PUBLICATION SCHEME
JANUARY 2012
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Introduction

This publication scheme is in the form prepared and approved by the Information Commissioner.

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

The College intends:

- actively to publish or otherwise make available as a matter of routine, information that is held by the College and falls within the classifications below;
- to specify the information that is held by the College and falls within the classifications below;
- actively to publish or otherwise make available as a matter of routine, information described in 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 College makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made proactively available; and
- to make this publication scheme available to the public.

How the Scheme is arranged

The scheme is arranged in the following classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The Services we offer

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; and
- 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 specified in this scheme will be provided on its website. Where it is impracticable to make information available on its website or when an individual reasonably 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 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.

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.

Much of the above information is readily available on the College website: www.wolfson.cam.ac.uk.

If you are unable to find the information you are looking for, please contact the Bursar.
Who we are and what we do

Organisational information, location and contacts, constitutional and legal governance

Legal framework

Wolfson College is governed by Statutes and Ordinances. These documents can be viewed as pdf files which incorporate the latest revisions. The College’s Royal Charter was granted on 27 October 1976 and, with the Statutes, came into effect on 1 January 1977.

How the institution is organised

The College is administered by the President and the Governing Body comprising the President and all the Fellows of the College under Titles A, B, C and D in accordance with the Statutes and Ordinances. The Governing Body normally meets four times per year. Rules relating to the Governing Body may be found in the Statutes (Chapters AIII and AIV).

The principal officers of the College include the President, the Vice-President, the Bursar, the Senior Tutor, and Development Director, who perform the duties specified in the Statutes of the College.

The educational work of the College is performed by the Wolfson Tutorial Team, which is supported by the Tutorial Office. An up-to-date list of Directors of Studies may be obtained from the Undergraduate Office. The Heads of Department and assistant staff of the College are listed here.

The Governing Body appoint various committees, whose function is to undertake preparatory work for Governing Body meetings.

Location and contact details

The College address is Wolfson College, Barton Road, Cambridge CB3 9BB
See the following web pages for location and contact details and directions.

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 does not have responsibility for, work in partnership with, sponsor or own any other organisations.

Student activities

Wolfson College Student Association (WCSA) is the principal student association for undergraduate and postgraduate students. The constitution may be found here. WCSA has its own website.

The College also has a number of clubs and societies listed here.

The College’s code of practice under section 22 of the Education Act 1994

The constitution of WCSA is drawn up in accordance with the Act.
What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Financial information for the current and prior financial years is available as described below.

Funding / income
The income and expenditure of the College is described in further detail in the College Accounts. The College’s endowment fund is invested in CUEF and details of the College’s investment is described in the College Accounts under ‘Operating and Financial Review/Endowment and Operational Reserves’.

Budgetary and account information
This information is available in the College Accounts.

Financial audit reports
The independent auditors’ annual reports to the Governing Body of the College may be found in the College Accounts.

Register of suppliers
The College does not have an approved list of suppliers.

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 offers financial support for the research activities of its Junior Research Fellows and Students.
What our priorities are and how we are doing

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

Annual reports

The Bursar’s Annual Report is contained in the College Accounts.

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.

Information about College procedures can be found in the Wolfson College Student Handbook.

External review information

QAA audit performance at the University level and their latest report is here.

Government and regulatory reports

Following Charity Registration in 2010, the College’s Objects and Public Benefit Report may be found in the College Accounts.

Wolfson College’s registered charity number is 1138143.
How we make decisions

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

Minutes of Governing Body
Minutes of Committees are not published because they often contain information relating to identifiable individuals.

Educational Policy Committee Minutes
Minutes of Committees are not published because they often contain information relating to identifiable individuals.

Minutes of Staff/Student consultation meetings
Minutes of Committees are not published because they often contain information relating to identifiable individuals.

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

Employment opportunities and the relevant appointment procedures are advertised on the College website.
Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Policies and procedures for conducting College business

Policies and procedures are discussed in the various documents linked to this Scheme document. Requests for information under the Act should be addressed to the Bursar. If inquirers are dissatisfied with the initial response they should write to the President explaining where the information supplied falls short of the requirements of the Act.

Procedures and policies relating to academic services

Regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations can be found, along with other policies relating to College life in the Student Handbook.

Procedures and policies relating to human resources

For information on human resources policies, please contact the College’s Personnel Officer.

Code of Conduct for members of governing bodies

The College’s code relating to conflict of interests may be obtained from the College Secretary.

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 may be downloaded here.

Estate management

The College’s estates are managed by the Governing Body through Finance and House Committees.

Complaints policy in respect of the Freedom of Information Act

Requests for information under the Act should be addressed to the Bursar. If inquirers are dissatisfied with the initial response they should write to the President explaining where the information supplied falls short of the requirements of the Act.
Records management and personal data policies
These policies are under review.

Charging regimes and policies
Details of the fee and charges levied by the College can be obtained from the Bursar.
Details of charges made for the provision of information can also be obtained by application to the Bursar.
Lists and Registers

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

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

There is none.

Disclosure Logs

The College does not maintain a disclosure log.

Asset Registers

Details of the College’s major assets are available on request from the Bursar.

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 President’s Assistant.
The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases

A description of the services offered

Prospectus

Details for admission to Wolfson College for both undergraduates and graduates may be found here. The University undergraduate admissions prospectus may be found here. University graduate admissions information may be found here.

Services for outside bodies

The College does not normally provide services for outside bodies. It does accommodate conferences and other meetings of outside bodies, primarily outside Term. Please contact the Accommodation Manager.

Welfare and counselling

Information concerning the University Counselling Service may be found here.

Health including medical services

The College employs a nurse, who offers medical advice to students and staff. Comprehensive health information may be found here.

Careers

The University Careers Service is available to College members.

Chaplaincy services

Wolfson has a team of ecumenical chaplains representing different faiths, which provides a listening ear and support to College members on request.

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

The College provides details of its fees and other charges when discussing specific services with members, staff and other users of the College’s facilities.

Sports and recreational facilities

Information concerning College recreational and sports facilities can be found here.
Museums, libraries, special collections and archives
Information concerning the College Library, including special exhibitions, may be found here.
Please email for enquiries concerning the College Archives.

Conference facilities
Please email for information concerning the College’s catering and conference facilities.

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 obtained via the Tutorial Office.

Local campaigns
Information concerning the College’s Alumni Office may be found here.