

Freedom of Information Publication Scheme

Fitzwilliam 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.

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

Classes of Information

| | |
|---|---|
| <u>Who we are and what we do</u> | Organisational information, locations and contacts, constitutional and legal governance. |
| <u>What we spend and how we spend it</u> | Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. |
| <u>What our priorities are and how we are doing</u> | Strategy and performance information, plans, assessments, inspections and reviews. |
| <u>How we make decisions</u> | Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. |
| <u>Our policies and procedures</u> | Current written protocols for delivering our functions and responsibilities. |
| <u>Lists and Registers</u> | Information held in registers required by law and other lists and registers relating to the functions of the College. |
| <u>Services we offer</u> | Advice and guidance, booklets and leaflets, transactions and media releases - a description of the services offered. |

These classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempted 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.

Methods 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 the College 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 for **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. 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 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 will be 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 that is subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred, such as:

- **Photocopying** (charged at a rate of 20p per sheet)
- **Postage and packaging**
- **Other 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; where they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified; and where they 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, at which time its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Please contact the Bursar (who is also the Freedom of Information Officer) at this address:

**Fitzwilliam College
Storey's Way
Cambridge
CB3 0DG**

Or via email at foi@fitz.cam.ac.uk

Who we are and what we do

Organisational information, structures, locations and contacts

Legal framework

The Charter and Statutes of the College are [on the College website here \(PDF\)](#). The Standing Orders of the College (known as Ordinances) are available on application to the Freedom of Information officer.

How the institution is organised

The College is administered by the [Master](#) and [senior officers](#) under the ultimate authority of the Governing Body, comprising the [Master and all the Fellows](#) of the College in accordance with the Statutes and Ordinances of the College which are made by the Governing Body. The Governing Body normally meets twice in each term and three times during the Easter term. Rules relating to elections to and meetings of the Governing Body may be found in the Statutes.

The [principal officers of the College](#) include the President, the Bursar, the Tutors, the Steward, the Fellow Librarian, the Praelector and the Dean. The educational work of the College is performed by [Directors of Studies and College Lecturers](#). All of these Officers are subject to the duties specified in the Statutes and Ordinances of the College.

Further information about the governance of the College can be found in the College's **Financial Statements**, under 'Accounts' on the College's [Freedom of Information page](#).

[Location of the College is shown here](#) and [contact details are here](#).

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

The College wholly owns the following registered companies:

- [Fitzwilliam College Services Ltd](#), which provides conference management services. (See *Appendix II*)
- [Kawakawa Bay Ltd](#), which provides launderette services. (See *Appendix III*)

Student activities

The principal student association in the College is the [Junior Members' Association](#), which incorporates the [Junior Combination Room](#) (comprising undergraduate students) and the [Middle Combination Room](#) (comprising graduate students). The College has a number of [clubs and societies](#).

The College's **code of practice** under section 22 of the Education Act 1994 is contained within the College Regulations, a copy of which is accessible to all members of the College [here](#). Copies of relevant sections can be obtained on written request to the Freedom of Information Officer.

What we spend and how we spend it

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

Accounts

Financial information for the last ten financial years is available in the audited Annual Report and Financial Statements, which may be found under 'Accounts' on the College's [Freedom of Information page](#). The Annual Report and Financial statements include details of the College's funding/income streams, and its investment policy. Information for earlier years is available free of charge (or otherwise, as specified) on application to [the Bursar](#).

Budgetary information

The Governing Body sets its budgets in the Easter Term for the following academic year, based upon the advice of the College Committee. The budgets are monitored and reviewed regularly against predicted outcomes.

Financial audit reports

Copies of the independent auditors' annual reports to the Governing Body of the College may be found in the Financial Statements here.

Capital programme

The College does not routinely need to prepare a capital programme beyond the period of one year, but one may be developed by the Governing Body as the need arises and as funds allow. Such plans are developed on the advice of the Senior Bursar, the Estates Committee and the College Committee, taking external professional advice as required. Annual capital expenditure budgets are prepared as part of the annual budgeting process.

Financial regulations and procedures

The Bursar is responsible to the Governing Body for financial and investment matters. The duties of the Bursar are set out in the [College Statutes](#). The College Committee advises the Governing Body on financial policy and financial performance. Day-to-day financial decisions are delegated to Heads of Department in respect of procurement, human resources and budgetary control.

Staff pay and grading structures

The College's salaries are determined by the College Committee and take account of market conditions and what is affordable by the College.

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.

What our priorities are and how we are doing

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

Annual report

The Annual Review of the Governing Body is published in its Annual Report and Financial statements, which can be [found on the College website here](#). The Annual Review contains a review of the academic performance of the College, as does the annual Journal of the Fitzwilliam Society. The College magazine *Optima* and the annual *Journal of the Fitzwilliam Society* are [available on the website here](#).

Corporate and business plans

The College plan is currently being reviewed and updated. A summary will be available on the website as soon as it is ready.

Teaching and learning strategy

The College's Admissions website pages can be found [here](#). The College publishes an Undergraduate [Tutorial Guide](#) which can be accessed via the College website.

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. Information about College procedures can be found in the [Undergraduate Tutorial Guide \(PDF\)](#) and in the College Regulations, a copy of which is accessible to all members of the College [here](#). Copies of relevant sections can be obtained on written request to the Freedom of Information Officer.

External review information

Statistics of applications and acceptances are published in the [Cambridge University Reporter](#) and include student population by school type, gender, subject and grades. Student applications and acceptances are also given for each College. The Student Numbers edition of the Reporter contains data including student population by College, subject and origin, and performance tables by subject and gender.

Examination and class lists are also published in the Reporter.

Corporate relations

The Development Office maintains informal links with old members of the College. Details of its publications and activities, including the Fitzwilliam Career Network, can be found [here](#).

Government and regulatory reports

The College's annual Public Benefit Report will be [made available on the Charity Commission website here](#) when it is produced.

How we make decisions

Decision-making processes and records of decisions.

The organisation and governance of the College are described in the Annual Report and Financial Statements of the College which may be found under 'Accounts' on the College's [Freedom of Information page](#).

Minutes from Governing Body, Council / Senate, academic boards and steering groups

Paper copies of minutes of the Governing Body and the College Committee may be obtained upon application in writing to the Freedom of Information Officer. Such minutes will be redacted to exclude items for which exemptions apply under the Freedom of Information Act. There will be a charge for each set of minutes supplied.

Teaching and learning committee minutes

Paper copies of minutes of the Education Committee and the Library Committee may be obtained upon application in writing to the Freedom of Information Officer. Such minutes will be redacted to exclude items for which exemptions apply under the Freedom of Information Act. There will be a charge of £X per set of minutes supplied

Minutes of staff / student consultation meetings

Paper copies of minutes of the General Purposes Committee, the JMA Executive Trustees and the Health and Safety Committee may be obtained upon application in writing to the Freedom of Information Officer. Such minutes will be redacted to exclude items for which exemptions apply under the Freedom of Information Act. There will be a charge for each set of minutes supplied.

Appointment committees and procedures

Minutes of appointments committees are not published because they contain personal information. Advertisements for employment within the College, covering both academic and staff positions, and the relevant appointment procedures, may be found on the [College website Vacancies page](#).

Our policies and procedures

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

Policies and procedures for conducting College

The Charter and Statutes of the College are [on the College website here \(PDF\)](#). The Policies and Regulations of the College are on the College's [Freedom of Information page](#). The Standing Orders of the College (known as Ordinances) are available on application to the Freedom of Information officer. College procedures for handling requests for information are described in [Appendix I](#).

Procedures and policies relating to academic services

Readers should refer to section entitled "[What our priorities are and how we are doing](#)" for information relating to procedures for changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.

The following documents are available: [Undergraduate Tutorial Guide](#)

Rules relating to the conduct of examinations and procedures to be followed for requests to change course or in the event of examination failures are contained within the College Regulations, a copy of which is accessible to all members of the College [here](#). Copies of relevant sections can be obtained on written request to the Freedom of Information Officer.

Procedures and policies relating to student services

Policies and procedures for student admission and registration may be found [here](#).

Student Accommodation standards are regulated by ANUK. Rules and standards relating to student accommodation, are set out in the Accommodation Handbook, which may be found [here](#).

Rules and codes of conduct for students are contained within the College Regulations, a copy of which is accessible to all members of the College [here](#). Copies of relevant sections can be obtained on written request to the Freedom of Information Officer.

The Guide to Fitzwilliam College Grievance, Complaint and Disciplinary procedures is available to members of the College to view [here](#). Interested parties who are not members of the College may apply to the Freedom of Information Officer for a copy.

Procedures and policies relating to human resources

The Staff Regulations are available to members of the College staff and other members of the College to view [here](#). Interested parties who are not members of the College staff may apply to the Freedom of Information Officer for a copy.

Procedures and policies relating to recruitment

Current vacancies at the College may be found [here](#).

Code of Conduct for members of governing bodies

The College's code relating to conflict of interests may be found [here \(PDF\)](#).

Equality and Diversity

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

Health and Safety

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

Estate 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 Governing Body.

Day-to-day management is the responsibility of the Domestic Bursar, supported by the Accommodation Officer, the Domestic Manager, the Maintenance Manager, the Head Gardener, and the Head Porter.

Rooms in College are allocated to students by a balloting system, the details of which are agreed with the Junior Members Association representing both Graduate and Undergraduate students.

Management of the College sports ground and its facilities is the responsibility of the Groundsman, under the overall direction of the Senior Treasurer of the [JMA](#).

Complaints policy

Any complaints by members of the public should be made in the first instance to the [Domestic Bursar](#). In the case of complaints to applications under the Freedom of Information Act, the Master, President or (in their absence) independent member of the College Committee are authorised to review the decisions and actions of the Freedom of Information Officer.

Rules and codes of conduct for students are contained within the **College Regulations**, a copy of which is accessible to all members of the College [here](#). Copies of relevant sections can be obtained on written request to the Freedom of Information Officer.

The **Guide to Fitzwilliam College Grievance, Complaint and Disciplinary procedures** is available to members of the College to view [here](#). Interested parties who are not members of the College may apply to the Freedom of Information Officer for a copy.

The **Staff Regulations** are available to members of the College staff and other members of the College to view [here](#). Interested parties who are not members of the College staff may apply to the Freedom of Information Officer for a copy.

Records management and personal data policies

This section is currently under review.

Research policy and strategy

The College believes that freedom of expression and speech and academic freedom within the law are fundamental to a healthy academic community. The regulations relating to Public Meetings and Freedom of Speech are contained within the College Regulations, a copy of which is accessible to all members of the College [here](#). A copy of the relevant section can be obtained on written request to the Freedom of Information Officer.

Junior Research Fellowships are provided to enable individuals in the early years of their academic careers to engage in full-time research at the highest level in their specialised area.

All Fellows holding College Lectureships are expected to devote themselves to research and learning in their field.

Charging regimes and policies

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

Lists and registers

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 free of charge (or otherwise, as specified) on application to [the Bursar](#).

Disclosure logs

The College maintains a disclosure log which records requests for information received under the Freedom of Information Act.

Register of gifts and hospitality provided to senior personnel

The College maintains a register of business gifts and hospitality received by members of staff.

Any register of interests kept in the College

Applications for information contained in the College's register of interests should be made to the Secretary of the Governing Body via the **Master's secretary, Fitzwilliam College, Storey's Way, Cambridge CB3 0DG**, or by email to masters.secretary@fitz.cam.ac.uk.

The services we offer

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

Prospectus

Information about applying to Fitzwilliam, for undergraduates and postgraduates, 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.

Course content

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

Welfare and counselling

Information concerning welfare and counselling services for students may be found in the [Undergraduate Tutorial Guide](#) and on the College website [here](#). Information concerning the University Counselling Service may be found at www.counselling.cam.ac.uk.

Health including medical services

Information concerning the College Nurse and health services available to students is [here](#).

Careers

Careers advice is available to members of the College at www.careers.cam.ac.uk.

Chaplaincy services

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

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

Information concerning College fees and charges may be found [here](#).

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 may be found [here](#). Inquiries concerning the College Archives should be made to the College archivist, [Professor D M Thompson](#).

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 [here](#).

Local campaigns

Information on the College's Alumni Office and the 150th Anniversary Appeal may be found [here](#).

Appendix 1

Guidance for individuals requesting information under the Freedom of Information Act

As from 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme.

To help the College respond to your request as quickly as possible, please use the following guidance.

- Requests should be made in writing (by e-mail or post) wherever possible.
- Enquirers should provide us with an address for correspondence.
- To save time, please make your enquiry as specific as possible. We are happy to offer guidance about the framing of enquiries.
- Your enquiry will be dealt with within 20 working days, as specified by the Act.
- If the costs of locating and collating the information would exceed maximum limit set by the government of £450, then the College may not comply with your request or may ask you to meet our reasonable costs in doing so.
- The College will provide copies of documents up to 10 pages long free of charge. Documents that exceed this limit may be charged for at a rate of 20p per sheet.
- If we intend to charge a fee, we will notify you as soon as possible after receiving your request. We will proceed with your enquiry once we have received your fee and respond within 20 days, less the time that it has taken to issue you with the fees notice.
- The College is not required to release information to which an exemption in the Act legitimately applies. However, we will explain to the enquirer why we have decided not to release information that we believe to be exempt.
- If you are not satisfied with the way that the College has dealt with your request, please address your complaint to the Master, Fitzwilliam College, Storey's Way, Cambridge CB3 0DG or master@fitz.cam.ac.uk.
- If the College is unable to resolve your complaint to your satisfaction, you have the right under the Freedom of Information Act 2000, s 50, to apply to the Information Commissioner "for a decision whether, in any specified respect, a request for information made by the complainant (i.e. yourself) to a public authority (i.e. the College) has been dealt with in accordance with the requirements of Part I" of the Freedom of Information Act 2000. If you wish to exercise this right, you should contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or visit www.informationcommissioner.gov.uk.

Appendix 2

FITZWILLIAM COLLEGE SERVICES LIMITED

SUBSIDIARY COMPANY PUBLICATION SCHEME

Company registered number: 03203068

Please note that the [Companies House web site](#) includes details of the name and address of the company, the company type, the nature of the business and the date of incorporation.

Last accounts, last returns and current appointments report are available for a charge. This information can also be obtained by contacting Companies House by post at **Companies House, Crown Way, Maindy, Cardiff CF14 3UZ.**

Information that may damage the company's commercial interests will be excluded from publication.

| Class | Description | Manner/Format | Fee/Charge |
|--|---|--|-------------------------------|
| 1. Legal framework and governance structure | Memorandum and Articles of Association; Certificate of Incorporation; Resolutions | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 2. Objectives | Report containing general company information | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 3. Management structure | Information about current appointments. | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 4. Financial resources | Last Statement of Accounts (Annual return) | Available from Companies House in various formats. | £0.20 per sheet, plus postage |

Appendix 3

KAWAKAWA BAY LIMITED

SUBSIDIARY COMPANY PUBLICATION SCHEME

Company registered number: 02824528

Please note that the [Companies House web site](#) includes details of the name and address of the company, the company type, the nature of the business and the date of incorporation.

Last accounts, last returns and current appointments report are available for a charge. This information can also be obtained by contacting Companies House by post at **Companies House, Crown Way, Maindy, Cardiff CF14 3UZ.**

Information that may damage the company's commercial interests will be excluded from publication.

| Class | Description | Manner/Format | Fee/Charge |
|--|---|--|-------------------------------|
| 1. Legal framework and governance structure | Memorandum and Articles of Association; Certificate of Incorporation; Resolutions | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 2. Objectives | Report containing general company information | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 3. Management structure | Information about current appointments. | Available in hard copy format. Also available from Companies House in various formats. | £0.20 per sheet, plus postage |
| 4. Financial resources | Last Statement of Accounts (Annual return) | Available from Companies House in various formats. | £0.20 per sheet, plus postage |