

## Publication Scheme for Clare College

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

Clare 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 College 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 College 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 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 the 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 the College 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 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 reasonable level.

Material which is accessed on a 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;
- in all the circumstances, including the general principles of the right of access to information held by public authorities;
- justified;
- 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.

### **Complaints Procedure:**

The College has a review procedure for dealing with complaints. To invoke this procedure you should write to the Freedom of Information Officer, Clare College, Trinity Lane, Cambridge, CB2 1TL stating your reasons for the request for a review. A College representative, other than the person who has made the original decision and, therefore against whom the complaint has been made, will review the issue and make a decision.

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

Organisational information, structures, locations and contacts.

- **Legal framework**

Clare College is an Eleemosynary Corporation at Common Law owing to the early date of our foundation (1326). The College has charitable status by ancient tradition. The College has a formal constitution that is set out in the Statutes. The Statutes are binding, legal rules, descended from those which Elizabeth de Burgh, Lady of Clare, gave to the College in 1359. They can be changed only with the permission of HM Queen in Council; they have the force of an Act of Parliament.

The Statutes [here](#) cover the constitution of the College; the responsibilities and

election of the Master, College Officers and Fellows; the constitution and responsibilities of the Governing Body, the Council and the Finance Committee; the awarding of scholarships; rules concerning membership and discipline; and financial matters. They also cover the duties and modus operandi of the Visitor.

- **How the institution is organised**

The head of the College is the Master [here](#), who chairs all the major committees and is responsible for the good government of the College. If the Master, for whatever reason, is unable to act he/she may appoint a locum tenens, failing which the Governing Body may appoint a Vice-Master. The Fellowship [here](#) includes Junior Research Fellows (generally postdoctoral scholars), Fellows, College Teaching Officers, Professors and Emeritus Fellows. Many of the Fellows are Tutors or Directors of Studies, and most of them also hold posts as University Teaching Officers in one of the Faculties or Departments of the University. The Senior Tutor has overall responsibility for the educational work of the College and the pastoral welfare of all its students. Non-teaching Fellows include the Bursar, who is responsible for the College's finance and budgets; the Steward, who is responsible for the College departments providing accommodation and catering, and the Development Director who is responsible for fundraising and keeping in touch with alumni.

The contact details for Fellows of the College are listed [here](#). The contact details for staff of the College are listed [here](#).

- **Location and contact details of the College**

Location of the College and direction details are [here](#).

- **Student activities**

The principal student associations in the College are the Union of Clare Students (comprising undergraduates) and the Middle Combination Room (comprising graduate students).

The Union of Clare Students (UCS) has its own website [here](#).

The Middle Combination Room (MCR) has its own website [here](#).

The College also has a number of clubs and societies, for details see the website [here](#).

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

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

Financial information for the previous three financial years is available as described below. Information for earlier years is available free of charge on application to the Freedom of Information Officer.

- **Financial statements**

The funding of the College derives from College fees, rents, and charges to members of the College, the College's investment portfolio, conferences, and donations. The income and expenditure of the College and the College's investment policy and investment portfolio are described in further detail in the College Financial Statements [here](#).

Copies of the independent auditors' annual reports to the Governing Body of the College are contained within the College's Financial Statements.

- **Financial regulations and procedures**

Paper on request from the Freedom of Information Officer.

- **Staff pay and grading structures**

Paper on request from the Freedom of Information Officer.

- **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, using professional advisers.

- **Contracts**

The College does not publish details of its commercial contracts.

- **Research funding**

The College funds its own scheme of Studentships and Fellowships, details of which may be found 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.

- **Strategic plan**

The Strategic Plan of the College 2011-2015 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 see [here](#)) and through the Board of Graduate Studies of the University (for graduate students see [here](#)).

- **Government and regulatory reports**

The College will prepare an annual Public Benefit Report and other returns to the Charity Commission following its registration as a registered charity.

#### **How we make decisions:**

Decision making processes and records of decisions.

- **Minutes from Governing Body, Council and Finance Committee**

The minutes are available on request from the Freedom of Information Officer.

- **Other committees**

The College has an established Committee structure that undertakes decisions to support the College's line management structure.

The information in this class provides the minutes and summaries from College Committees, which are available on request from the Freedom of Information Officer.

- **Appointment and remuneration committees**

Minutes of appointments and remuneration committees are not published because they contain personal information. 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.

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

Paper on request from the Freedom of Information Officer.

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

Paper on request from the Freedom of Information Officer.

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

This information can be found in the Student Handbook which you can find [here](#).

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

In line with the College priorities, policies and procedures have been established to manage the College's human resources and information.

Details of all our policies regarding employment at Clare College can be found in the Staff Handbook [here](#).

- **Procedures and policies relating to recruitment**

Current vacancies can be found [here](#).

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

The College has a written protocol and a register of interests to deal with any conflict of interests. These are available on request from the Freedom of Information Officer.

- **Equality and Diversity**

The College is committed to equal opportunities in the recruitment of its Fellows, students and staff.

- **Health and Safety**

The College's Health and Safety Policy can be found [here](#).

- **Complaints policy**

The complaints policy is in the introduction to this publication scheme.

- **Records management and personal data policies**

Paper on request from the Freedom of Information Officer.

- **Charging regimes and policies**

Details of the fee and charges levied by the College may be found [here](#). Details of

charges made for the provision of information included in this publication scheme are available on application.

**Lists and registers:**

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

There is none.

- **Asset registers**

Details of the College's principal landholdings are available in hard copy on request from the Freedom of Information officer.

- **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 individual 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 Freedom of Information Officer.

**The services we offer:**

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

- **Prospectus**

The College admissions information may be accessed [here](#).

The University undergraduate admissions prospectus may be requested [here](#).

The University postgraduate admissions information may be found [here](#).

- **Services for outside bodies**

The College does not normally provide services for outside bodies, except for conferences, which may be found [here](#).

- **Course content**

Course content information may be found at [here](#)

- **Welfare and counselling**

Information concerning pastoral care for students may be found [here](#).

- **Health including medical services**

Information concerning welfare and counselling services for students may be found [here](#).

- **Careers**

Careers advice is available to members of the College at [here](#).

- **Chaplaincy services**

Information concerning the religious life of the College can be found [here](#).

- **Services for which the College is entitled to recover a fee**

Information concerning College fees and charges are available on request.

- **Sports and recreational facilities**

Clare College has a sports ground at Bentley Road which is managed by the Head Groundsman; he provides football and rugby pitches in winter and cricket pitches and lawn tennis courts in summer. A hard court is available for tennis and netball throughout the year. The Bentley Road Sports Ground has a pavilion with changing facilities for two teams. Squash players have access to a squash court which is rented in conjunction with Robinson College. Rowers have access to the facilities at the Clare Boathouse on the River Cam.

- **Libraries, special collections and archives**

Information concerning the College Libraries may be found [here](#).

Information concerning the College Archives may be found [here](#).

- **Conference facilities**

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

Further information is available on the Conference Cambridge website [here](#).

- **Advice and guidance**

Information concerning the Tutorial system and Direction of Studies may be found in the Student Handbook which may be found [here](#).

- **Local campaigns**

Information concerning the College's Development Office may be found at [here](#).

- **Press releases**

The College does not issue its own press releases; instead, press releases about College related matters are issued by the University's Office of External Affairs and Communications.