

# Christ's College

## Publication Scheme

This publication scheme follows the model prepared and approved by the Information Commissioner in the Definition Document for Higher Education Institutions, as at January 2013.

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 proactively publish or otherwise make available as a matter of routine, information, including environmental 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 proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely 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. Requests for information should be sent:

#### **By Post to:**

The Freedom of Information Officer  
Christ's College  
Cambridge  
CB2 3BU

By e-mail to:

[bursar@christs.cam.ac.uk](mailto:bursar@christs.cam.ac.uk)

<b>Who we are and what we do</b>
Organisational information, structures, locations and contacts.
<ul style="list-style-type: none"><li>• <b>Legal framework</b></li></ul> <p><u>Foundation</u> Christ's College was founded in 1505 by Lady Margaret Beaufort and was granted Letters Patent by King Henry VII in 1505. A brief history of the College may be found <u>HERE</u></p> <p>The Charter of the College is available free of charge on application to the Bursar (<a href="mailto:bursar@christs.cam.ac.uk">bursar@christs.cam.ac.uk</a>)</p>

The college is recognised as a College of the University of Cambridge and is authorised under the Education Reform Act 1988 and The Education (Listed Bodies) Order 1997 to grant degrees.

Charitable Status Christ's College is registered as a charity with the Charity Commissioners. The College's charity registration number is 1137540

College Statutes and Ordinances. These provide for the constitution and government of the College (including the membership and responsibilities of the Governing Body); the duties and election to office of the Master; the election and admission to Fellowships; the appointment and duties of College Officers; the conduct, discipline, grievances and dismissal of academic staff, the duties of College Members, the discipline of students; and financial matters. The Ordinances are equivalent to standing orders, and amplify the Statutes and in some cases allocate responsibilities to certain College bodies and College Officers.

The Statutes of the College may be found on the College website at:

<https://www.christs.cam.ac.uk/college-life/college-statutes>

### **How the institution is organised**

The College is administered by the Master and the College Council under the ultimate authority of the Governing Body, comprising the Master and all the Fellows of the College in accordance with the Statutes of the College. The College Council normally meets fortnightly during term time. The Governing Body normally meets termly. Rules relating to elections to the College Council and to meetings of the Council and of the Governing Body may be found in the Statutes and Ordinances of the College.

The College Officers include the Master, the President, the Bursar, the Senior Tutor, the Tutors and the Chaplain, who are subject to the duties specified in the Statutes and Ordinances of the College. The educational work of the College is performed by Directors of Studies and College Lecturers and Supervisors. The Heads of Department and senior members of the administrative staff of the College are listed HERE.

The Council appoint various standing and *ad hoc* committees, whose terms of reference are available on application..

The standing committees include the Audit Committee, as required by the Statutes).

- **Location and contact details**

The location of the College and how it may be contacted may be found HERE.

**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:

Christ's College Enterprises

- **Student activities**

The principal student associations in the College are the Junior Combination Room (JCR) comprising undergraduates students, and the Middle Common Room (MCR) comprising graduate students. Both the JCR and MCR maintain their own websites:

JCR Website

MCR Website

The constitutions of those associations may be found at:

JCR Constitution

[MCR Constitution](#)

The College also has a number of clubs and societies, details of which can be found on the JCR 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 Policy**

The College's financial Policy is formulated by the Financial Control Committee and approved at Council and Governing Body meetings

Financial information for the current and several previous financial years is available as described below. Information for earlier years is available for an administrative fee of £10 on application to the Bursar (bursar@christs.cam.ac.uk)

- **Funding / income**

The funding of the College derives from:

Undergraduate tuition fees, which are paid to the College by the University,

College fees for Graduate Students

Charges to senior and junior members

The College's investment portfolio held in its Amalgamated Fund

Other property

Charitable Donations, and Gift Aid receipts

Further details on these income streams and on the income and expenditure of the College is described in further detail in the [College Accounts](#) and on the University's website

- **Budgetary and account information**

The College Accounts can be found [HERE](#)

- **Financial audit reports**

Copies of the independent auditors' annual reports to the Governing Body of the College may be found in the [Annual report of the Trustees and Accounts](#).

Copies of the independent auditors' annual management letters may be found within the [Annual report of the Trustees and Accounts](#)

- **Staff pay and grading structures**

The College aligns its pay and grading structures with those of the University. Details can be found on the [University of Cambridge website](#)

- **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. The 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 which are published on the College website, and in other media, when vacancies arise.

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

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

- **Strategic Statement**

The College's Strategic Statement can be found [HERE](#)

- **Annual report**

The Annual Review of the College is published in its Annual report of the Trustees and Accounts.

The College magazine is available for purchase on application to:

The Alumni Office  
Christ's College  
Cambridge  
CB2 3BU

- **Corporate and business plans**

The College strategic plan may be found HERE.

- **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). Information about College procedures can be found in the in the Student Handbook (HERE)

- **External review information**

The Tomkins Table, showing the comparative performance of Colleges in undergraduate examinations may be found HERE.

- **Corporate relations**

The College, through its Alumni Office organises a series of visits of old members to talk to students about their employment experience and other events around the UK and overseas to which Alumni are invited.

### **Government and regulatory reports**

The College's annual Public Benefit Report may be found HERE.

### **How we make decisions**

Decision making processes and records of decisions.

- **Minutes from governing body, Council / Senate, academic boards and steering groups**

Unreserved Minutes of the Governing Body are available on application

- **Education Committee minutes**

Unreserved minutes of the Education Committee committees are available on

application.

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

Minutes of the Staff Liaison Committee, Liaison Committees of the Governing Body with Undergraduates and the Joint Committee of Graduate Students and Governing Body are available on application.

#### **Appointment committees and procedures**

Minutes of appointments committees contain personal information and fall within the classes of data protected by the Data Protection Act 1998. Current advertisements for employment within the College, and the relevant appointment procedures, may be found [HERE](#).

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

Current written protocols, policies and procedures for delivering our services and responsibilities can be found in the [HERE](#).

- **Policies and procedures for conducting College business**
- The Standing Orders of the College and College Codes of Practice relating to the administration of the College are available on application.
- **Procedures and policies relating to academic services**

Procedures for changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations can be found on the [University website](#).

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

Policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline, are available on request.

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

The Terms and Conditions of employment for the non-academic administrative staff are contained in the [Assistant Staff Handbook](#).

- **Procedures and policies relating to recruitment**

Staff vacancies are advertised as they occur, both on the College website and in other media as appropriate. Current vacancies at the College may be found [HERE](#).

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

The College's code of conduct 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 can be found [HERE](#).

The College is not a public body for the purposes of the Equality Act 2010, and is not required to demonstrate compliance with the Equality Duty proscribed in that Act.

## **Health and Safety**

The Director of College Services is the College Safety Officer.

- **Estate management**

Enquiries relating to estate management should be referred to the Bursar in the first instance.

- **Complaints policy**

The College has various complaints procedures relevant to different College activities and sectors of the College's membership. These include:

[Student Accommodation](#)

[Public Interest Disclosure](#)

[Staff Grievances](#)

[Harassment Complaints Procedure](#)

Academic Staff:

[Appeals](#)

[Grievances](#)

Junior Members:

[Examinations](#)

[College Complaints Procedure](#)

- **Records management and personal data policies**

All personal data is handled in accordance with the Data Protection Act.

- **Charging regimes and policies**

Details of the fees and charges levied by the College are available on request and include:

Academic Fees

College graduate fee

<p>Accommodation charges</p> <p>Network charges</p> <p>KFC</p>
<p><b>Lists and registers</b></p>
<ul style="list-style-type: none"> <li>• <b>Any information we are currently legally required to hold in publicly available registers</b> <ul style="list-style-type: none"> <li>• No register of gifts and hospitality provided to senior personnel is considered necessary as business gifts and hospitality received by College personnel are of negligible value only.</li> </ul> </li> </ul>
<p><b>The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters.</p>
<ul style="list-style-type: none"> <li>• <b>Prospectus</b></li> </ul> <p>The College admission prospectus may be found <a href="#">HERE</a>. The University undergraduate admissions prospectus may be found <a href="#">HERE</a>. University graduate admissions information may be found <a href="#">HERE</a>.</p> <ul style="list-style-type: none"> <li>• <b>Services for outside bodies</b></li> </ul> <p>The College does not normally provide services for outside bodies.</p> <ul style="list-style-type: none"> <li>• <b>Course content</b></li> </ul> <p>Course content information may be found <a href="#">HERE</a></p> <ul style="list-style-type: none"> <li>• <b>Welfare and counselling</b></li> </ul> <p>Information concerning welfare for students may be found in the Student Handbook a copy of which is available on request. Information concerning the University Counselling Service may be found at <a href="http://www.counselling.cam.ac.uk">www.counselling.cam.ac.uk</a>.</p> <ul style="list-style-type: none"> <li>• <b>Health including medical services</b></li> </ul> <p>Information concerning the College Nurse and health services available to students may be found <a href="#">HERE</a></p> <p><b>Careers</b></p> <p>Careers advice is available to members of the College at <a href="http://www.careers.cam.ac.uk">www.careers.cam.ac.uk</a>.</p> <ul style="list-style-type: none"> <li>• <b>Chaplaincy services</b></li> </ul> <p>Information concerning the religious life of the College may be found <a href="#">HERE</a>.</p>

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

Information concerning College fees and charges is available on request

- **Sports and recreational facilities**

Information concerning College sporting and recreational facilities can be found [HERE](#).

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

Information concerning the College Library, including special exhibitions, may be found [HERE](#). Inquiries concerning the College Archives should be made to the College Librarian

- **Conference facilities**

Information concerning the College's catering and conference facilities may be found [HERE](#)

#### **Advice and guidance**

Information concerning the Tutorial system and Direction of Studies, and other information concerning advice and guidance available to members of the College may be found in the Student Handbook a copy of which is available on request.

- **Local campaigns**

Information concerning the College's Alumni Office and the College Appeal may be found [HERE](#).

- **Media releases**

Press releases issued by the College may be found on the [College website](#).