



CLARE
COLLEGE

UNIVERSITY OF CAMBRIDGE

Publication scheme

Freedom of Information Act 2000

This publication scheme follows the model prepared and approved by the Information Commissioner. The publication scheme commits the College to make 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the College:

- 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 authority 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 proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds,

unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of section 19, Freedom of Information Act 2000 ('the Act'). The term 'dataset' is defined in section 11(5) of the Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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 authority.

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 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 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 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 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, 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Act, or with other statutory powers of the College.

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 or by e-mail, when its provision will be considered in accordance with the provisions of the Act.

Responsible Officer

The Assistant Bursar is responsible for the scheme on behalf of the College. The contact e-mail address is ere20@cam.ac.uk.

Who we are and what we do

Organisational information, structures, locations and contacts.

- **Brief History**
- **Legal framework**
- **How the institution is organised**
- **Location and contact details**
- **Student activities**

Brief History

Clare College is an eleemosynary corporation at Common Law owing to the early date of its foundation (1326). The College has charitable status by ancient tradition. The College has a formal constitution that is set out in the [Statutes of Clare College](#). The Statutes are binding, legal rules, descended from those which Lady Elizabeth de Clare (Lady de Burgh), gave to the College in 1359. They can be changed only with the permission of Her Majesty the Queen in Council; they have the force of an Act of Parliament. The College currently has around 96 Fellows (academic staff involved in teaching, research and administration) and about 796 junior members in residence (about 521 undergraduates and 275 graduates). There is a brief [College history](#) available online.

Legal framework

The [Statutes of Clare College](#) cover the constitution of the College; the responsibilities and election of the Master, the College Officers and the Fellows; the constitution and responsibilities of the Governing Body, the Council and the Finance Committee; the awarding of scholarships; the 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](#), who chairs all the major College committees and is responsible for the good government of the College. If the Master, for whatever reason, is unable to act they may appoint a *locum tenens*, failing which the Governing Body may appoint a Vice-Master. The [Fellows](#) includes Fellows, Junior Research Fellows (generally postdoctoral scholars), 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 of its students. Non-teaching Fellows and responsibility for the day-to-day administration of the College is the responsibility of the College Officers, who are elected from among the Fellows.

Location and contact details

Location and contact details are available as follows:

- [Fellows](#)
- [Staff](#)
- [Location](#)

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 companies:

- Clare College Limited: This is a company for property development involving the College's main sites.
- Clare College Conferences Limited: This is a company for commercial conference and catering activities involving use of the College's buildings and other activities.

Student activities

The principal student associations in the College are the [Union of Clare Students](#) (UCS) for undergraduates and the [Middle Combination Room](#) (MCR) for graduate students. The College also has a number of [societies](#).

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.

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](#).

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

Copies of the College's [financial regulations and procedures](#) are available on the College's website.

Staff pay and grading structures

The College does not have a Staff pay and grading structures policy.

The College provides for all permanent staff:

- A dedicated Pension Scheme
- Health Care

For further details of these, please contact the HR Manager. The contact e-mail address is sh435@cam.ac.uk.

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 Junior Research Fellowships, and Studentships. There are also grants available for members to support travel to conferences and other academic-related activities.

- Scholarships and Fellowships
- [Junior Research Fellowships](#)
- Current Awards and Grants

What our priorities are and how we are doing

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

Annual Report

Annual reports on admission statistics, student numbers and examinations are published as special editions of the [Cambridge University Reporter](#).

Academic quality and standards

The academic assessment of students at the College is conducted through Tripos and other University examinations.

- [Undergraduates](#)
- [Graduates](#)

Details of the academic arrangements for students are available online. Termly reports written by supervisors on their students through the [CamCORS](#) system are carefully monitored by Tutors and Directors of Studies and feedback from the students themselves is invited on a termly basis through an online Teaching and Learning Questionnaire.

The College adheres to the standards and requirements of the University and is represented on the Senior Tutors' Committee, which is concerned with educational policy, welfare issues and student numbers and promotes good practice across the constituent colleges of the University.

- [University Quality Assurance](#)
- [Senior Tutors' Committee](#)

Government and regulatory reports

The College prepares 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.

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.

- [Governing Body](#)
- [Council](#)
- [Finance Committee](#)
- [Other committees](#)

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 are available.

- [Vacancies](#)

Our policies and procedures

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

Procedures and policies relating to academic services

Policies and procedures governing the conduct of examinations, breaches of such regulations including plagiarism, and appeal procedures for students are issued by the University.

- [University exam information](#)

Guidance is also given to students in the [University's Student Handbook](#) and through links on the College website to information produced jointly by the Cambridge University Students Union (CUSU) and the University's Board of Examinations.

Policies and procedures for conducting College business

The membership of the Governing Body, the Council and the Finance Committee is contained in the [Statutes of Clare College](#).

Procedures and policies relating to student services

Information on the arrangements for [Admissions](#) to the College is available online. The '[Terms of Residence](#)' defined by the University for students are also available online. Information relating to the College may be found in the Student Handbook.

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 and procedures regarding employment at Clare College can be found on the College's website.

Code of Conduct for members of governing bodies

The College has a Conflicts of Interest Policy and a 'Register of Interests'.

Equality and Diversity

The College is committed to equal opportunities in the recruitment of its Fellows, Staff and students. The College has an Equal Opportunities Policy.

Health and Safety

The College has a Health and Safety Committee, which meets termly to review Health and Safety policy and practice throughout the College. The Health and Safety Officer/Head Porter is the College's Health and Safety Co-ordinator. The College also has a Fire Porter and a Health and Safety Advisor. The College maintains generic risk assessments for many areas of activity, and also conducts specific risk assessments for individual activities and functions as required. College staff receive training as necessary in accordance with risk assessments, and relevant staff are also trained in the preparation of risk assessments. Any further enquiries about Health and Safety issues should be addressed to the Health and Safety Officer.

Estates Management

Overall policy on the management of the physical fabric of the College is set by the Estates Committee, which in turn reports to the Finance Committee. Day to day management is the responsibility of the Bursar, supported by the Assistant Bursar, the Estates Director, the H&S Officer/Head Porter, the Accommodation Manager, the Conference and Events Manager, the Head Gardener, the Head of Sports and the Boathouse Manager/Head Coach. Rooms in College are allocated to students by a balloting system. The ballots are managed by the Accommodation Manager. Management of the College's Sportsground is the responsibility of the Head of Sports. Management of the College's Boathouse is the responsibility of the Boathouse Manager/Head Coach.

Complaints policy

Any complaints by members of the public should be made in the first instance to the Head Porter. In the case of complaints regarding requests for information under the Freedom of Information Act 2000 the Bursar has specific authority to review the decisions and actions of the Freedom of Information Officer. The College's Freedom of

Information Officer is the Assistant Bursar and can be contacted at foi@clare.cam.ac.uk. Procedures for complaints by Fellows, Staff or students are available online and are contained within the College's policies.

Records management and personal data policies

The College carefully safeguards all personal data, and uses it only for specified purposes. Current students and applicants to study at the College are informed of the precise terms on which personal data for them is held. Staff members are informed at the time of applying for a job of the terms on which personal data for them is held. The College has a [Data Protection Policy](#). The College's Data Protection Lead is the Assistant Bursar and can be contacted at dataprotection@clare.cam.ac.uk.

Charging regimes and policies

Details of the fee and charges levied by the College may be found in the [Student Handbook](#). Details of [Charges and Copying](#) levied by the College's Archives may be found online. 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 are 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

A register of gifts is maintained in accordance with the College's financial policies and procedures.

Any register of interests kept in the College

The College's 'Register of Interests' for trustees is maintained by the Assistant Bursar. The College's 'Register of Interests' for Heads of Departments is maintained by the Deputy Financial Bursar.

The services we offer

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

Prospectus

Information on [Admissions](#) to the College is available online. A copy of the College's admissions prospectus may be requested from admissions@clare.cam.ac.uk. The University's [Undergraduate Admissions](#) information is available online. The University's [Graduate Admissions](#) information is also available online. The College admissions information may be accessed.

Services for outside bodies

The College does not normally provide services for outside bodies, except for [conferences](#).

Course content

Information on [courses](#) for both undergraduates and graduates is available online.

Welfare and counselling

Information concerning the College's [Sources of Support and Advice](#) for students is available online.

Information concerning the [University Counselling Service](#) is available online.

Health including medical services

Information concerning the [health and welfare services](#) for students is available online.

Careers

Careers Support is available to members of the College. Careers advice is also available to members of the College through the University's [Careers Service](#).

Chaplaincy services

Information concerning the [religious life](#) of the College is available online.

Services for which the College is entitled to recover a fee

Information concerning the College's fees and charges are available on request.

Sports and recreational facilities

Clare College has a sportsground at Bentley Road, which is managed by the Head of Sports. Football pitches, and a hard court are available for tennis and netball throughout the year. Lawn tennis courts and a cricket pitch are available in the summer. The Bentley Road Sportsground has a pavilion with changing facilities for two teams. Squash players have access to squash courts, which is owned by King's College. Rowers have

access to the facilities at the Clare Boathouse on the River Cam.

Libraries, special collections and archives

Information concerning the College's [Libraries and Archives](#) may be found online.

Conference facilities

Information concerning the College's [conferencing](#) facilities may be found online. Further information is available on the [Meet Cambridge](#) website.

Advice and guidance

Information concerning the Tutorial system and Direction of Studies may be found in the Student Handbook.

Local campaigns

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

Press releases

The College does not issue its own press releases; instead, press releases about College related matters are issued by the University's [Communications Office](#) and are published by the University's [News](#) online.

Emma Easterbrook
Assistant Bursar
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