnel**

No register is considered necessary as business gifts and hospitality received by College personnel are of negligible value only.

- **Any register of interests kept in the College**

Applications for information contained in the College's register of interests should be made to the Bursar.

### **The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters.

- **Prospectus**

The College admission prospectus may be found on the College website. The University undergraduate admissions prospectus may be found on the University website. University graduate admissions information may be found there.

- **Services for outside bodies**

The College does not normally provide services for outside bodies.

- **Course content**

Course content information may be found on the University website.

- **Welfare and counselling**

A welcome letter to freshers from the College Counsellor can be found on the College website. Information concerning the University Counselling Service may be found at [www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk).

- **Health including medical services**

Information concerning the College Nurse and health services available to students is contained within Domestic Matters and the Student Health and Safety Booklet (both available from the College website).

- **Careers**

Careers advice is available to members of the College at [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk).

- **Chaplaincy services**

Information concerning the religious life of the College may be found on the Chapel section of the College website.

- **Services for which the College is entitled to recover a fee together with those fees**

Information concerning College fees and charges may be found within the admissions section of the College website.

- **Sports and recreational facilities**

Information concerning College sporting and recreational facilities can be found on the College website.

- **Museums, libraries, special collections and archives**

Information concerning the College Library, including special exhibitions, may be found on the College website. Inquiries concerning the College Archives should be made to the College Archivist.

- **Conference facilities**

Information concerning the College's catering and conference facilities may be found on the College website.

- **Advice and guidance**

Information concerning the Tutorial system, Direction of Studies and the College Counsellor is available from the College website. In addition useful information and advice is available from the website of the Cambridge University Students Union.

- **Local campaigns**

Information concerning the College's Development Office may be found on the relevant pages of the College website.

- **Media releases**

Any occasional press releases issued by the College may be found on the College website.