Publication scheme

Freedom of Information Act 2000

This publication scheme follows the model prepared and approved by the Information Commissioner. The publication scheme commits this College c 0.4 -0 0 Td   ( )Tj   -0.011 Tc1.9483.12 Tm   .489 0 Td   [(th)-9.12 Tmn 0 T,

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, location Td (f6.41 0 Tw 0.835 0 Td011 Tc 0.2ai)-15.Tw [(a).174 0 Td ( )Tj -0.009 Tc -1c 0 T

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

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 made [...]

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

Location and contact details are available as follows:

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

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

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.

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.

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

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

Information Officer is the Assistant Bursar and can be contacted at foi@clare.cam.ac.uk. Procedures for complaints by Fellows, Staff or students

The services we offer

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

Prospectus

Information on

access to