



## Sidney Sussex College Publication Scheme

The 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:

- publishes or otherwise makes available as a matter of routine, information which is held by the College and falls within the classifications below;
- specifies the information which is held by the College and falls within the classifications below;
- publishes or otherwise makes available as a matter of routine, information described in this scheme;
- publishes the methods by which information is routinely made available so that it can be easily identified and accessed by members of the public;
- reviews and updates on a regular basis the information the College makes available under this scheme;
- produces a schedule of any fees charged for access to information which is made available;
- makes this publication scheme available to the public.

### Classes of Information

#### **1. Who we are and what we do**

- Organisational information, locations and contacts, constitutional and legal governance.

#### **2. What we spend and how we spend it**

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **3. What our priorities are and how we are doing**

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

#### **4. How we make decisions**

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

## **5. Our policies and procedures**

- Current written protocols for delivering our functions and responsibilities.

## **6. Lists and registers**

- Information held in registers required by law and other lists and registers relating to the functions of the College.

## **7. 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 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 the College's 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. Requests should be made in writing to [FOI@sid.cam.ac.uk](mailto:FOI@sid.cam.ac.uk).

## Guide to Information

This section specifies what information the College publishes and how it is available for each class of information.

### 1. Who we are and what we do

#### 1.1 Legal Framework

[History](#)

[Sidney Sussex Statutes](#)

[Sidney Sussex Ordinances](#)

#### 1.2 College organisation

The College is administered by the Governing Body, consisting of the Master and Fellows of the College in accordance with the Statutes and Ordinances of the College. The principal officers of the College include the Master, Vice Master, Bursar and Senior Tutor. The College Council, who are also Charitable Trustees of the College, meets three times per term with the Governing Body meeting once per term. The educational work of the College is performed by Directors of Studies and Supervisors. The Heads of Department and senior members of the administrative staff of the College are listed [here](#).

The College is a registered charity and its registration number is 1137586.

#### 1.3 Location and contact details

The location of the College and how it may be contacted can be found [here](#).

#### 1.4 Associated organisations

The College wholly owns the following registered company:

- Sidney Sussex Hospitality Limited

The College has a self-governing alumni association (Sidney Sussex Society) whose role is to keep former students in touch with each other and the College. This organisation is an independent entity run by alumni and is not subject to the Freedom of Information Act.

#### 1.5 Student activities

The primary student organisations are the [Junior Combination Room](#) (JCR) comprising undergraduate students, and the [Middle Combination Room](#) (MCR) comprising graduate students. These organisations are independent entities run by students and are not subject to the Freedom of Information Act.

## 2. What we spend and how we spend it

The [College's Annual Report and Accounts](#) for the past six years are available online and include the College's Financial Statements. Information for earlier years is available on request.

### 2.1 Funding/Income

The funding of the College derives from:

- Undergraduate tuition fees, which are paid to the College by the University
- College fees for Graduate Students
- The College's investment portfolio including commercial rental property
- Charges to members of College
- Charitable Donations and Gift Aid receipts
- Conferencing

### 2.2 Budgetary and account information

This can be found in the [College's Annual Report and Accounts](#)

### 2.3 Financial audit reports

The College Audit Report is part of the [College's Annual Report and Accounts](#)

### 2.4 Staff pay and grading structures

Multiple pay scales apply to members of the College. Fellows and some staff are paid on the [University of Cambridge pay scale](#) whilst hourly paid staff are paid on the College's own pay scale (available on request).

### 2.5 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.

### 2.6 Procurement and tender procedures and reports

The College is not a public authority for the purpose of European Law relating to tendering requirements. The normal practice in relation to major works is to procure them through a tendering process.

### 2.7 Contracts

The College does not publish details of its commercial contracts.

## **2.8 Research funding**

The College funds its own scheme of Research Fellowships, details of which are published on the College website, and in other media, when vacancies arise. Small research grants are also available to College members.

## **3. What our priorities are and how we are doing**

### **3.1 Annual Report**

The [College's Annual Report and Accounts](#) for the past six years are available online.

### **3.2 Corporate and business plans**

Financial planning and resource allocation are controlled by the College Council acting on the advice of the Finance and Needs Committee and Investment Committee.

### **3.3 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 can be found on the University's website at [www.cam.ac.uk](http://www.cam.ac.uk). Information about College procedures can be found in the [Student White Book](#).

### **3.4 Corporate relations**

There is no direct corporate input into teaching and learning.

### **3.5 Government and regulatory reports**

See the [University of Cambridge Publication Scheme](#) for returns. Please also see the College's returns to the [Charity Commission](#).

## **4. How we make decisions**

### **4.1 The Governance of the College**

Full details about the governance of the College and how the Governing Body and College Council operates are found in the [Annual Report and Accounts](#) in the section on Corporate Governance. The Governing Body meets four to seven times per year and it elects the College Council and supervises its work. The College Council meets nine times per year and deals with all matters of College administration not reserved to the Governing Body. Information not deemed to be sensitive is contained in the unreserved minutes of the Governing Body and College Council. These may be obtained by emailing [FOI@sid.cam.ac.uk](mailto:FOI@sid.cam.ac.uk).

Reports to the Governing Body and College Council, minutes of other committees and reserved minutes of the Governing Body and College Council are not available under this scheme but may be released on request if the College is satisfied that no exemption under The Freedom of Information Act Part II sections 21-44 applies.

#### **4.2 Consultation of Staff and Students**

Students are represented on the major committees of the College, and informal non-minuted meetings are held on a regular basis between College officers and JCR/MCR representatives.

The College's Staff Liaison Committee provides a forum for staff to offer feedback, make suggestions and give input on the running of the College as relevant to them. Minutes of these meetings may be obtained by emailing [FOI@sid.cam.ac.uk](mailto:FOI@sid.cam.ac.uk).

#### **4.3 Appointment committees and procedures**

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

Staff and academic vacancies are advertised on the College website as they arise.

## **5. College policies and procedures**

### **5.1 Policies and procedures for conducting College business**

[College Statutes](#)

[College Ordinances](#)

[Annual Report and Accounts](#)

### **5.2 Procedures and policies relating to academic services**

Please see Student pages <https://www.sid.cam.ac.uk/current> and Student White Book <https://www.sid.cam.ac.uk/aboutus/publications/statsords>.

### **5.3 Procedures and policies relating to student services**

Please see Student pages <https://www.sid.cam.ac.uk/current> and [Student White Book](#).

### **5.4 Procedures and policies relating to human resources**

The terms and conditions of employment for the non-academic administrative staff are contained in the Assistant Staff Handbook which is available on request.

### **5.5 Procedures and policies relating to recruitment**

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

Staff and academic vacancies are advertised on the College website as they arise.

### **5.6 Code of conduct for Governing Body**

The College's code of conduct relating to conflict of interests is contained in the [College Ordinances](#).

### **5.7 Equality and diversity**

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

### **5.8 Health and safety**

The Domestic Bursar is the College Safety Officer.

### **5.9 Estate management**

Enquiries relating to estate management should be referred to the Bursar in the first instance.

### **5.10 Complaints policy**

The [College Statutes and Ordinances](#) contain details of the disciplinary and grievance procedure applying to academic staff.

The staff complaints policy is available on request.

The student complaints policy can be found in the [Student White Book](#).

Any complaints by members of the public should be made in the first instance to the Bursar.

### **5.11 Records management and personal data policies**

All personal data is handled in accordance with the Data Protection Act. Further details can be found [here](#).

### **5.12 Charging regimes and policies**

Details of fees and charges levied by the College are available on request and include:

- Undergraduate tuition fees (paid to the College by the University)
- College graduate fee
- Accommodation and catering charges
- Kitchen Fixed Charge



## 6. Lists and registers

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

No register of gifts and hospitality provided to senior personnel is considered necessary as business gifts and hospitality received by College personnel are of negligible value only.

## 7. The services we offer

### **7.1 Prospectus**

Information for prospective students can be found on the [student pages](#) of our website.

### **7.2 Services for outside bodies**

The College offers facilities for conferences, events, dining and accommodation, which may be booked by outside organisations or individuals.

### **7.3 Course content**

Details of the subjects that may be studied by Sidney Sussex College students can be found [here](#).

### **7.4 Welfare and counselling**

Information concerning welfare for students may be found on our [student pages](#).

### **7.5 Health including medical services**

Information concerning health and medical services for students may be found on our [student pages](#).

Information concerning health, safety, welfare, sick leave and pay is available on request.

### **7.6 Careers**

The College does not have a dedicated careers advisor but advice is provided to students on an ad hoc basis by Tutors and Directors of Studies. Students may also take advantage of the facilities of the University Careers Service.

### **7.7 Chaplaincy services**

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

### **7.8 Services for which the College is entitled to recover a fee, together with those fees**

Information concerning College fees and charges is available on request.

### **7.9 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: [Archivist@sid.cam.ac.uk](mailto:Archivist@sid.cam.ac.uk).

### **7.10 Conference facilities**

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

### **7.11 Advice and guidance**

Advice and guidance to current students is available in the Student Handbook. The Tutorial Office advise and assist individual students who may also call on Tutors and Directors of Studies for help. The Porters' Lodge provides advice on security and practical matters, particularly out of office hours.

Advice and guidance to prospective undergraduate and postgraduate students is available on the website.

Information about advice available to staff is available on request.

### **7.12 Local campaigns**

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

### **7.13 Media releases**

News items and press releases issued by the College may be found on the website.

General media enquiries should be directed to [News@sid.cam.ac.uk](mailto:News@sid.cam.ac.uk).